

# CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous Society under Ministry of Health and Family Welfare, Govt. of India)

Annexe Building, Indian Red Cross Society

1, Red Cross Road, New Delhi -110001.

Website: [www.cmss.gov.in](http://www.cmss.gov.in), Fax: 011-23730120, Ph: 011- 23736186

Dated 13.04.2018

## C O R R I G E N D U M

### Tender for Lease Office Space [Tender No. CMSS/Admn/182]

Sl.No.	Reference	Tender document Page No.	Clarification /Amendment
1	Last date of submission of Tender	Page No. 1 &3	Last date of submission of tender extended till <b><u>27.04.2018 upto 3.00 PM.</u></b>
2	Opening of Technical Bid	Page No. 1 &3	Technical Bid will be opened on <b><u>27.04.2018 at 4.00 PM</u></b>
3	The scope of services is to provide semi furnished/furnished office space on rent in the building within the maximum road distance of within 06 kms. From Ministry of Healthy & Family Welfare, Nirman Bhawan, New Delhi having carpet area of approximately 8,000 sq.ft. (+20%) to CMSS spread over a maximum of two consecutive floors within one building to accommodate about 30-40 employees along with full power backup ad providing basic amenities.	Para 2.1 of page No. 4	The scope of services is to provide <b>un-furnished</b> office space on rent in the building within the maximum road distance of within 06 kms. from Ministry of Healthy & Family Welfare, Nirman Bhawan, New Delhi having <b>Carpet Area</b> of approximately 8,000 sq.ft. (+20%) to CMSS spread over a maximum of two consecutive floors within one building to accommodate about 30-40 employees along with full power backup ad providing basic amenities. Owners of furnished office space can also apply but no consideration will be given to furnishing aspects. Owner may be asked to hand over unfurnished office space after dismantling of fixtures etc. at his own cost.
4	Cost of Stamp Duty and other administrative arrangements and expenses e.g. registration charges of Lease Agreement shall be borne by the Bidder.	Para 3.3 (b) at page No. 5	Cost of Stamp Duty and other administrative arrangements and expenses e.g. <b>registration charges of Lease Agreement shall be shared by both the parties equally.</b>
5	Security Deposit equal to one month rent will be paid by CMSS to the successful Bidder which will be adjusted from the rent of last months of the lease period or	Para 3.3 (l) at page no. 5	<b>Security Deposit equal to three months of rent in the form of Bank Guarantee (BG) will be given by CMSS to the successful Bidder. The annual escalation will be @ 10%</b>



	the notice period as the case may be. The annual escalation will be @ 10% after 3 years and thereafter 3% P.A. The monthly rent will remain fixed for first 3 years period.		after 3 years and thereafter 3% P.A. The monthly rent will remain fixed for first 3 years period.
6	All the deviations to the terms and conditions to the NIT shall be clearly brought out in the enclosed deviation statement.\	Para 4 (h) at page no. 6	Clause Deleted.
7	Documentary proof of ownership of office space (payment of taxes, water bill, electricity charges, telephone bill must be submitted)	Technical Bid Form (Part-I) Sl.No. 20 at page No. 8 Annexure-I	<b>Documentary proof of ownership of office space (Property taxes receipt, water bill, electricity bill must be submitted)</b>
8	Regarding cost of Tender document of Rs. 1,000/-		<b>No fees will be charged for Tender Document.</b>
9	Fit out period		<b>Fit out period will be two months from the date of possession of premises. No rent will be paid for fit out period after the agreement is signed.</b>
10	Price Bid (Annexure-II)	Page No. 9	<b>Amended price bid proforma is attached herewith.</b>

*R.C. Nayak*

(R.C. Nayak)  
General Manager (Administration)



**PRICE BID (Part-II)**

(To be used for Bid's for un-furnished office space for CMSS)

Tender No: CMSS/Admn./182

Date:.....

1. Bidder's Name & Address:
2. Owner of properties name & address:
3. Carpet area offered for rent buy the Bidder:.....Sqft.
4. Rental Charges:

Description	Rates inclusive of all taxes		
	Description	In Figures	In words
Rental charges for the hired space	Rs. Per sq. ft. carpet area		
	Maintenance charges Per Sqft		
	Power Backup Per Sqft		
	Parking charges (if any)		
	Any other charges (Specify)		
	Any other charges (Specify)		
	GST (%)		
	Total charges inclusive of all the above.(Per Sqft)		

The bidder will provide break up of total charges as shown above. After 3 year period, the rate per Sq.ft carpet area will be enhanced by 3% annually. Other charges (Maintenance, power back up, parking charges and any other charges) will be paid at actuals or with equivalent annual escalation, whichever lower.

Date:

Place:

(Signature) \_\_\_\_\_

(Name) \_\_\_\_\_

(Designation) \_\_\_\_\_

(Common Seal) \_\_\_\_\_



**Note:**

1. Our above price quote is valid for 120 days from the date of **Bid Opening**.
2. The above price quote is inclusive of all taxes and levies, land, water, sewage, property & commercial tax, maintenance charges and service tax etc. as applicable on the date of price bid opening.
3. The monthly rent for a period of first three year shall be as per rates quoted under SL. No '1' above.
4. I/We have noted that the electricity charges shall be paid by CMSS based on the actual consumption of electricity and therefore, the electricity charges are not required to be quote here.
5. I/We further noted that CMSS shall not pay any brokerage amount for facilitating the requirement/finalization of office space.
6. I/we have read and examined the tender documents for hiring of office space by CMSS issued under reference No. \_\_\_\_\_ date \_\_\_\_\_. Copies of tender documents duly signed on each page are attached herewith.
7. I/We hereby submit the Bid and undertake to keep our Bid valid for a period of hundred and twenty (120) days from the date of **Bid opening**. I/We hereby further undertake that during the said period I/We shall not vary/alter or revoke my/our Bid during the validity period of the Bid and enter into the contract after the award is made by CMSS to the Bidder.
8. I/We hereby undertake to obtain and submit the clearances and rent permission from the appropriate authorities as may be necessary for letting out our premises to CMSS before execution of lease agreement and offer the space to be occupied by the CMSS within the stipulated time period.
9. This offers is in consideration of CMSS, agreeing to open my/our Bid, consider and evaluate the same for the purposes of award of services in terms of Bid documents.
10. I/We have read all the Terms and Conditions of the tender documents and confirm that the all Terms and Conditions are acceptable to us without any deviation.
11. Should this Bid be accepted by CMSS, I/We also agree to abide by and fulfil and comply with all the terms, conditions and provisions of the above mentioned tender documents.
12. I/We also represent that the Building/Office space offered by us is free from all encumbrances, claims and disputes etc. and also undertakes to indemnify CMSS for the loss whatsoever against any dispute, claim or encumbrances.

Date:

Place:

(Signature) \_\_\_\_\_

(Name ) \_\_\_\_\_

(Designation) \_\_\_\_\_

(Common Seal) \_\_\_\_\_