



Basic Details

Organisation Chain	Central Medical Services Society		
Tender Reference Number	CMSS/HQ/OFFICE/003/2025		
Tender ID	2025_CMSS_888318_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Fixed-rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	Bankers Cheque

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid
2	Finance	.xls	Financial Bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	10,00,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	GM CMSS	EMD Payable At	CMSS

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Work /Item(s)

Title	Hiring of Office Space for the Office of CMSS, New Delhi				
Work Description	Hiring of Office Space for the Office of CMSS, New Delhi				
Pre Qualification Details	As per tender details				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	50,00,000	Product Category	Allotment of Space	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	150	Period Of Work(Days)	NA
Location	CMSS Office	Pincode	110021	Pre Bid Meeting Place	CMSS Office
Pre Bid Meeting Address	CMSS Office	Pre Bid Meeting Date	11-Dec-2025 02:30 PM	Bid Opening Place	CMSS Office
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	04-Dec-2025 01:30 PM	Bid Opening Date	30-Dec-2025 11:00 AM
Document Download / Sale Start Date	04-Dec-2025 01:40 PM	Document Download / Sale End Date	29-Dec-2025 11:00 AM
Clarification Start Date	04-Dec-2025 01:30 PM	Clarification End Date	11-Dec-2025 05:00 PM
Bid Submission Start Date	05-Dec-2025 12:00 PM	Bid Submission End Date	29-Dec-2025 11:00 AM

Tender Documents

NIT Document					
	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT	1070.21	
Work Item Documents					
	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	TED_003.pdf	TENDER DOCUMENT	1661.07
	2	BOQ	BOQ_933804.xls	Financial Bid	308.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	agmproc6@cmss.gov.in	Saurav Kumar	SAURAV KUMAR
2.	agmproc4@cmss.gov.in	Lava Mishra	LAVA MISHRA
3.	cmss.gmfinance@gmail.com	Debarata Mohapatra	DEBABRATA MOHAPATRA
4.	agmsakshi.cmss@gmail.com	Sakshi Juneja	SAKSHI JUNEJA

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	HIRING OF OFFICE SPACE
Document Name	Approval.pdf
Document Size (in KB)	53.54

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	H	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	DG and CEO CMSS
Address	CMSS OFFICE

Tender Creator Details

Created By	Sakshi Juneja
Designation	AGM Procurement
Created Date	04-Dec-2025 11:46 AM

Tender For Hiring of Office Space for Central Medical Services Society (CMSS), New Delhi

**Tender No: CMSS/HQ/OFFICE/003/2025
Dt. 04.12.2025**



CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Society under Ministry of Health & Family Welfare, Govt. of India)
2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Marg, Teen Murti Marg,
Chankyapuri, New Delhi-110021
Phone: 011-21410905, 21410906
Email: - adminofficer@cmss.gov.in

NOTICE INVITING TENDER

Tender Ref No.: CMSS/HQ/OFFICE/003/2025

Date: 04 December 2025

Central Medical Services Society (CMSS), an Autonomous Society under Ministry of Health & Family Welfare, Govt. of India invites online tender (e-tender) for hiring suitable office accommodation on rent having Carpet area of 20,000 \pm 10% Square feet approx., from the legal owners of suitable buildings (as detailed in The Terms & Conditions of this Tender).

The said rented office accommodation of CMSS, New Delhi is to be taken as a whole unit and not separate or segregated. *Only those legal owners of the space (or the authorized representatives having valid power of attorney or authorization) shall apply who have total space of approx. 20,000 \pm 10% Square feet (carpet area) available in the single well-maintained building and single owner with single floor preferably in NDMC Area or adjoining area (to include line joining South Extension Part-II – AIIMS – World Trade Centre (WTC), Nauroji Nagar – Bhikaji Cama – Moti Bagh* in New Delhi and not separate buildings at different locations.

2. The amount of rent payable for the premises taken on lease will be as per the Government of India Rules and the same shall be fixed and paid in accordance with the Government of India instructions in force. The details of space requirement, terms & conditions and other documents are outlined in the Annexure to this e-tender as under:

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Annexure-I	Instruction to Bidders
Annexure-II	Terms & Conditions
Annexure-III	Technical Bid
Annexure-IV	Financial/Price Bid Undertaking
Annexure-V	Technical Data Sheet
Annexure-VI	Tender Acceptance letter
Annexure-VII	Letter of Offer
Annexure-VIII	Instructions for online bid submission
Annexure-IX	Integrity Pact

3. **Critical Date Sheet & Document Download:** The interested bidders may download the Tender Documents from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> or www.cmss.gov.in as per the schedule as given in the CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

e-published Date	04/12/2025	
Bid Document Download/Start Date	04/12/2025	
Pre-Bid meeting date	11/12/2025, 02:30 p.m.	CMSS Conference Hall
Bid Submission Start Date	05/12/2025, 12:00 p.m.	
Bid Submission End Date	29/12/2025, 11.00 a.m.	
Technical Bid Opening Date	30/12/2025, 11.00 a.m.	

