

Open Tender For Lease of Commercial Office Space

**Tender No:
CMSS/HQ/OFFICE/002/2025
Dt. 13.05.2025**



CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Society under Ministry of Health & Family Welfare, Govt. of India)
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CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under Ministry of Health & Family Welfare, GoI)
2nd Floor, VishwaYuvak Kendra, Teen Murti Road,
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NOTICE INVITING TENDER

Tender Ref No.: CMSS/HQ/OFFICE/002/2025

Date: 13th May 2025

CMSS invites online bids on CPPP portal from the eligible bidders (Legal Property Owner's/Builders) with clear title & deed for lease of commercial office space for a period of 5 Years extendable to further 2 Years at the location mentioned below:

Sr. No.	Location	Area Required
1	In New Delhi and within 5 km radius of the Nirman Bhawan based at Maulana Azad Road, Near Ministry of External Affairs, Central Secretariat, Delhi 110011	12,000 Sq Ft to 15,000 Sq Ft Carpet/Usable area i) The said carpet area may be on a single floor. or ii) In combination of two/three subsequent floor having connectivity via stairs/lift. Or iii) A Stand-alone building built on a minimum 600 Sq. Yard plot/land having stilt parking, lift and stairs. Or iv) Carpet area in part, in two connected towers having facility of lift/ stairs in a closed compound. Dedicated parking of minimum 7 four-wheeler is mandatory in each case.

Interested bidders may download the detailed bidding documents, scope of work, and other details, etc. from the CPP Portal <https://eprocure.gov.in> or CMSS website at www.cmss.gov.in. The bid completed in all aspects and as per the requirement of bid document, need to be uploaded on CPP portal only.

BID DATA SHEET

1	Tender Publishing Date and Time	13-05-2025
2	Tender Download, Bid Submission Start Date and Time	13-05-2025
3	Pre-bid meeting date, Time & Venue	19-05-2025, 03:00 PM At Conference Hall, CMSS, 2 nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi - 110 021 The bidder or their representative may join Pre-Bid carrying ID card of the Company. The person without carrying ID Card will not be permitted in meeting.
4	Tender Download, Bid Submission End Date, and Time	03-06-2025, 03:00 PM
5	Technical Bid Opening Date and Time	03-06-2025, 03:30 PM

		On CPPP Portal at the scheduled time mentioned in the tender or amendments.
6	Earnest Money Deposit	Rs. 1,00,000 /- (Rupees One Lakh Only)
7	Bid Validity	90 Days from the Technical Bid Opening Date

- a) CMSS reserves the right to accept or reject any or all the Tenders without assigning any reasons thereof. CMSS also reserves the right to call for any other details and information from any of the Tenderer.
- b) CMSS does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason, and no claim whatsoever, for any reason arising out of such action, will be entertained by CMSS.

c) Cost of Bidding:

The bidder is responsible for all costs related to preparing and submitting their bid on the e-procurement/ CPPP portal having website <https://eprocure.gov.in>. CMSS will not be liable for any of these expenses under any circumstances.

CMSS will not be accountable for any expenses or losses incurred by any bidder in connection with the submission of their tender.

-Sd/-
General Manager (Procurement)
Central Medical Services Society

TABLE OF CLAUSES

Sr. No.	Contents	Page Nos.
1.	Section A: Introduction (About: Central Medical Services Society)	6-7
2.	Section B: The Bidding Documents	8
3.	Section C: Preparation and Submission of Bids	9-15
4.	Section D: Submission of Bids	16
5.	Section E: Bid Opening and Evaluation	17-23
6.	Section F: Terms of Reference (TOR) and Scope of Work	24-26
7.	Forms and Annexure	27-38

SECTION A: INSTRUCTION TO BIDDERS (ITB)

A. INTRODUCTION

1. ABOUT CENTRAL MEDICAL SERVICES SOCIETY (CMSS)

Central Medical Service Society was established as per Cabinet Approval dated 24.08.2011 as a fully Autonomous Central Procurement Agency under the Ministry of Health & Family Welfare, Govt. of India. It has been in operation for the last thirteen years for the Procurement and Distribution of Medicines and other Medical Supplies for centrally sponsored programs.

CMSS has been in operation for the last 13 years to provide the below services, but not limited to the following services, for which CMSS is currently holding warehouses in 18 States in PAN India:

- To procure health sector goods efficiently.
- To put in place transparent and competitive systems for procurement so that goods are procured at competitive rates.
- Facilitating supplier selection, contract negotiation, and Share of Business allocation.
- Centralized procurement of drugs & consumables, and medical equipment PAN India.
- Ensuring to put in place fool proof systems for quality control so that the user gets quality products, quality will be the main driver restricting tender participation to firms of high standard.
- Ensuring the setup and management of an efficient supply chain.
- To standardize specifications, tender procedures, documents, billing & payment systems, and ensuring timely payments without delays to suppliers for all drugs & consumables and medical equipment procured through CMSS.
- Maintaining records related to indents/ requirements, purchase orders, supply and consumption of drugs & consumables and medical equipment and support annual forecasting and budgeting process.
- To reconcile indents versus budgetary allocations and budget variance analysis for procurement of drugs & consumables and medical equipment.
- To procure medical equipment or other materials based on purchase requests received from the Ministry of Health & Family Welfare and to put in place an MIS to prevent stock outs and excess inventory and also to reduce wastage, if not eliminate it.
- To interact with the Ministry and State governments on requirement of health sector goods, their standardization, and quality control.
- To assist the EPW in its efforts on States procurement reforms.
- To give technical and managerial assistance to States on procurement and logistics.
- To deal with procurement and distribution with the service provider and the user in view and improve the system based on their feedback.
- To promote rational use of drugs.

2. LETTER OF INVITATION

2.1.1 CMSS is intended to invite online bids on CPPP/E-Procurement Portal for hiring/leasing of commercial office space having carpet/ useable area of 12,000 SqFt to 15,000 SqFt on a single floor or combination of two/three subsequent floors or a stand-alone building having connectivity via stairs/lift or having Carpet area in part, in two connected towers having facility of lift/ stairs in a closed compound and dedicated parking for minimum 7 cars (in each case) from the interested Property Owners/Builders having clear and absolute title & deed for lease of their premises approved by local authority for use as commercial offices. **The lease will be initially for a period of 5 Years and further extendable for another 2 years on mutual agreed terms.**

2.1.2 In case bidder is quoting area having carpet area of 15,000 Sq ft or above, then bidder is deemed to be qualified for evaluation but CMSS will only be liable to pay rental charges of maximum 15,000 Sq ft carpet area only. In no case CMSS will pay monthly rental charges over and above 15,000 Sq ft carpet area. Bidders are advised to quote accordingly.

- 2.1.3 Bidders are advised in their own interest to please read the document carefully and contact the Tender Inviting Authority on the email provided and/or the contact numbers provided in the documents in case of any queries.
- 2.1.4 Submission of Bids on CPPP Portal against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the Bid document with full understanding and its implications.
- 2.1.5 CMSS, at its own discretion, may extend the date for submission of Bids. In such a case, all the rights and obligations of CMSS and Bidders previously subject to the deadline will thereafter be subject to the extended deadline (as applicable).
- 2.1.6 CMSS reserves the right to cancel any or all the Bids or annul the Bid process without assigning any reason thereof.