3.1 **Bid Submission:** Bids along with all requisite documents [preferably signed with digital signature (DSC)] shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app>. The tender shall be submitted online in two parts, viz. (i) Technical Bid and (ii) Financial/ Price Bid along with other documents as mentioned in the tender documents. Bidders are advised to follow the “Instructions for online Bid submission” provided in the Annexure-VIII for online submission of bids. No tender shall be accepted / entertained by fax, e-mail or submitted in person or any other such means and beyond the specified date /time.

3.2 Tenderer who has downloaded the tender from the Central Public Procurement Portal CPPP) website: <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid form in any manner.

3.3 **Rejection of Bids.** It may be noted that, in case of non-uploading of copies of documents specified in the Tender documents on the CPPP, such technical bid, shall be rejected. The offers submitted through any means other than uploading on the CPPP website <https://eprocure.gov.in/eprocure/app> shall be rejected. No correspondences will be entertained in this matter. This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof. ***The bidder should refrain from indicating the rent and other financial details in the technical bid and if they do so, the bid will be summarily rejected.***

4. The Tender enquiry documents will be available on official website on <http://eprocure.gov.in> as per details mentioned in Critical Sheet. The Bidder should raise any doubt/query regarding the tender document on email: adminofficer@cmss.gov.in & may also contact Administrative Officer, CMSS, New Delhi at tele No 011-21410905, 21410906 (Ext. 225, 218)

5. **Earnest Money Deposit:** EMD amounting to Rs. 10,00,000/- (Rupees Ten Lakhs) shall be submitted by bidders by Demand Draft/ Banker's Cheque drawn on a Scheduled Commercial Bank in India payable at New Delhi, in original, in favour of the “CMSS, New Delhi” and must reach the tender inviting authority by 29.12.2025, 11.00 a.m. at CMSS, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi - 110 021. Scanned copy of Demand Draft/ Banker's Cheques must also be uploaded on the E-portal failing which tender will be summarily rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process. However, final decision rests with the DG & CEO, CMSS, New Delhi and will be binding. No interest shall be paid on the EMD. EMD of selected bidder will be returned within 60 (Sixty) days after the Lease Agreement is signed. Tenders not accompanied with Earnest Money Deposit will be treated as non-responsive and will be rejected, at the initial stage itself “as Tenders received without EMD”.

6. Intending bidders are advised to visit the departmental website: www.cmss.gov.in or CPPP website regularly till closing date of submission of tenders for any corrigendum/ addendum/ amendment.

7. Bids will be opened as per date/time as mentioned in the **Critical Date Sheet** of Tender/ CPP Portal. After evaluation of technical bids online/premise verification, bidders will get the information regarding their eligibility/ pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to qualified bidders. The bidders can check the same from the portal. The financial bid of the successful bidders will be decrypted and opened online, on the scheduled date after the pre-scheduled time by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.

8. After opening of Technical Bid, the original documents as per requirement of the e-tender document may be verified by this office as also site inspection carried out by a team detailed by CMSS during technical evaluation of the bids. **This office reserves the right to seek any document or clarification (including presentation by the bidder) in original related to the premises on hire for verification at any stage of tender process.**

9. **In the event of any of the above-mentioned dates being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.**

10. In case of particular bidder is legal owner of more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid, financial bid and EMD in respect of each premises.

11. In case of any further details, Administrative Officer or Manager (Administration), CMSS, New Delhi may be contacted at tele Nos **011-21410905, 21410906 (Ext. 225, 218)**

12. **Important Parameters**. These are summarized/ tabulated below: -

	Eligible END USE	COMMERCIAL (FOR OFFICE USE) (<u>Premises whose approved End Use is not COMMERCIAL (FOR OFFICE USE)</u>) would be summarily rejected at the Evaluation Stage itself and will not be considered further) Documents as relevant and applicable certifying END USE is to be attached with the Tender Document.
a.	Carpet Area	As specified in the Tender Document.
b.	Parking Space	As specified in the Tender Document.
c.	Amenities	24 hours water facility, Generator power back up, Electricity etc. as specified in the Tender Document.
d.	Possession	Ready for possession / occupation
e.	Premises under construction / Plot	Will not be considered.
f.	Desired location	As specified in the Tender Document.
g.	Preference	a. Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority b. Govt. Departments / PSU c. As specified in RFP
h.	Unfurnished/ Semi-furnished premises	May be considered and the CMSS, New Delhi will get the interior and furnishing work as per requirement.
i.	Lease period	The lease/ hiring period will be 3+3+3 = 9 years (i.e. three (03) terms of three years each) from the date of the start of the occupation of property by CMSS, New Delhi as per the lease deed signed between CMSS, New Delhi and the successful bidder.

j.	Type of bid	Two packet bids
k	Selection procedure	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. Bidders who get 70 (Seventy) or above marks in the technical score will be technically shortlisted for next stage i.e. opening of financial bids.
l.	Validity of offer	Minimum four (04) months from the date of submission of the offer
m.	Stamp duty / registration charges	To be shared in the ratio of 50:50.
n.	Fitment Period	Three (03) month rent free fitment period for completion of interior furnishing work by the CMSS, New Delhi after handing over of the premises to Bank.
o.	Payment of Rent	As specified in the RFP.

Sd/-
(Arunendra Kumar)
GM(Admin)

ANNEXURE-I

INSTRUCTIONS TO THE BIDDERS

1. The invitation to bid is open to legal owners (*or the authorized representatives having valid power of attorney or authorization*) of properties located in the areas mentioned in the Tender document. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents.
2. The successful bidder will be declared as '**the LESSOR**' which means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc. The **DG & CEO, CMSS, New Delhi** will be '**the LESSEE**' for the bidding.
3. The bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether at his own initiative or in response to clarification requested by prospective bidder, modify the bidding document by a written amendment. The amendment which will be binding, shall be available on <https://eprocure.gov.in/eprocure.app> and www.cmss.gov.in.
5. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the lessee, at his discretion, may extend the deadline for the submission of bids.
6. The carpet area required is approximate 20,000 \pm 10% Square feet approx. in jurisdiction of New Delhi.
7. The Technical Bid by the bidder shall include documents mentioned in the Terms & Condition/offer document and must be signed, scanned and then upload on e-portal.
8. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language and should be typed or written in indelible ink. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
9. **Payment of Statutory Taxes & Bills etc.** The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/Cess etc. to be borne by the owner. Service charges like maintenance charges of common areas, if any and applicable GST will be borne by CMSS, New Delhi in addition to the rent quoted and nothing extra on any account shall be paid by the CMSS. However, CMSS, New Delhi will pay the Water, Electricity and/or PNG Bills as billed by government meters for which separate sub meters to be provided by the successful bidder. It may also be noted that CMSS, New Delhi will require minimum 50KW electricity sanctioned load.
10. The lease rent should be quoted in Indian rupees only and in **BoQ of the e-published tender only**.
11. The bid shall remain valid for 120 days after the date of opening of the financial bid. However, **CMSS, New Delhi (the lessee) may request the successful bidder for an extension of period of validity**.

12. The bidder may modify or withdraw his/her bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.
13. Bids withdrawn after the opening of the technical bid will result in the forfeiture of bidder's EMD.
14. During evaluation of the bids, the lessee may at his discretion, ask the bidder for clarification of its bid.
15. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders online on the CPP Portal itself. The lessee may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
16. The Courts of India at New Delhi will have exclusive jurisdiction to determine any proceeding in relation to this contract.
17. Any misleading or false representation in the bid documents will lead to disqualification of the bidder at any stage.
18. The bidder should submit Annexure-I (Instructions to bidders), Annexure-II (Terms & Conditions), Annexure-VI (Tender Acceptance Letter), Annexure-VII (Letter of Offer), duly signed on all pages and copy of Affidavit from legal owners of the space (or the authorized representatives having valid power of attorney or authorization) that the premises offered on rent is free from all encumbrances along with the Technical Bid (Annexure-III) and Integrity Pact (Annexure-IX)
19. **The Financial/Price Bid undertaking (Annexure-IV) should be submitted separately with duly filled in Financial/Price Bid proforma (Annexure-V).**
20. Canvassing in any form will disqualify the tenderer. **No brokerage will be paid to any broker.**
21. The shortlisted lessors will be informed by CMSS, New Delhi for arranging site inspection of the offered premises.
22. **Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the successful bidder shall be made by Account Payee Cheque or RTGS/NEFT.**
23. The **income tax and other taxes** as applicable will be **deducted at source** while paying the rentals per month. **All taxes and service charges** shall be **borne by the owner of the property.**
24. **Preference** will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building. **Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units.**
25. **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. Bidders who get 70 (Seventy) or above marks in the technical score will be technically shortlisted for next stage i.e. opening of financial bids.** The score finalized by the Evaluation Committee of the CMSS, New Delhi in respect of technical parameters will be final and binding to the applicant.
27. The owner will be required to bill the CMSS, New Delhi every month for the rent due to them indicating

the GST component also in the bill separately. The bill also should contain the GST number of the Owner, apart from name, address etc. of the owner and the serial number of the bill, for CMSS to bear the burden of GST.

28. Notarized declaration on Rs. 100 stamp paper from the bidder that there is no pending litigation against the bidder and the property which restrict the bidder and the property to participate in the tender for quoted property. In addition, an undertaking is also to be submitted by the bidder that if any violation is observed or comes to notice of CMSS, New Delhi at any later date then CMSS, New Delhi has right to forfeit the EMD as also has the right to execute the Risk and Cost Purchase for leasing of the office space on the cost of rental charges of the successful bidder.

29. CMSS, New Delhi reserves the right to increase or decrease the requirement upto 25% of the tendered office space beyond that originally specified in the tender document during the lease period at the same rate and terms & conditions.

**Read and accepted by
Name & Designation
With stamp (if any) of Bidder or Authorized signatory)**

ANNEXURE-II

PART-A- TERMS & CONDITIONS (GENERAL)