Information for Online Participation:

- 2.2.1 Tender documents may be downloaded from CPPP portal (URL: <https://eprocure.gov.in>) Aspiring Bidders/Suppliers who have not enrolled/registered on CPPP portal should enroll/ register before participating through the website www.eproc.gov.in.
- 2.2.2 Tenderer shall have to visit the CPPP portal (<https://eprocure.gov.in>), select the appropriate bid number and upload electronically by scanning in PDF format duly filled and signed technical bid documents by filling all the relevant columns with all the required enclosures. After filling data in pre-defined forms, bidder's needs to click on final submission link to submit their encrypted bid.
- 2.2.3 Tenderer shall submit their offer along with supporting documents in electronic format to be duly signed & scanned on or before the scheduled date & time as mentioned above and should be uploaded in technical bid through CPPP portal. Hard copy of the tender documents will not be accepted and any such offer, if received by Central Medical Service Society will be out rightly rejected.
- 2.2.4 Price has to be quoted in absolute terms and only at relevant place in procurement portal.
- 2.2.5 Corrigendum/Addendum to the Tender Notice, if any, shall be issued/ available online only. Prospective bidders are requested to view CMSS website & CPPP website regularly.
- 2.2.6 The Tenderer must fully comply with all the terms and conditions given in the detailed NIT. It is clarified that in case, any of the stipulated terms and conditions are not fulfilled by the Tenderer and incomplete or incorrect information submitted by the Tenderer, the bid may be treated as ineligible and Tenderer may be technically **disqualified and Price Bid shall not be opened**.
- 2.2.7 The results of technical evaluation will be uploaded on the e-procurement Portal. In case there are technically disqualified bidders, the reasons for disqualification will be uploaded and price bid shall be opened.
- 2.2.8 Further it is also intimated that CPPP Portal is used only as a platform for procurement/tendering services. All the terms and conditions contained in this NIT shall be applicable in whole tender process.
- 2.2.9 The Central Medical Service Society reserves the right to accept / reject the tenders without assigning any reason; the decision of the CMSS shall be final and binding on Tenderer.
- 2.2.11 For any technical assistance while uploading the bids on CPPP portal please contact on Mail at: cphp-doe@nic.in, Phone+91 0120-4001002 | +91 0120-4001005 | +91 0120-4493395.

3. DEFINITIONS

In this contract, the following terms shall be interpreted:

3.1 "Bid" means the Technical Proposal and the Financial Proposal.

3.2 "Instructions to Bidders" means the document which provides interested Bidders with all the information needed to prepare their Bids. This document also details out the process for the selection of the Bidder for the work mentioned in this tender document.

3.3 "Scope of Work" (SOW) means the scope of work mentioned in **Section F: Terms of Reference (TOR)**, which explains the objectives, Scope of work, activities, tasks to be performed, and expected results and deliverables of the assignment as well as the respective responsibilities of the Purchaser and the Bidder.

3.4 "The Project Site," where applicable, means the site or location where the commercial property having office space is situated.

3.5 "Day" means a calendar day.

3.6 "End-Customer/Client Department/Owner/Purchaser" means CMSS.

3.7 "Lessee" means CMSS, and "Lessor" means Property Owner.

3.8 "FFL" means Finished Floor Level.

3.9 Carpet Area:

Carpet area measurements : The carpet area measurements shall be the area or the premises which is covered but excluding the following:

- a) Wall and columns
- b) Portico/canopy
- c) Sanitary shafts/toilets
- d) Stair cases
- e) Bon Louvre
- f) Lift walls
- g) Air conditioning ducts
- h) Balcony
- i) Portion below the window sills
- j) Lofts
- k) Parking space whether covered or not
- l) Open terrace.

SECTION B: THE BIDDING DOCUMENTS

4. AVAILABILITY OF TENDER DOCUMENT

4.1 This tender document is available on the E-Procurement portal & CMSS's website to enable bidders to view and download the bid document and submit their bids up to the last date and time mentioned in the tender document on CPPP portal only.

5. CONTENTS OF THE BID DOCUMENT

5.1 The Scope of work, Bidding procedure, terms and conditions, etc. are prescribed in the bid document.

5.2 **The Bidders are expected to examine all the instructions, forms, terms and conditions, requirements, and qualifications in the tender documents.** Failure to furnish all the information required as per the bid documents or submission of a bid that is not responsive to the tender document in every respect will be at the Bidder's risk and may result in the rejection of his/her/their Bid.

6. CLARIFICATIONS OF TENDER DOCUMENTS

6.1 A prospective Bidder requiring any clarification of the tender documents may raise his/her/their point of clarification in the Pre-Bid meeting only **(schedule of Pre-bid is mentioned in the Bid date sheet)** and/or CMSS's e-mail ID, i.e. parteeksharma@cmss.gov.in, rohitgupta@cmss.gov.in, anujprakash@cmss.gov.in latest by end of the day (EoD) of next working day .

7. AMENDMENT OF TENDER DOCUMENT

7.1 At any time prior to the deadline for submission of Bids, CMSS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document through amendments. Such amendments will be uploaded on the CPPP Portal & CMSS website, i.e., www.cmss.gov.in, through a corrigendum and shall form an integral part of the Tender documents. The relevant clauses of the tender documents shall be treated as amended accordingly.

7.2 It shall be the sole responsibility of the prospective Bidders to check the CMSS website, i.e., www.cmss.gov.in from time to time for any amendments to the tender document. In case of failure to get the amendments, if any, CMSS will not be responsible for any negligence on the part of the Bidder.

7.3 In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their Bids, CMSS, at its discretion, may extend the deadline for the submission of Bids. Such extensions shall be uploaded on the CMSS website, i.e., www.cmss.gov.in.

SECTION C: PREPARATION AND SUBMISSION OF BIDS:

8. DOCUMENTS CONSTITUTING THE BID

8.1 The Bids to be uploaded by the Bidder on CPPPs portal under two stage bidding shall comprise the following components:

- i. Technical Bid
- ii. Financial Bid

9. ELIGIBLE CRITERIA: -

9.1 Bidder should be the Bonafide Owner(s) of the premises offered and having absolute & clear title and deed. The quoted commercial property must be free from any litigation, encumbrance, mortgage or court case.

9.2 In case of co-owners/joint owners, the bid documents i.e. technical bid and Price bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an Authorization/ Power of Attorney to do so from the remaining owners.

9.3 The complete carpet/ useable area of 12,000 Sq Ft to 15,000 Sq Ft of the quoted commercial property should be available on a single floor or combination of two/three subsequent floors having connectivity via stairs/ lift or in a stand-alone building built on a minimum 600 Sq Yard plot/ land and having connectivity among floors via stairs or lift or having Carpet area in part, in two connected towers having facility of lift/ stairs in a closed compound. A dedicated parking for minimum 7 four-wheeler (in each case) is mandatory. The quoted property must be having following requisites: -

- a) The covered / carpet area of office premises should be in a condition to operate office activity.
- b) The quoted building/property should be a commercial property constructed in line with the respective Development Authority. The building should be well maintained and compliant to all requisites for operation of commercial space.
- c) In case the quoted building/property is above second floor then the availability of lift is mandatory, whereas for quoted property till 2nd floor, availability of stairs will be accepted.
- d) 3 Phase Electricity Supply from the respective electricity board with sub meter for CMSS.
- e) Supply of adequate potable water round the clock should be available at the premises. Also, adequate Drainage and Sanitation facility should be available in the quoted property.
- f) Availability of Dedicated Parking Space for minimum of 7 Nos. of Four wheelers.
- g) The quoted property must be commercial with clearance from the fire safety department (Fire Safety NOC) and statutory compliances like emergency exit/ staircases/ etc.

9.3 The quoted property should be a commercial property with a building/built-up floor(s), and having clear and absolute title of the premises approved by local authorities for use as office space and meeting the technical requirement feature as indicated in Eligibility Criteria & TOR/ Section F of the tender document.

9.4 The nearest Delhi Metro Station from the quoted property must be within the radius of 3 km.

9.5 The quoted property/ building should be located in well-established, maintained and hygienic vicinity and the approach road to the property/ building should be minimum 40 to 50 Ft wide.

**10. MANDATORY DOCUMENT REQUIRED TO BE UPLOADED FOR ESTABLISHING ELIGIBILITY
CRITERIA: -**

10.1 The bidder shall furnish the following documents as part of the bid submission, as applicable according to the terms and conditions of the Tender Documents, to meet the technical eligibility requirements. Failure to provide these documents may result in the rejection of the bid: -

- a. Earnest Money Deposit (EMD) as stipulated in tender document.
- b. Technical Bid Cover Letter as per **Annexure – 1**
- c. Acceptance Letter on letter Head of the firm as per **Annexure – 3**
- d. Copy of Partnership/Proprietorship/Registered firm/ LLP/ any other, whichever is applicable.
- e. Copy of the PAN Card.
- f. Copy of the GST Registration Certificate. (If Applicable)
- g. Power of Attorney to sign the bid (If applicable).
- h. A declaration (**Annexure-5**) that the bidder has not been blacklisted by any Central Govt./State Govt./PSU/Govt. Agencies/ Corporations/ Departments, etc., on any grounds in the last 02 years on their company/proprietor/individual letter head.
- i. Minimum 10 - 20 Color photographs of the property showing its frontage and the area in which the property is located from all 04 zones of the property: Parking Area, Flooring, Roof Top, Available Docks, etc.
- j. The property should be a Commercial property with proper permission (NOC) from the Govt. /local bodies/authorities for utilization as Commercial Office.
- k. Self-Attested copies with seal of the Allotment Letter/ of the Property establishing the proof of ownership issued by the appropriate authority as applicable/Copy of the title deed of the property.
- l. Copy of Identification Proof of Bidder, such as Aadhar Card/Driving License/Voter ID/Passport and other documents as prescribed by the Government of India.
- m. Notarized declaration on Rs. 100 stamp paper from the bidder that the building & space offered under this tender is free from encumbrances, litigation, mortgages and any court cases. A statement of Encumbrance must be submitted for the quoted property which includes the following information:
 - i) Property owner
 - ii) Transfer of ownership (If any)
 - iii) Mortgages/Encumbrance/Litigation/Court Case (If any)
 - iv) Property's all registered transactions
 - v) Loans against a property, (If any)
 - vi) Legal claims made against a property (If any)
- n. Signed and stamped copy of the tender document, including any corrigendum issued by CMSS.
- o. Floor Plan/drawing demonstrating the super built up/ built up area and total carpet area offered with details of all facilities in the property.

- p. The letter of undertaking as per **Annexure - 7** to be submitted on the letter head of the bidder with seal and sign.

10.2 Detailed checklist of Property: The bidders will fill out the check-list as stipulated below and in compliance with TOR Section F & submit/upload it in the technical bid and these can be verified by CMSS during the site visit. It is the responsibility of the bidder that every point and document uploaded in the bid during participation should be matched with CMSS authority during the site visit. Bidders will fill out the following checklist carefully, and in support of the claim, submit the supporting documents (as applicable):

Note: The decision of CMSS shall be final and binding.

Sl. No.	Particulars	Details		Details/ Remarks (To be Filled By The Bidder, additional sheet may be provided by the bidder, if required)
		Mandatory & Minimum Eligibility Requirement/ Specifications of quoted Property:	Comply (Yes/ No)	
1	Location	In New Delhi and within 5 km radius of the Nirman Bhawan based at Maulana Azad Road, Near Ministry of External Affairs, Central Secretariat, Delhi 110011		
2	Size of the Office Space/ Property	<div style="border: 1px solid black; padding: 5px;"> <p>Area required: -</p> <p>A) 12,000 Sq Ft to 15,000 Sq Ft Carpet/Usable area</p> <p>i) The said carpet area may be on a single floor. or ii) In combination of two/three subsequent floor having connectivity via stairs/ lift. Or iii) A Stand-alone building built on a minimum 600 Sq. Yard plot/land having stilt parking, lift/stairs.</p> <p>iv) Having Carpet area in part, in two connected towers having facility of lift/ stairs in a closed compound.</p> <p>Dedicated parking of minimum 7 four-wheeler is mandatory in each case.</p> <p>In case the quoted building/property is above second floor then the availability of lift is mandatory, whereas for quoted property till 2nd floor, availability of stairs will be accepted.</p> </div> <p>Note: -</p> <p>1) Bids will be evaluated upon the basis of lowest per square feet carpet area rental charges including maintenance charges.</p> <p>2) In case bidder is quoting office space having carpet area of 15,000 Sq ft or above, then bidder is deemed to be qualified for evaluation but CMSS is only liable to pay rental charges of maximum 15,000 Sq ft carpet area only. In no case CMSS will</p>		

		pay monthly rental charges over and above 15,000 Sq ft carpet area. Bidders are advised to quote accordingly.		
3	Status of the Quoted Property	<p>1) The quoted property should be a Commercial property only with proper permission from Govt./ Local Bodies for Utilization as Commercial Office Space.</p> <p>2) The quoted property must have clear title and should be free from Encumbrance and should not be charged by any authority.</p>		
4	Accessibility / Connectivity	<p>i) The location of the office premises offered should draw its access from main roads easily.</p> <p>ii) The quoted property should be congestion free.</p> <p>iii) The quoted property / office space should be located close proximity of public transport facilities like Bus stand, Rickshaw/ Auto Stand, Etc.</p> <p>iv) The distance of nearest Delhi Metro from the quoted property should within 3 Km radius.</p>		
5	Frontage & Entrance	<p>Good frontage/ Access Road should be available with a minimum of 40 - 50 ft. Bituminous/ Concrete built road for movement of vehicles.</p> <p>The quoted property/ building may have separate entry & exit gates.</p>		
6	Infrastructure	<p>1) Quoted Office space is to be exclusively provided to CMSS as sharing the space with any other entities will not be possible. Basic Infrastructure, like Water supply, Toilets, Electricity, Sewerage, Electricity, Fencing / boundary wall, etc., should be available.</p> <p>2) The height of the roof from the FFL (finished floor level) shall be a minimum of 11 Feet.</p> <p>3) The offered super built-up Area/Carpet Area of the Commercial Office Space should not be in basement/lower Ground floor, preferably it should be on Ground /1st floor or above with the lift provisions.</p>		
7	Parking	There should be adequate and dedicated space for CMSS to park at least 07 Nos. of Four-Wheeler. Also, the parking space of visitor vehicles should be available.		
8	Area	The property should be situated in specified locations (i.e. within 5 km radius of the Nirman Bhawan based at Maulana Azad Road, Near Ministry of External Affairs, Central Secretariat, Delhi 110011) with compatibility and proximity to public amenities.		
9	Flooring	Bidder should ensure that the floor of the quoted office space needs to be flat & smooth for movement, non-slip, dust-resistant, moisture-resistant, and easy to maintain. The entire office floor should be smooth, evenly leveled, durable, and capable of safely supporting the movement of personnel, machines, and materials, ensuring a safe and efficient		

		working environment.		
10	Ambience of Property	<p>1) The quoted property must be in Properly developed locality like Well habituated, Proper roads & infrastructure. (Property in agriculture surroundings/ farms will not be eligible)</p> <p>2) Site must be free from water logging problem</p> <p>3) Hygiene in the Neighborhood of quoted property must be Good.</p>		
11	Ancillary Facilities at Quoted Property	<p>1) Availability of Electricity by respective State Power Corporations.</p> <p>2) Adequate lighting must be installed in the vicinity parking areas, for safe and efficient and safe day to day operations.</p> <p>3) Availability & Supply of Water through Municipal Water Supply. The water supply should be consistent and sufficient to support office operations and sanitation needs.</p> <p>4) The quoted office space must have a proper drainage system to prevent water accumulation and ensure the facility remains operational during rains</p> <p>5) Provision of proper Electricity distribution Board/ Electrical panel with MCB's, Fuses and other apparatus for electrical safety.</p> <p>6) Adequate Ventilation: The quoted space should have proper ventilation systems, including air circulation and ventilation to avoid dampness and ensure a good air quality environment.</p> <p>8) Availability of dedicated Urinal Facilities / Toilets for CMSS Staff's use only.</p>		
12	Fire Safety	The quoted property must be commercially registered with clearance from the fire safety department (Fire Safety NOC) and statutory compliances like emergency exit/ staircases/ etc.		
13	Consent for Modification	Willingness to make necessary modifications/ further furnishing as may be required by CMSS [Limited to Section F (Term of Reference (TOR) and scope of Work)] which can only be judged with the site visit.		
14	Legal and Statutory Approvals	<p>Document establishing the proof of ownership of the quoted property: -</p> <ul style="list-style-type: none"> a) Certified copies of the title deed or sale deed. b) No Encumbrance Certificate c) Possession Letter d) Mutation Certificate e) Last Property Tax Receipt 		

		The property should be a commercial property with proper permission (NOC) from Govt. /local bodies for utilizing it as office space.		
		All the said documents are required to be submitted with the bid.		

10.3 QUOTING OF PRICES:

10.3.1 The bidder has to quote per square feet carpet area rental charges (Exclusive of GST & other Taxes) in relevant format **Annexure – 2**, as mentioned in the tender document and submit the same in suitable section of CPPP portal only.