1. **The terms and conditions shall form part of tender to be submitted by the bidder to The DG & CEO, CMSS, New Delhi (hereinafter referred to as “lessee”).**
2. All columns in the tender document shall be duly filled in and no column shall be left blank. ‘NIL” or “Not applicable” shall be marked, where there is nothing to report. All the pages of the tender document shall be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly attested by the bidder. **The DG & CEO, CMSS, New Delhi reserves the right to reject incomplete tender or in event of any of the particulars being found to be incorrect.**
3. Tender documents filed in Central Procurement Portal website after the due date and time, shall be liable to be rejected outright and no correspondence in this regard shall be entertained.
4. No tender will be accepted by fax, email, telex or any other such means.
5. The tender shall be acceptable only from the original owners of the space **(or the authorized representatives having valid power of attorney or authorization)**. The space offered should be free from all encumbrances / claims / liabilities and disputes and litigation with respect to its ownership, lease / renting and pending dues etc. Misrepresentation/Violation of any of the above instructions will make the EMD liable to forfeiture.
6. Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. would be given preferences.
7. The Technical bid is required to be submitted along with certified copies of approved drawings from Corporation Commissioner or any other competent authority, certified copy of land Deed, Municipal receipts, and approved plan of building and copy of ownership of building. Technical Bids received without the said documents are liable for rejection without any reference to the party whatsoever. Original documents/ certificates will have to be produced before execution of Lease Agreement.
8. The lease agreement will be executed and registered after mutual consent within 45 days from the date of issue of the Letter of Acceptance issued by CMSS, New Delhi. The lease agreement may include inter- alia, a suitable exit clause and provision of additional hiring of space or de-hiring of part / full premises. The stamp duty charges will be borne equally by both CMSS, New Delhi and the successful bidder. However, if successful bidder will fail to sign the lease deed in the given time by CMSS, the necessary actions i.e. forfeit of EMD/BG/ debar/blacklisting will be taken against the successful bidder.
9. The bidder shall quote expected amount of rent per month for the premises being hired in the financial bid. **However, CMSS, New Delhi reserves the right to assess the reasonability of rent quoted by means of “Fair Rent Certificate” by CPWD or by any Government Approved Valuer as relevant and applicable. The legal owner (or the authorized representative) is expected to assist CMSS, New Delhi in this regard.**
10. **No security deposit or advance rent shall ordinarily be paid by CMSS, New Delhi. However, CMSS, New Delhi may consider payment of either security deposit or advance rent equivalent to maximum two months period (initial) against submission of equal value Bank Guarantee (BG) by the legal owner of the property.**
11. Electricity and water bills as per actual consumption shall be borne by CMSS, New Delhi (the Lessee).
12. **Lease Rent.** The rate of rent finally approved is not liable for revision and will be fixed for a period of 03(three) years. The annual rental increment will be 10% for every three years term.

13. Lessee reserves the right to set up additional Generator sets and other electrical fittings in the premises/common areas of building as required from time to time for which the successful bidder shall facilitate such installations at no additional cost to the Lessee.
14. Tender is likely to be rejected because of non-fulfillment of any of the terms stated in tender documents.
15. If at any stage, it is found that any of the details/ documents furnished by the bidder is false/misleading/ fabricated, his/her bid would be liable for cancellation without intimation to the bidder.
16. Tender committee constituted by the The DG & CEO, CMSS, New Delhi, reserves the right to reject all or any tender without assigning any reason thereof.
17. Lessee reserves the right during the lease period/extended lease period to carry out further suitable alterations by way of partitions, office fixtures, fittings, etc. for the effective use of the office space hired.
18. **The offer should remain valid for four months from the date of opening of financial bid.** During the validity period of the offer, the bidder should not withdraw / modify in the terms of area and price and other terms and conditions quoted in Technical or Financial Bids. The bidder is required to submit an undertaking on non-judicial stamp paper of requisite value duly signed by legal owner or his power of attorney holder that the bidder shall not back out / cancel the offer / offers made to The DG &CEO, CMSS, New Delhi during the validity period.
19. The likely date of **handing over of the premises shall ordinarily be within four months from the Tender Opening date** given at Critical Date Sheet.
20. **Fitment Period.** Minimum three (03) months' time will be given by the LESSOR to the LESSEE for carrying out necessary fixtures and fitments for making the office space as per requirements of the lessee. **No rent will be paid for such time during which the alterations/fitments/fixtures are being carried out to make the office operational initially.**
21. Periodical maintenance of building to be done by owner.
22. Followings to be furnished by the legal owner through architect engaged by them, before possession of premises is taken by CMSS, New Delhi: -
- a. Structural suitability certificate of premises.
 - b. Approved Layout Plan from Local Civil Authority for Commercial Office use.
 - c. Carpet area certificate.

ANNEXURE-III

PART-B: TERMS & CONDITIONS (TENDER EVALUATION)