Technical & Financial bids must be separately submitted on CPPP portal. In case, Financial Quote forms part of the technical bid, the bid shall be summarily rejected by CMSS.

10.3.2 The bidder should quote for the per square feet carpet area rental charges only. This per square feet rental charge should include the charges for the super build up area, parking and all other ancillary charges. Maintenance charges (If any) should be quoted separately as stipulated in price bid format.

10.3.3 **Bids will be evaluated upon the basis of lowest per square feet carpet area rental charges including maintenance charges. In case bidder is quoting office space having carpet area of 15,000 Sq ft or above, then bidder is deemed to be qualified for evaluation but CMSS is only liable to pay rental charges of maximum 15,000 Sq ft carpet area only. In no case CMSS will pay monthly rental charges over and above 15,000 Sq ft carpet area. Bidders are advised to quote accordingly.**

10.3.4 The rates should be quoted in Indian Rupees (INR) only.

10.3.5 No change in the quoted price will be entertained after submission by the bidder.

11. EARNEST MONEY DEPOSIT (EMD)

11.1 The Bidders shall upload along with their Technical Bid, the scanned copies of the EMD and forward the original EMD instrument by post in a separately sealed envelope clearly mentioning the “EMD for the Tender Ref:_____” and due date of opening of technical bid on the envelope.

11.2 All Bids must be accompanied by an Earnest Money Deposit (EMD) of Rs. 1,00,000/- in the form of NEFT/RTGS/Demand Draft (DD) drawn in the favor of Central Medical Services Society payable at New Delhi.

The account details are as follows: -

Beneficiary Name	:	Central Medical Services Society
A/C No.	:	50100729160644
Bank Name	:	HDFC BANK
Branch	:	Safdarjung Enclave – Deer Park, New Delhi.
IFSC Code	:	HDFC0000503

11.3 Any Bid without the submission of the above EMD shall be treated as non-responsive and will be summarily rejected by CMSS.

11.4 In case of deposit of EMD amount through online mode, the system generated Unique Transaction Receipt Number is to be attached with the Technical Bid

11.5 The EMD may be forfeited, and the bidder may be blacklisted/debarred by CMSS in the

following events: -

- (a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid document or any extension agreed by the Bidder after opening of the Bid.
- (b) In the case of a successful bidder, if the bidder fails to sign the contract within the time period specified in the bid document or agreed upon.
- (c) If the Bid is varied or modified in a manner not acceptable to the purchaser/CMSS after the opening of the bid during the validity period or extension thereof. If the bidder tries to influence the evaluation process, then the bid of bidder will deem to be rejected.
- (d) Bidder should submit the “Earnest Money Deposit” in the original, to CMSS HQ and without the above EMD the bidder's bid will be summarily rejected.

12. PERIOD OF VALIDITY OF BIDS

12.1 Bids shall remain valid for 90 days from the date of the technical bid opening. Bids valid for a shorter period will be rejected by CMSS as non-responsive. However, under compelling circumstances, CMSS reserves the right to extend this period by an additional 60 days, with prior notice, at its discretion, and this extension will be binding on the bidder. Thereafter, this period may be further extended by the parties with mutual consent. Any bidder who does not keep their bid valid for the prescribed period will be summarily rejected, and their EMD will be forfeited.

13. FORMAT AND SIGNING OF BIDS

13.1 The bidder shall prepare and submit bids online on CPPP Portal comprising of both, i.e.

- (a) Technical Bid
- And
- (b) Financial Bid

13.2 The Bid shall be typed or printed and all the pages numbered consecutively and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All the pages/documents of the bid shall also be signed manually by the person authorized to sign the Bids before uploading the bidding documents.

13.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

SECTION D: SUBMISSION OF BIDS

14. SUBMISSION OF BIDS on E-Procurement/ CPPP Portal

14.1 Tenderer shall submit their offer in electronic format on or before the scheduled date and time as mentioned on E-procurement portal. No offer in physical form will be accepted and any such offer, if received by CMSS will be out rightly rejected.

14.2 The bidder shall mandatorily submit the bid on E-Procurement portal. Also, bidder is required to submit the original Earnest Money Deposit (EMD) in sealed envelope to CMSS HQ before the bid opening date. The schedule of bid opening is mentioned in the Schedule of Tender

14.3 The sealed envelope shall be addressed to the Tenderer at the following address:

**The DG & CEO,
CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Society under Ministry of Health & Family Welfare, Govt. of India)
2nd Floor, VishwaYuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Road,
Chanakyapuri, New Delhi – 110 021**

14.4 The envelope shall bear (the name and address of the Tenderer), the tender number and the words 'DO NOT OPEN BEFORE' (**due date & time as per the tender**).

14.5 The envelope containing EMD shall indicate the name and address of the bidders to enable the envelope to be return unopened in case it is declared 'late' or rejected.

14.6 These envelopes may be sent by registered post or delivered in person to the above-mentioned address. The responsibility for ensuring that the envelopes are delivered in time would vest with the bidder. For any delay in the submission of envelopes due to any reason, the Bidders shall only be held responsible.

14.7 The purchaser/CMSS shall not be responsible if the envelopes are delivered elsewhere.

15. DEADLINE FOR SUBMISSION OF BIDS

15.1 Bids must be submitted online on E-Procurement portal and the EMD must be received by CMSS at the address and up to the due date and time specified under "Bid DATA SHEET." CMSS may, at its discretion, extend this deadline for the submission of bids on E-Procurement portal by amending the Tender Documents.

16. LATE BIDS

16.1 All bids are to be submitted on CPPP/E-Procurement portal only. Also, Bidder will not be able to submit bids after due date & time on the said portal. Bidders are advised to regularly check the portal and CMSS website and submit bids before the end date & time.

17. MODIFICATION AND WITHDRAWAL OF BIDS

17.1 A bidder can change, withdraw or cancel earlier submitted offer before the bid submission closing date and time. In case tender specifications or price bid format is revised the submitted bids will become null and void & the vendor need to re-submit the bids. TE closing date, opening date will also change.

17.2 No any modifications will be made by the bidder after submission of the bid. The location of the property specified in the Bid cannot be changed at any stage after the opening of the bid under any circumstances. This may result in the forfeiture of EMD.

17.2 No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's Earnest Money Deposit (EMD).

SECTION E: BID OPENING AND EVALUATION

18. OPENING OF BIDS BY CMSS

18.1 CMSS will open the bids on E-Procurement/CPMP portal on the time specified on the portal or as amended time to time.

19. CRITERIA FOR EVALUATION

The said tender will be evaluated on the Quality & Cost Based Selection Methodology (QCBS) having technical and financial weightage in the ratio of 70:30.

19.1 The proposals/ bids received would be subject to the evaluation process as below:

Step 1: The Technical evaluation will be based on documents submitted in the technical bids by the bidder and physical site verification and technical scoring of the quoted property by the committee constituted by CMSS. Only those Applicants whose Technical Proposals get a score of 60 (sixty) marks or more out of 100 (One hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (TS). The scoring criteria to be used for evaluation will be as follows: -

Technical Evaluation - Scoring Mechanism with reference to ToR and Scope of Work					
Sr. No.	Criteria	Basis of Allotment of Marks/ Evaluation Criteria	Maximum Marks	Range of Marks	Markes Obtained by Bidder
1.	Location of the Offered Space.	The offered Commercial Office Space within 5 km radius of the Nirman Bhawan based at Maulana Azad Road, Near Ministry of External Affairs, Central Secretariat, Delhi 110011 i) Within 0 to 2 Km - 20 Marks. ii) Above 2 Km to 4 Km - 15 Marks. iii) Above 4 Km - 10 Marks	20	0-20	
2.	Accessibility/ Connectivity	The distance of nearest Delhi Metro from the quoted property should be within 3 Km radius. i) Within 0.5 Km - 20 Marks ii) Above 0.5 Km to 2 Km - 15 Marks iii) Above 2 Km to 3 Km - 10 Marks	20	0-20	
3.	Accessibility/ Connectivity	The distance of nearest Bus Stop from the quoted property should be within 2 Km radius. i) Within 0.5 Km - 10 Marks ii) Above 0.5 Km to 1 Km - 5 Marks	10	0-10	

		iii) Above 1 Km to 2 Km – 2 Marks			
4.	Floor of the Quoted Property	<p>The complete quoted carpet area is situated in the floor as:</p> <p>i) Complete carpet/usable area on a single floor – 20 Marks</p> <p>ii) In combination of two subsequent floor having connectivity via stairs or lift – 18 Marks.</p> <p>iii) In combination of three subsequent floor having connectivity via stairs or lift. – 16 Marks.</p> <p>iii) A Stand-alone building built on a minimum 600 Sq. Yard plot/land having stilt parking, lift/ stairs. – 14 Marks.</p> <p>iv) Having Carpet area in part, in two connected towers having facility of lift/ stairs in a closed compound. – 12 Marks</p>	20	0-20	
5	Parking	<p>Additional Common parking space of visitor vehicles should be available.</p> <p>i) Upto 5 - 10 Four-Wheeler - 10 marks</p> <p>ii) Upto 05 Four-Wheeler - 8 Marks</p>	10	0-10	
6	Ambience of Property	<p>The quoted property must be in Properly developed locality like Well habituated, Proper roads & infrastructure.</p> <p>i) Well located, developed and free of congestion – 20 Marks</p> <p>ii) Less located and congested – 10 Marks</p>	20	0-20	

Note: - The finding and score provided by the CMSS committee after their site inspection and evaluation are conclusive, and no objections or representation will be entertained regarding the assessment or making of the report.

20. SHORT-LISTING & QUALIFICATION OF BIDDERS IN TECHNICAL EVALUATION:

Bidders who get 60 (Sixty) or above marks in the technical score will be technically shortlisted for next stage i.e. opening of financial bids.

21. EVALUATION OF FINANCIAL BIDS: -

21.1 In the second stage, the financial bids will be opened of those bidders who get the 60 (Sixty) or above marks in the technical score and evaluation will be carried out. Each Financial Bid will be assigned a financial score (FS).

21.2 CMSS will determine whether the Financial Bids are complete, unqualified and unconditional. The cost indicated in the Financial Bids shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the bidder to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the bidder.

21.3 It may be noted that the Financial Bids will be opened only for those bidders/Property Owners/Builders whose technical proposals is short listed by the Tender Committee of CMSS as per their technical evaluation and they score minimum 60 out of 100 marks for above mentioned technical parameters. The decision of Tender Committee shall be final and binding and no further correspondence in this regard shall be entertained by the Bidder.

21.4 Technical score of the bidder getting maximum marks in technical evaluation will be taken as 100 & all other (Lower Score) will be evaluated as $TS = \text{Marks obtained by bidders} \times 100 / (\text{Highest marks obtained by any bidder})$.

21.5 Similarly financial score (FS) of bidder quoting lowest rates is taken as 100 & financial score (FS) of other bidders will be calculated as $FS = [L1 \text{ rates} \times 100 / [\text{Rates offered by bidder}]]$.

22. COMBINED AND FINAL EVALUATION

22.1 The bids will finally be ranked according to their combined technical (TS) and financial (FS) scores as follows: -

$$S = \text{Technical Score (TS)} \times 0.7 + \text{Financial score (FS)} \times 0.3$$

Where S is the combined score, and 0.70 and 0.30 are weights assigned to Technical Bids and Financial Bids, which shall be 0.70 and 0.30 (70:30) respectively.

22.2 The Selected bidder shall be the first ranked bidder (having the highest combined score (H1)). The second ranked bidder shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws or fails to comply with the requirements of tender, as the case may be.

23. ACCEPTANCE OF TENDER

23.1 CMSS will communicate acceptance of the tender by way of letter of award (LOA) which will conclude a binding contract between the parties and the Purchaser shall act upon such acceptance letter. **The bidder will convey acceptance to this LOA within seven (07) days of issue of the letter, else CMSS shall initiate action i.e. blacklisting and forfeit of EMD/Bid Security.**

25. STEPS FOR SIGNING LEASE DEED

25.1 The issue of a notification of Award shall constitute the award of a contract to the bidder.

25.2 The lease deed will only be signed between the CMSS and the actual Bonafide owner of the property. If there are multiple owner's then the lease deed will be signed with all owner of the property.

25.3 The bidder should submit the acceptance of the LOA within 07 Days.

25.4 Lease Deed will be signed by the owner of the property only. In the property is owned by the Builder/Company, then, the officer authorized will only sign the lease deed. Brokers are not permitted to sign the agreement.

25.5 Agreement (lease deed) will be signed with CMSS as per the provisions of their concerned State Union Territory Administration within 30 days from the date of issue of the letter of acceptance. The lease deed will be registered at Registrar/Sub-Registrar of concerned State. The charges of stamp duty will be shared equally by both CMSS and the Property Owner.

If, Successful bidder will fail to sign the sale deed in the given time by CMSS, the necessary actions i.e. forfeit of EMD/BG/Debar/Blacklisting will be taken against the successful/participated bidder by CMSS.

Further, CMSS will not pay any type of brokerage charges or any other kind of charges to participated bidder/ successful bidder or any brokers/ agents. CMSS will pay only the cost of the property charges to Successful Bidder and relevant registry cost as per the terms & conditions of Lease Deed.

25.6 Before the signing of the Lease Deed, the bidder will submit the following documents to CMSS: -

- a. Layout plan of the quoted property.**
- b. Attested copies of Allotment Letter of the Property establishing the proof of ownership issued by the appropriate authority/Copy of title deed/Copy of Khatauni of the property as applicable.**
- c. Floor Plan/drawing demonstrating the total super and carpet area offered with details of all facilities in property.**
- d. The property should be a commercial property with proper permission (NOC) from Govt. /local bodies for office activity.**
- e. No dues and NOC from local bodies/authorities that there is no any pendency of any types of bills like water, electricity, etc., till date.**

26. SPECIAL CONDITIONS OF CONTRACT

26.1 The bidder will provide all the information sought under this tender document. CMSS would evaluate only those bids that are received in the required format and complete in all respects. Incomplete and / or conditional bids shall be liable to rejection. No claims whatsoever will be entertained if submission is not received by the due date and time.

26.2 The representatives of CMSS shall visit the site for physical verification, location and observe the status of the quoted property, office space, as well as whole building/tower. CMSS subsequently may carry out due diligence or other verifications for its satisfaction, for which all assistance shall have to be provided by the bidder/ property owner, including ownership documents and a chain of documents. During the site visit, the bidder will also nominate their representative, who will brief the representative of CMSS about the property.

26.3 CMSS reserves the right to accept or reject any or all the bids, or may negotiate for reduction in the quoted price with any or all the bidders, or annul this process at any time without assigning any reason for whatsoever reason. CMSS is not bound to give reasons for rejection of any of the Tenders. The decision of CMSS in this matter shall be final and binding on all bidders.

26.4 Bids will be evaluated upon the basis of lowest per square feet carpet area rental charges including maintenance charges. In case bidder is quoting office space having carpet area of 15,000 Sq ft or above, then bidder is deemed to be qualified for evaluation but CMSS is only liable to pay rental charges of maximum 15,000 Sq ft carpet area only. In no case CMSS will

pay monthly rental charges over and above 15,000 Sq ft carpet area. Bidders are advised to quote accordingly.

26.5 The lease/Hiring period will be for 05 years from the date of the start of the lease deed between CMSS and the Successful bidder, which may be extended further by CMSS upon mutual commitment of both for the next 02 years. The annual increment will be 3% of the amount after one year on a yearly basis.

26.6 The Successful Bidder will hand over the quoted office premises to CMSS within 60 days from the date of issue of LOA and further successful transfer of title and sales deed. For any delay, the decision of CMSS will be final. No any representation will be entertained by CMSS in this regard.

26.7 CMSS may terminate the lease during its currency in case the bidder fails to fulfill any of its obligations under the contract or breaches any of the terms of the contract. Lock in period is 3 (Three) Years, during lock in period none of the party terminate this lease deed, after completion of lock in period only CMSS has right to terminate this lease deed by giving Six (06) Months' Notice in writing to the Successful Bidder at their last known place of business and the Successful Bidder shall not be entitled to any compensation or rent or any other payment for the remaining period of the guaranteed hiring by reason of such termination. The Successful Bidder cannot terminate the lease deed during the entire duration of the Lease Period (i.e. 7 Years).