1. The building offered must be vacant, free from all encumbrances/claims and legal or other disputes etc. Documentary proof w.r.t the ownership of the building and the absence of any encumbrance, claim and legal or other disputes must be submitted along with the offer document. **A certificate from an Advocate/ CA showing that the premises are free from encumbrances should be provided.** The building should meet all other safety norms like earthquake resistance, flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
2. Owing to nature of work, it would be strongly preferred that the area offered for rent should be a standalone area (commercial) for exclusive use by CMSS, New Delhi. Layout plan of the **building should be attached with Technical Bid.** If it is independent building in a plot then the rent quoted shall give the right to the tenant for usage of the total plot area within the boundary of the offered property.
3. The owner of the space offered should be a single owner.
4. The building should be *preferably in NDMC Area or adjoining area (to include line joining South Extension Part-II – AIIMS – World Trade Centre (WTC), Nauroji Nagar – Bhikaji Cama – Moti Bagh* in New Delhi.
5. The premises should have proper connectivity and easy access with the local transport (i.e. Delhi Metro, Bus Stop etc.)
6. The building should be well maintained building.
7. **The building should be a COVID-19 compliant building and should be equipped with all the necessary precautions required for COVID pandemic.**
8. The building should be sufficiently ventilated and should have natural lighting.
9. **No broker/property dealer should not apply for the e-tender. However, authorized representative of the legal owner having valid (& legal) power of attorney or authorization may apply on behalf of the legal owner.**
10. The area offered should preferably be for exclusive use i.e. entirely for the usage of CMSS, New Delhi. The area offered should be ready for possession/ occupation.
11. The area surrounding the building and approach road leading to the building should not be congested and the front road / approach road should be wide enough. Surroundings of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and other related factors will be important criteria to decide the suitability of the offered premises.
12. The owner/landlords will allow the lessee to construct cabins/partitions, stationery room, record room, toilets etc. as per CMSS, New Delhi requirement & plan and make modifications/alterations in the premises, if so desired by the Department. Permission/approval required if any regarding additions/alterations/ modifications of the premises shall be obtained by the owner /landlords at his own cost from the concerned local authorities.
13. The layout of the offered space should be suitable for Govt. office.
14. The offered Premises should have installed Air Conditioning facility.
15. The building should have adequate toilets facilities separately for ladies and Gents on the floor of the

proposed area. The building should have lift facility, if consisting of three and more floors.

16. The building should have facilities like ramp etc. for physically challenged persons supported with documentary evidence.

17. The building should adhere to the fire safety norms prescribed & conform to the firefighting norms and should be supported with adequate documents from the competent authority.

18. There should be proper security services arrangement in the building.

19. The building in which space is offered should have easy and convenient approach and having adequate parking space (preferably covered parking space). Free parking of at least 25 cars and 40 two wheelers should be provided in the same building offered for hire.

20. The building should be in ready to use condition within three months from the date of communication of bid acceptance letter, with electricity, water, sewerage, firefighting equipment and adequate toilet facilities. The particulars of amenities provided/proposed to be provided inside the property/building complex should be clearly indicated in the Technical Bid.

21. The offered space should have separate electricity supply and having sufficient installed electricity load and water connection. The electric power available should be indicated. The owner / landlord shall provide separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession. These connections should be in the name of the owner / landlord and the consumption charges of the water supply, electricity and sewerage shall be paid by the CMSS, New Delhi.

22. Additionally, the building should have power supply for essential services and common area lighting. There should be adequate open space for generators and provision for connecting them to the power supply lines and proper power backup facility should be there.

23. All Building services such as Power supply, Plumbing, Toilets, and Sewerage System should be fully operational at the time of submission of the offer by the legal owner. All internal and external walls should be painted with good quality paint at the time of handing over the premises. This would obviate any wastage of time and lead to smooth running of the office right from day one.

24. The building should be operative 24 x 7 so that the office work beyond normal working hours and on non-working days is not hampered or stalled.

25. The building should be under proper maintenance and having all the general facilities viz: permanent arrangement for adequate supply of potable water and sufficient water for toilets, wash-basins, housekeeping, other cleaning purposes etc. on 24 x 7 basis.

26. Major repairs (to include mechanical, plumbing, electrical, civil including consumables etc.) shall be undertaken by as also annual repair and maintenance tasks e.g. of common areas as relevant and applicable) to be carried out under owner arrangements.

27. All statutory clearances and permissions required for construction/modification/ additions/alterations and leasing of the premises to the DG & CEO, CMSS, New Delhi shall be obtained by the owner/ landlord at his own cost.

29. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of the DG & CEO, CMSS, New Delhi. The registration charges, stamp duty for registration of lease deed to be borne by both the parties equally.

30. **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.
- k. Lofts.
- l. Parking space whether covered or not.
- m. Open terrace.

31. Whenever necessary, the owner / landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on the part of the owner / landlord to carry out or effect necessary repairs, it will be optional for the lessee either to terminate the lease or to retain the occupation of the demised premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner / landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner / landlord. No rent will be payable for the period during which the lessee is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner / landlord to carry out the necessary repairs of the demised premises.

32. **Lease Rent - Rate per sq. ft. on Carpet Area:** The carpet area rate shall be inclusive of basic rent except GST as applicable and maintenance charges of the common areas, if applicable. CMSS, New Delhi will endeavor to pay the Lease Rent within 15 days of receipt of the Rent Bill but not later than 07th day of the ensuing month.

33. Lessee shall have the right to carry out necessary alterations / modifications or make such structural or other changes to/in the premises as may be required by it for the purpose of its functioning. Provided always that the lessee shall not make any permanent structural alterations incapable of being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of owner / landlord(s) but such consent shall not be unreasonably withheld in the case of such alterations as shall be necessary or required by lessee for the purpose of better amenities and carrying on its function effectively. But the Lessee shall have all right to make temporary alterations in the demised premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on the day-to-day activities.

34. Lessee shall have the right to install satellite dishes and other communication equipment etc. as deemed necessary by the lessee for facilitating electronic communication as also installation of power generating/ amplifying devices including but not restricted to power transformers, etc. as well as placing of sign boards, CMSS publicity materials. etc. in the terrace for its activities and the owner / landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent but however if any damage is resulted upon the demised premises due to such activities, the lessee would be liable to repair the damage so caused, normal wear & tear is however excepted.