26.8 All statutory taxes will be paid by the Successful Bidder, CMSS will pay only the rental charges to Successful Bidder as quoted by the bidder. CMSS will also pay the water & electricity bills as produced by govt. electricity & water meters. Separate electricity & water meters will be provided by the Successful Bidder. **The property tax needs to be paid by the owner of the property only. In no case CMSS will be liable to pay the property or related taxes.**

26.9 All major repairs such as leakage in Building and water pipes, cracks, other defects, electrical defects and such others shall be attended up by the Successful Bidder at his own cost to the satisfaction of CMSS upon such defects being notified by CMSS. If the Successful Bidder fails to repair the same on time, CMSS is free to make it repair on his own expenses at the risk and cost of the service provider and the expenses accrued shall be adjusted from the monthly rent bills of the Successful Bidder. However, this incidence will not be repeated by the Successful Bidder continuously.

26.10 All the maintenance related complaints shall be attended on priority but not later than 2 working days, to the satisfaction of CMSS HQ. Bidder has to nominate two persons with e-mail id mobile number to contact them in case of any issue arises in future.

26.11 The lease deed shall be signed only if the due diligence report of the quoted property will be positive or on compliance of the anomalies, if any, to the satisfaction of the law firm appointed by CMSS. The fee to such Law Firm shall be paid by CMSS only.

A) Right to Verify Documents:

The documents submitted by the bidder as part of the bid may be subject to legal verification or verification with relevant authorities at any time during the evaluation or finalization of the bids. This includes, but is not limited to, checking the authenticity of the documents provided by the bidder through direct contact with the issuing authorities or conducting other necessary checks to confirm their validity.

B) Rejection of Bid for Forged Documents:

In the event that any submitted document is found to be forged, falsified, or otherwise misrepresented, the bid will be immediately rejected without further consideration. The bidder shall be disqualified from the bidding process and will not be allowed to participate in any subsequent tenders or procurements from the organization.

C) Legal and Penal Action:

If any forged or fraudulent documents are detected, the bidder will be liable for legal action. This may include civil and criminal penalties, depending on the nature of the fraudulent activity. The bidder will also be held responsible for any costs or damages incurred due to the submission of fraudulent documents.

D) Indemnity:

The bidder agrees to indemnify and hold harmless the organization against any loss, damages, or consequences arising from the submission of forged, falsified, or fraudulent documents.

E) Acknowledgment:

By submitting a bid, the bidder acknowledges and accepts the right of the organization to verify the authenticity of the submitted documents and the consequences outlined above in case of any discrepancies.

26.12 No Brokerage/Commission/Consultancy charge in any form shall be paid by CMSS in any Case.

26.13 CMSS reserves the right to increase or decrease by 50 % of the tendered quantity beyond that originally specified in the tender document during the lease period of 10 years at the same rate and terms & conditions. This will be subject to availability of space.

30. PAYMENT TERMS

30.1 CMSS will make payment to the Successful Bidder based upon agreed rates/price. CMSS will not pay any brokerage charges or any other charges to the participated bidder/ successful bidder/brokers. The property tax needs to be paid by the owner of the property only. CMSS will pay only rental charges to Successful Bidder as per the terms & conditions of the Lease Deed. The property tax needs to be paid by the owner of the property only. In no case CMSS will be liable to pay the property or related taxes.

30.2 The office space rent shall commence from the date of handing over the office space to CMSS by the Successful Bidder. CMSS shall make all payments of total consideration subject to applicable tax deducted at source, and CMSS will issue a TDS certificate within a reasonable time.

30.3 The Successful Bidder shall submit the original invoice of rent on or before the 7th of every calendar month. CMSS shall pay the monthly agreed rent to the successful bidder within 21 days from the date of receipt of monthly bills by CMSS. The bills shall be submitted in (1 original + 2 Xerox Copies) by the Successful Bidder.

30.4 CMSS will not pay any brokerage to any person/Agent/Real Estate consultant, agency charges, and service charges for the proposed transaction/deal.

30.5 Applicable tax, etc., shall be deducted as per the applicable rules and norms, while making the payment.

30.6 CMSS shall pay the monthly electricity bill to the Electricity Provider (viz. SEB/concerned DISCOM, etc.). For the same, Successful Bidder shall provide separate connection or sub meter from its main source at the Successful Bidder cost.

30.7 Electricity/Utility expenses as admissible shall be paid by CMSS as per bills.

31. RESOLUTION OF DISPUTES/ARBITRATION

31.1 CMSS and the bidder/ Property Owner shall make every effort to resolve, amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract.

31.2 In case of a dispute or difference arising between CMSS and the bidder/ Property Owner relating to any matter arising out of or connected with this sale deed, such dispute or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be New Delhi.

32. JURISDICTION

32.1 In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Civil Court within the city of New Delhi only.

33. CORRUPT OR FRAUDULENT PRACTICES:

33.1 The CMSS requires that Bidders under this contract observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, the CMSS:

(a) Defines, for the purpose of these provisions, the terms set forth as follows:

(i) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

(ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the CMSS and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the CMSS of the benefits of free and open competition.

(b) Will reject a proposal for award of work if he determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) Will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded contract(s) if it is determined at any time that the bidder has engaged in corrupt or fraudulent practices.

SECTION - F
TERMS OF REFERENCE (TOR) AND SCOPE OF WORK

Central Medical Services Society (CMSS) is an Autonomous body under Ministry of Health and Family welfare, New Delhi intend to lease suitable commercial office accommodation of 12,000 Sq Ft to 15,000 Sq Ft Carpet/Usable area. The said carpet area may be on a single floor or In combination of two/three subsequent floor having connectivity via stairs/ lift. A Stand-alone building built on a minimum 600 Sq. Yard plot/land having stilt parking, lift/stairs ors Having Carpet area in part, in two connected towers having facility of lift/ stairs in a closed compound. The proposed commercial Office Space/premises must be a convenient location within 5 km radius of the Nirman Bhawan based at Maulana Azad Road, Near Ministry of External Affairs, Central Secretariat, Delhi 110011

Sl. No.	Particulars	Details
Mandatory & Minimum Eligibility Requirement/ Specifications of quoted Property:		
1	Location	In New Delhi and within 5 km radius of the Nirman Bhawan based at Maulana Azad Road, Near Ministry of External Affairs, Central Secretariat, Delhi 110011
2	Size of the Office Space/ Property	<p>Area required: -</p> <p>A) 12,000 Sq Ft to 15,000 Sq Ft Carpet/Usable area</p> <p>i) The said carpet area may be on a single floor. or ii) In combination of two/three subsequent floor having connectivity via stairs/ lift. Or iii) A Stand-alone building built on a minimum 600 Sq. Yard plot/land having stilt parking, lift/stairs.</p> <p>iv) Having Carpet area in part, in two connected towers having facility of lift/ stairs in a closed compound.</p> <p>Dedicated parking of minimum 7 four-wheeler is mandatory in each case.</p> <p>In case the quoted building/property is above second floor then the availability of lift is mandatory, whereas for quoted property till 2nd floor, availability of stairs will be accepted.</p> <p>Note: -</p> <p>1) Bids will be evaluated upon the basis of lowest per square feet carpet area rental charges including maintenance charges.</p> <p>2) In case bidder is quoting office space having carpet area of 15,000 Sq ft or above, then bidder is deemed to be qualified for evaluation but CMSS is only liable to pay rental charges of maximum 15,000 Sq ft carpet area only. In no case CMSS will pay monthly rental charges over and above 15,000 Sq ft carpet area. Bidders are advised to quote accordingly.</p>
3	Status of the Quoted Property	<p>1) The quoted property should be a Commercial property only with proper permission from Govt./ Local Bodies for Utilization as Commercial Office Space.</p> <p>2) The quoted property must have clear title and should be free from Encumbrance and should not be charged by any authority.</p>
4	Accessibility/ Connectivity	i) The location of the office premises offered should draw its access from main roads easily.

		ii) The quoted property should be congestion free.
		iii) The quoted property / office space should be located close proximity of public transport facilities like Bus stand, Rickshaw/ Auto Stand, Etc.
		iv) The distance of nearest Delhi Metro from the quoted property should be within 3 Km radius.
5	Frontage & Entrance	Good frontage/ Access Road should be available with a minimum of 40 - 50 ft. Bituminous/ Concrete built road for movement of vehicles.
		The quoted property/ building may have separate entry & exit gates.
6	Infrastructure	1) Quoted Office space is to be exclusively provided to CMSS as sharing the space with any other entities will not be possible. Basic Infrastructure, like Water supply, Toilets, Electricity, Sewerage, Electricity, Fencing / boundary wall, etc., should be available.
		2) The height of the roof from the FFL (finished floor level) shall be a minimum of 11 Feet.
		3) The offered super built-up Area or carpet area of the Commercial Office Space should not be in basement/lower Ground floor, preferably it should be on Ground /1st floor or above preferably with the lift provisions.
7	Parking	There should be adequate and dedicated space for CMSS to park at least 7 Nos. of Four-Wheeler. Also, the parking space of visitor vehicles should be available.
8	Area	The property should be situated in specified locations (i.e. within 5 km radius of the Nirman Bhawan based at Maulana Azad Road, Near Ministry of External Affairs, Central Secretariat, Delhi 110011) with compatibility and proximity to public amenities.
9	Floor	Bidder should ensure that the floor of the quoted office space needs to be flat & smooth for movement, non-slip, dust-resistant, moisture-resistant, and easy to maintain. The entire office floor should be smooth, evenly leveled, durable, and capable of safely supporting the movement of personnel, machines, and materials, ensuring a safe and efficient working environment.
10	Ambience of Property	1) The quoted property must be in Properly developed locality like Well habituated, Proper roads & infrastructure. (Property in agriculture surroundings/ farms will not be eligible)
		2) Site must be free from water logging problem
		3) Hygiene in the Neighborhood of quoted property must be Good.
11	Ancillary Facilities at Quoted Property	1) Availability of Electricity by respective State Power Corporations with Proper/ Working dedicated Electric Meter.
		2) Adequate lighting must be installed in the vicinity parking areas, for safe and efficient and safe day to day operations.
		3) Availability & Supply of Water through Municipal Water Supply. The water supply should be consistent and sufficient to support office operations and sanitation needs.
		4) The quoted office space must have a proper drainage system to prevent water accumulation and ensure the facility remains operational during rains
		5) Provision of proper Electricity distribution Board/ Electrical panel with MCB's, Fuses and other apparatus for electrical safety.
		6) Adequate Ventilation: The quoted space should have proper ventilation systems, including air circulation and ventilation to avoid dampness and ensure a good air quality environment.

		8) Availability of dedicated Urinal Facilities / Toilets for CMSS Staff's use only.
12	Fire Safety	The quoted property must be commercially registered with clearance from the fire safety department (Fire Safety NOC) and statutory compliances like emergency exit/ staircases/ etc.
13	Consent for Modification	Willingness to make necessary modifications/ further furnishing as may be required by CMSS [Limited to Section F (Term of Reference (TOR) and scope of Work)] which can only be judged with the site visit.
14	Legal and Statutory Approvals	Document establishing the proof of ownership of the quoted property: -
		a) Certified copies of the title deed or sale deed.
		b) No Encumbrance Certificate
		c) Possession Letter
		d) Mutation Certificate
		e) Last Property Tax Receipt
		The property should be a commercial property with proper permission (NOC) from Govt. /local bodies for utilizing it as office space.
		Compliance with Local Zoning Laws: The office space must meet all local zoning regulations and land-use restrictions, ensuring it is compliant for commercial office usage.
		The quoted properties/ office spaces must fully comply with local government regulations, zoning laws, current building safety codes, including fire safety, structural integrity standards, and any other requirements prescribed by state or central government authorities.
		All the said documents are required to be submitted with the bid.

ANNEXURE-1

Technical Bid (Sealed in Separate Envelope)

Undertaking (On Letter Head of the Bidder)

Date:.....

To,
The DG & CEO,
Central Medical Services Society,
2nd floor, Pt. Uma Shankar Dikshit Marg,
Teen Murti Road, Chanakyapuri,
New Delhi - 110 021

Sub: Submission of Technical Bid for the lease of office space of 12,000 Sq Ft to 15,000 Sq Ft Carpet/ Usable area for CMSS, New Delhi.

Dear Sir,

Kindly refer to your Tender Ref. No. CMSS/HQ/OFFICE/002/2025 the subject cited above and find enclosed our Technical Bid on your prescribed format. We have submitted our bids for the following location with mentioned area.

Sr. No.	Location	Offered Carpet area in Sq. Ft. (will be mentioned by the bidder)	Complete Address of the Property (will be mentioned by the bidder)
1			

The detailed information related to the property is enclosed as **Appendices – A** with this letter.

I/We certify that the information provided in the above Bid is true to the best of my/ our knowledge & understanding. I/We also understand that any misleading or wrong information will disqualify our bid straightaway. I/We agree that CMSS has full discretion to qualify or disqualify our bids and I/we are bound to abide by the decision of CMSS.

With Kind Regards,

Authorized Signatory of the bidder

Name of the Applicant

Designation:

Date:

Place:

E-mail id:

Contact No:

Details of Property

S. No	Item	Response	Proof/ Certificate Document Type	Documents Submitted (Yes/No).
1.	Address of Commercial Office Space Offered for Purchase		Any Government Issued Address proof/ Previous Lease Agreement	
2	Is the Bidder, the Owner of the Commercial Office Space Offered (Yes/No)		Ownership Proof, if Yes	
3.	Type of Bidder Entity (Individual/ Proprietor/ Partnership/ Firm/ Company/ Society/Broker/ Any other) (As applicable) of Bidder Entity (Individual/Proprietor/ Partnership/ Firm/ Company/ Society/Broker/ any Other) (As applicable)		Proof of Bidder Entity Type	
4	Category of Offered Commercial Office Space as certified by relevant authority (Residential/Commercial/Institutional/ Industrial/ Any Other)		Proof of Category of Commercial Office Space	
5.	Year of Construction of Property in which Commercial Office Space is Offered/Located		Completion Certificate/ Undertaking by Bidder	
6.	Is the Commercial Office Space offered is in NDMC Area (Yes/No).		Current Year Property Tax Receipt from NDMC	
7.	Distance from Nirman Bhawan based at Maulana Azad Road, Near Ministry of External Affairs, Central Secretariat, Delhi 110011. (approx.)			
8.	Distance from nearest Metro Station, Name of the Metro station to be mentioned.			
9.	Distance from nearest Bus Stop, Name of the Bus Stop also to be mentioned.			
10.	Distance of offered space from Airport	NA	NA	
11.	Area of property being offered (Area sq ft. would be the essential criteria.)			
(i)	Super Area (in Sq. Ft.)			
(ii)	Plinth Area (in Sq. Ft.)			
(iii)	Carpet Area (in Sq. Ft.) excl. Common Area Parking & Amenities area			

12.	Floor in Case of multi-story building)			
13.	Details of Floor Plan/Layout of Property			
14.	Availability of Amenities & Facilities:			
(a)	Lifts to the floor		No.....	
(i)	No of Lifts		Enclose Proof	
(ii)	Capacity of Lifts		Enclose Proof	
(b)	CCTV Surveillance in Common Area		No.....	
(c)	Security Guard at Common Entrance		No.....	
(d)	Parking Facilities		Confirmation of provision of parking of Cars & Free parking space offered. Point out Sketch	
	No of Free parking of Cars (Minimum 1-)			
	No of Free parking of Two Wheelers (Minimum 50)			
(e)	Status of Fire Fighting Arrangements			
15.	Status of Approvals from Competent Authorities & Clearances /NOC from all the relevant Central/State/Local Govt authorities for the usage.			
16.	Sketch and site plan of offered Commercial Office Space enclosed? (Yes/ No)			
17.	Furnishing Status with details			
18.	Adequate sanitation and water supply points installed (Yes/ No)			
19.	Adequate power load sectioned for the Commercial Office Space offered? (Yes/ No)		Capacity: KVA	
20.	Clearance/No Objection Certificate from all relevant Central/State/Municipal Authorities? (Yes/ No)		Fire Safety Certificate, Building Plan approval Pollution Control Board NOC etc- all of which are relevant.	
21.	Adequate number of fire extinguishers for Common space (Yes/ No)		Self-Attested Undertaking	
22.	Is offered space free from any liability/ litigation/ encumbrance as on date 21/04/2025? (Yes/ No) offered space free from liability/litigation/ encumbrances as on current Date? (Yes/ No)			
23.	10 - 20 photographs of the premises taken from different angles showing complete view (inside and outside, including road view) be attached			