35. Since lessee has no insurable interest, the lessee will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets on account of risks like burglary, fire or natural calamity.

36. After taking possession, if it is found that any item or work remains unattended or not according to lessee's specifications, the owner/landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default the DG&CEO, CMSS, New Delhi will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner /landlords.

37. During the period of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the lessee with any party affecting lessee's right of occupation and any of the terms of the lease without written consent of the lessee.

38. If the landlord is desirous of making any addition to the building it shall be ensured by him that no access/approach by whatever means from the demised portion or by encroaching upon the open spaces which been available to the exclusive use of the lessee.

39. In the event of the owner / landlord deciding to sell the demised premises during the period of tenancy or at the expiration of the same he shall in the first instance offer them to the lessee at the lowest price which he is prepared to accept for them and the lessee shall within one calendar month from the date of receipt of such offer may accept or reject such offer.

40. Before accepting Technical Bid, all the documents and the Office Space/Building shall be inspected by a committee authorized by the DG & CEO, CMSS, New Delhi and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final. The Technical bids shall be opened in the first instance. The physical inspection of the premises will also be carried out to verify whether the premises comply with the terms and conditions as mentioned in Annexure-II and III.

41. The opening of financial bids shall be done at a later date. The financial bids of only those bidders will be opened which are short-listed after assessing the suitability of the accommodation, compliance to technical specifications, verification of their credentials and other liabilities. The short-listed bidders will be notified about the date and timing of opening of financial bids.

42. **TECHNICAL EVALUATION.** The scoring parameters for Technical Evaluation is enumerated below: -

OFFICE PREMISES REQUIRED BY CMSS, NEW DELHI ON LEASE
Parameters based on which technical score will be assigned
(MARKS OBTAINED NOT TO BE FILLED BY THE BIDDER)

S. No	Parameters	Actual Situation	Total Marks	Marks Obtained
a.	Premises Location	<ul style="list-style-type: none">• NDMC Area/ WTC, Nauroji Nagar): 10• Other Area (as specified in the Tender Document):05	10	
b.	Premises nearby surroundings and approach road	<ul style="list-style-type: none">• Premises on main road: 10• Premises on narrow approach road: 05• Any Other: 0	10	
c.	Availability of Premises	<ul style="list-style-type: none">• In Single floor (with Lifts): 10• More than one floor: 0	10	
d.	Centralized HVAC System	<ul style="list-style-type: none">• Available: 10• No provision: 0	10	

e.	Exclusive Parking of 25 Cars and 40 two wheelers for the CMSS, New Delhi	<ul style="list-style-type: none"> • Equal to or more specified parking: 10 • 20-24 cars/ up to 30 two wheelers :08 • 15-19 cars/ up to 20 two wheelers:05 • Less than 15 cars: 0 	10	
f.	Age, Quality of Construction & Compliance to Environmental Norms	<ul style="list-style-type: none"> • New Construction less than 10 years & Green Building: 10 • New Construction less than 10 years only: 05 • Older than 10 years: 0 	10	
g.	Status of Furnish	<ul style="list-style-type: none"> • Furnished: 5 • Semi-furnished: 3 • Unfurnished/ Bare Shell:0 	5	
h.	Ambience, convenience and suitability of premises as assessed by CMSS Evaluation Committee	As assessed by Premises Selection Committee	25	
i.	Surroundings of building	<ul style="list-style-type: none"> • Adequate natural light and ventilation: 05 • Average natural light and ventilation :03 • In-adequate natural light and ventilation: 00 	5	
j.	Premises owned by the Govt. departments / Public Sector Units/ Govt Autonomous Bodies & Societies etc.	<ul style="list-style-type: none"> • Yes: 5 • No: 0 	5	
	Total		100	

43. The bidders will be deemed to be qualified on obtaining marks $>$ or $=$ 70.

44. The financial bids of only those bidders will be opened who score a minimum of 70 marks. The final selection will be the L1 bidder amongst technically qualified bidders. In case of tie, the bidder with higher technical score will be given priority.

45. If the demised premises at the time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God and be not caused by the acts or neglect or fault of the lessee, then in such case it shall be optional with the lessee to determine the lease or to retain occupation of the demised premises, if the lessee so desires without any diminution of rent hereby reserved.

46. **Duration of Lease and Termination of Lease.** The lease/ hiring period will be $3+3+3 = 9$ years (i.e. three (03) terms of three years each) from the date of the start of the occupation of property by

CMSS, New Delhi as per the lease deed signed between CMSS, New Delhi and the successful bidder. The first three (03) years of the lease will be the lock-in period for both the parties. After expiry of lock-in period, either party can terminate the lease by giving four (04) months notice period in writing.

47. That the lessee will at the expiration of the said term or any extension thereof (if agreed to mutual peaceable and quietly yield and deliver up possession of the demised premises to the owner/ landlord in the nearly same condition as at the time of commencement of initial lease. Wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God excepted but this condition shall not be construed to render the lessee liable to do any repairs of any kind to the demised premises.

48. After receipt of lessee's confirmation for leasing of the premises which is considered to be most suitable/ reasonable and its acceptance by lessee, if the owner / landlord(s) backs out on account of any reason, the owner/ landlord (s) is liable to pay the full expenditure incurred by the lessee from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process. In such case the EMD shall be confiscated.