Price Bid Schedule

The bidders are requested to submit the rates strictly as per following format:

Name of Work:	Procurement for Lease of Commercial Office Space		
Tender No:	CMSS/HQ/OFFICE/002/2025		
Bidder Name:			
Price Schedule			
Sl.No	Name of the Item	Offered Area	Rate (Per Sq Ft Carpet area per month)
1	Commercial Office Space carpet area rental charges per month per Sq.Ft (A)		
2	Maintenance Charge per month per Sq.Ft carpet area (B)		
Total Rental Charges (A + B)			
In Words			

Note:

- (i) Price must be quoted in Excel Format in Price Schedule.
- (ii) Bidder may enter the value in Highlighted Yellow Section of the price Bid Excel Format.
- (iii) Per month per square feet Maintenance charges is mandatory to quote for Price evaluation to maintain parity.
- (iv) Bids will be evaluated upon the basis of lowest per square feet carpet area rental charges including maintenance charges. In case bidder is quoting office space having carpet area of 15,000 Sq ft or above, then bidder is deemed to be qualified for evaluation but CMSS is only liable to pay rental charges of maximum 15,000 Sq ft carpet area only. In no case CMSS will pay monthly rental charges over and above 15,000 Sq ft carpet area. Bidders are advised to quote accordingly.

Declaration: -

I/ We have read through the terms and conditions in the Notice Inviting Tender and have understood the same. I/ We undertake to abide by the prescribed terms and conditions and quoted rates accordingly.

Date:**(Signature of Authorized person with seal)****Place:**

ANNEXURE – 3

Acceptance Letter to be submitted by the Bidder

(On Letter Head of the Bidder)

Date:

**To,
The DG & CEO,
Central Medical Services Society,
2nd floor, Pt. Uma Shankar Dikshit Marg,
Teen Murti Road, Chanakyapuri,
New Delhi - 110021**

**Sub: “Acceptance Letter for Bid for the lease of office space 12,000 Sq Ft to 15,000 Sq Ft Carpet/
Usable area for CMSS, New Delhi”.**

Dear Sir,

I/We have downloaded the document for submission of a tender for sale of office premises from the official website of CMSS i.e. www.cmss.gov.in or CPPP Portal www.eproc.gov.in.

I/We hereby unconditionally accept the tender conditions in their entirety for the purchase of premises. I/We understand that CMSS intends to purchase the office premises after due diligence of the offered site/location and related documents in the manner that CMSS may deem fit.

The contents of the tender document have been noted, wherein it is clarified that after unconditionally accepting the tender condition in its entirety, it is not permissible to put any remark(s)/condition(s) (except unconditional rebate on price, if any) in the tender.

In case any provision of the tender document is found violated at any time after opening Bid, I/We agree that the tender shall be summarily rejected. I/We have also noted and accepted the other circumstances, events, or failure to perform in accordance with the terms of the tender, which may call for forfeiture of the EMD submitted by us.

The required earnest money deposit (EMD) is enclosed herewith.

Thanking you,

Yours faithfully,

Signature of Bidder/Authorized Signatory

Full name of Signatory & Designation, Date

Full name of the Bidder

(Seal)

ANNEXURE - 5
DECLARATION FOR BLACKLISTING
(On the letter head of the Bidder)

Date:

**To,
The DG & CEO,
Central Medical Services Society,
2nd floor, Pt. Uma Shankar Dikshit Marg,
Teen Murti Road, Chanakyapuri,
New Delhi - 110021**

I/We _____do hereby undertake that I/We have clearly understood the terms and conditions of the tender having reference CMSS/HQ/ OFFICE/002/2025, that I/We will abide by these terms and conditions mentioned in the tender notice, any breach and /or violation of any of the terms and conditions and/or in case of my work being not found satisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of EMD shall stand forfeited to the Government and also I/We will be liable to cover all extra costs borne by the CMSS for getting the job done by other person and /or any loss or damages that may be cause to the CMSS to the unsatisfactory/ failure to work on my/our part.

I/We solemnly declare that we (including our affiliates, subsidiaries, or constituents):

- Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Central Medical Services Society or Ministry of Health and Family Welfare, Government of India from participation in its Tender Processes as a whole or for the product offered; and/ or
- Are not convicted or stand declared ineligible/ suspended/blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.

Thanking you,

Yours faithfully,

Signature of Bidder/Authorized Signatory

Full name of Signatory

Designation

Date

(Seal)

Annexure – 7

**To,
The DG & CEO,
Central Medical Services Society,
2nd floor, Pt. Uma Shankar Dikshit Marg,
Teen Murti Road, Chanakyapuri,
New Delhi - 110021**

Letter of Undertaking

Dear Sir,

With reference to our bid against your tender having reference _____, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, CMSS has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

The details of the quoted property are as below: -

a) Full address of quoted property

.....

b) Offered Carpet Area: Sq. Ft.

c) Super area as registered in Property Registry is Sq. Ft.

d) Nature of activities being carried out in the surrounding properties or within the premises

.....

e) The quoted property is commercial property having a clear title deed and is free from any encumbrance or charges.

Yours Faithfully

For (type name of the firm here)

Signature of Authorized Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

Checklist for Documents Submission			
S.No.	Mandatory Document Submission	Relevant Document Submitted (Yes/ No)	Page No
1	Earnest Money Deposit		
2	Technical Bid Cover Letter as per Annexure – 1 with required Appendices -A		
3	Acceptance Letter on letter Head of the firm as per Annexure - 3		
4	Copy of Partnership/ Proprietorship/ Registered firm/ LLP/ any other, whichever is applicable.		
5	Copy of the PAN Card.		
6	Copy of the GST Registration Certificate. (If Applicable)		
7	Power of Attorney to sign the bid (If applicable).		
8	A declaration (Annexure-5) that the bidders should not be blacklisted by any Central Govt./State Govt./PSU/Govt. Agencies/ Corporations/ Departments, etc., on any grounds in the last 02 years on their company/proprietor/individual letter head.		
9	If the similar Property/office space has been leased or hired earlier in the past to any other government organization or PSU, then kindly mention the fact in the Technical Bid and share the relevant documents for the same (Work Order/ PO/ Legal Deed) indicating the details of the same		
10	Minimum 10 - 20 Color photographs of the property showing its frontage and the area in which the property is located from all 04 zones of the property: Parking Area, Flooring, Roof Top, Available Docks, etc.		
11	The property should be a Commercial property with proper permission (NOC) from the Govt. /local bodies/authorities for utilization as Commercial Office. Self-attested copy of relevant document to be submitted		
12	Self-Attested copies with seal of the Allotment Letter/ of the Property establishing the proof of ownership issued by the appropriate authority as applicable/Copy of the title deed/ Khatauni of the property.		
13	Copy of Identification Proof of Bidder, such as Aadhar Card/Driving License/Voter ID/Passport and other documents as prescribed by the Government of India.		

14	<p>Notarized declaration on Rs. 100 stamp paper from the bidder that the building & space offered under this tender is free from encumbrances, litigation, mortgages and any court cases. A statement of Encumbrance must be submitted for the quoted property which includes the following information:</p> <ul style="list-style-type: none"> i) Property owner ii) Transfer of ownership (If any) iii) Mortgages/Encumbrance/Litigation/Court Case (If any) iv) Property's all registered transactions v) Loans against a property, (If any) vi) Legal claims made against a property (If any) 		
15	Signed and stamped copy of the tender document, including any corrigendum issued by CMSS.		
16	Floor Plan/drawing demonstrating the total carpet area offered with details of all facilities in the property.		
17	The letter of undertaking as per Annexure - 7 to be submitted on the letter head of the bidder with seal and sign.		
18	Detailed checklist as per Para 10.2 of quoted property		