49. Participation in the tender does not entail any commitment from the lessee and lessee reserves the right to reject any/all offers, including that of the lowest tenderer without assigning any reason.

50. Finalization of rent based on location and quality of construction and age of the building is subject to final approval/sanction of the Competent Authority in this regard. **However, CMSS, New Delhi reserves the right to assess the reasonability of rent quoted by means of "Fair Rent Certificate" by CPWD or by any Government Approved Valuer as relevant and applicable. The legal owner (or the authorized representative) is expected to assist CMSS, New Delhi in this regard.**

51. Renewal of lease agreement is final approval/ sanction by the Competent Authority as per rules framed in this regard. Bidders may note that no increase in rental charges will be allowed during the initial three (03) years of the agreement period. If lease is extended beyond three years, renewal of rent would be 10% for every three-year term.

52. All disputes lie within the jurisdiction of New Delhi. All disputes in connection with the execution of contract shall be settled under the provisions or Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at New Delhi only.

Sd/-
(Arunendra Kumar)
GM(Admin)

SCOPE OF MAINTENANCE FOR BIDDER

1. Round the clock general security to the premises, access control and regulating visitor movement.
2. Periodical maintenance of the building, which includes painting cleaning of the exteriors and all the common areas of the building.
3. Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
4. Maintenance of all Elevators including payment of AMC.
5. Lighting of common area and provisions of consumables for the same.
6. Provision and marking of building directory.
7. Maintenance of Water Supply system.
8. Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
9. Provision of signage pertaining to common services.
10. Insurance of Building.
11. Maintenance and running of motors and water pumps installed at the premises.
12. Maintenance and running of common DG sets, Air Conditioners and payment of their insurance and AMC.
13. Regulating vehicle movement within the premises.
14. Maintenance of green area and potted plants.

ANNEXURE – IV

Price Bid Schedule

The bidders are requested to submit the rates strictly as per following format in the **published BoQ** only:

Name of Work:	Hiring of Office Space for the Office of CMSS, New Delhi
Tender No:	CMSS/HQ/OFFICE/003/2025
Bidder Name:	
Price Schedule	

Validate	Print	Help	View BoQ			
Tender Inviting Authority: DG & CEO, CMSS						
Name of Work: Hiring of Office Space for the Office of CMSS, New Delhi						
Tender No: CMSS/HQ/OFFICE/003/2025						
Bidder Name :						
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	TEXT #	TEXT #	TEXT	NUMBER #	NUMBER
Sl. No.	Name of the Item	Location	Units	Offered Carpet Area/Maintenance Area in sq. ft.	All inclusive Rate (Per Sq. Ft. per month (including GST))	Total Unit Price With GST(In Rs.) (Col 5 * Col 6)
1	2	3	4	5	6	7
1.01	Commercial Office Space carpet area rental charges per month per sq. ft. (A)	1. Annex-IV	Square Feet			₹ 0.0000
1.02	Maintenance Charge per month per sq. ft area (B)	2. Annex-IV	Square Feet			₹ 0.0000
Total in Figures						₹ 0.00

Note:

- Price must be quoted in Excel Format in Price Schedule in the published BoQ on CPP Portal only.**
- Bidder may enter the value in Highlighted Blue Section of the price Bid Excel Format.**
- This form, if filled and uploaded with Technical Bid documents will make the bid liable to be summarily rejected.**

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:
Place:

(Signature of Authorized person with seal)

PRICE BID UNDERTAKING:

From: (Full name and address of the Bidder): _____

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

Sir,

I, submit the Price Bid for____(Name & address of Building) as envisaged in the Bid document.

1. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, (duly signed all the pages) and agree to abide by them.
2. I offer to rent out accommodation for your office at the rates as indicated in the Price Bid in excel format (available with online tender- Annexure-X) excluding GST.

Yours faithfully

Name & signature with stamp (if any) of
Bidder or Authorized Signatory

ANNEXURE - 'V'

TECHNICAL DATA SHEET

Subject: Hiring of Office Building for CMSS, New Delhi

TECHNICAL BID

(Attach extra sheets, if required, which should also be signed & stamped on each page):

Sr. No	Particulars	Details (Please tick/fill up with relevant answers, wherever required)
1.	Name of the person/party submitting the bid; Permanent Account No. (PAN); whether assessed to tax, and if so, particulars thereof (hereinafter referred to as the bidder)	
2.	Status of the bidder (Individual/ Partnership Firm / Company/ Society/Any other (Specify)	
3.	Name of the personal/ party holding title to the property (both land and super structure) Permanent Account No. (PAN), whether assessed to tax, and if so, particulars thereof (hereinafter referred to as the owner)	
4.	Status of owner (Individual/Partnership Firm/ Company/Society/Any other (Specify)	
5.	Whether the bidder is himself the owner of the building/property offered on rent or Power of Attorney holder/duly Authorized signatory of the owner	
6.	Contact details of the bidder	
6.1	Name	
6.2	Complete Postal Address	
6.3	Telephone Nos. With STD code, including Mobile Number	
6.4	Fax Nos. with STD code	
6.5	Correspondence E-mail address	
7	Contact details of the owner (if different from bidder)	
7.1	Name	
7.2	Complete Postal Address	
7.3	Telephone Nos. With STD code, including Mobile Number	
7.4	Fax Nos. with STD code	
7.5	Correspondence E-mail address	
8.	Details of the building/office space offered	
8.1	Location & address of the property offered	
8.2	Total Plot area of the property offered (complete land area including open spaces, constructed area	

	within the boundary of the property offered on rent) (in Sq ft.)	
8.3	Total carpet area of the building permanent structure, along with floor	
8.4	Net Carpet Area offered for rent (excluding basement covered Parking) Net Carpet Area means area of premises less toilets, passage, wall/columns, staircases, verandah, lobby, balcony, kitchen, portico, sanitary, shafts, lift arches, air-conditioned ducts, lofts etc.	
8.5	Details of Open area (open parking space, inner roads, garden, etc.	
8.6	Total built up area covered area (total of all floors) (excluding underground covered parking areas) Also give the built-up area of each floor/ covered structure	
8.7	No. of built-up rooms available in the building offered	
8.8	Covered parking area (garages, underground parking etc.), if any	
8.9	Total covered area of the building Total built-up area of the building Total Carpet area available in building Total Net Carpet area available in building (in Sq ft.)	
9.	Have you enclosed the following documents along with your offer?	
9.1	Documentary proof in respect of ownership of building.	
9.2	Copy of the building plan, duly approved by the competent authority/Govt., as the case may be (for example Municipal Corporation etc. or other competent authority).	
9.3	Is building having office use only or residential use only or having mix use, as per permissible laws by competent authority/civic body. Please specify and enclose copy of the relevant document.	
9.4	Proof certificates regarding absence of any encumbrances/claims and legal or other disputes	
9.5	Proof in support of payment of all taxes, duties, dues regarding payment of water, electricity charges etc.	
9.6	Location map depicting distance (in Kms) of the offered property/building from Udyog Bhawan Metro Station, New Delhi.	
9.7	Distance of the property from the nearest Metro Station.	
9.8	Distance of the property from nearest Bus Stop	
9.9	If bidder is Power of Attorney holder of the owner, copy of duly constituted Power of Attorney. If bidder is authorized signatory of company/partnership firm, copy of requisite Board Resolution/Authority Letter, etc	

9.10	If the bidder or the owner is a partnership firm or a company/society etc, copy of the partnership deed of the firm, or Memorandum/ Articles of Association of the Company, Registration Certificate/ Bye laws etc. of the society, along with Board Resolution (If bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted).	
9.11	Any other relevant documents (Please specify)	
10.	Further general details relating to the Building/Location.	
10.1	Whether the proposed property/building is free from all encumbrances, claims, litigations etc.? If yes, attach copies of relevant certificates. If not, give details of the nature and status of the encumbrances, claims, litigations etc.	
10.2	Whether the proposed building/ property is Physically vacant and available-“ReadyTo Occupy?”	
10.3	Whether it is an independent building for exclusive use by the CMSS, New Delhi, without sharing with any other user? If not, give details of tenants/proposed tenants. (The bidder may be required to furnish copy of lease agreement with other tenants, if called for)	
10.4	Year of construction. Specify whether the said building was given on lease/hire or occupied earlier? If yes furnish details along with last rent charged and date of vacation by the earlier lessee.	
10.5	Please specify the details of public transport facilities available to and from the premises.	
10.6	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been imposed by govt. or other authorities if any	
10.7	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation.	
10.8	Whether all Govt. Dues including property tax, electricity, telephone, water bills, etc., if any, have been duly paid upto date? (enclose documentary proof for the same	
11.	Further technical details relating to the building	
11.1	If the building already has rooms /partitions, give	
	details of each of the room/cabin in terms of its size, specifications.	

11.2	Details of any other temporary structure(s)/built up area, if any, within the campus of the property offered	
11.3	Parking space for cars / vehicles available (please note that offer will be considered only if the owner / bidder allows free parking for at least 25 cars and 40 two wheelers preferably within the same building campus, at one place, under his ownership). Public parking places on road or any other nearby public area will not be considered for this purpose. Details of covered / underground parking space (if any) and open parking space may be indicated separately.	
11.4	Please specify details of toilet/washroom facilities (Gents/Ladies) available on floor offered for rent.	
11.5	Please specify details of fire safety and security measures provided in the offered building with documentary evidence.	
11.6	Complete details of the air conditioning offered whether centrally air-conditioned or rooms / halls on floor offered for rent fitted with split ACs or window ACs. Year of installation, type of ACs / plant and their numbers may be indicated in details	
11.7	Please mention whether the premises are energy efficient. If so, specify details.	
11.8	Please mention the slab height from the finished floor level. It should be minimum 5 meters.	
11.9	Please mention the column to column distance.	
11.10	State whether electrical tapping is provided at each floor.	
11.11	Please state whether separate ducts for the communication cables have been provided.	
11.12	Please state whether air handling units have been provided at each floor as per the floor size	
11.13	Whether there are electrical rooms at all the floors? If not, whether builder will build the electrical room at all floors?	
11.14	What is the shape of the floor plate being offered? Preference will be given to rectangular or square floor plate. Please provide a floor plan showing the proposed space as close as possible meeting the requirement. The final floor area will be confirmed prior to possession subject to joint physical measurement.	
12	Whether the owner/bidder is willing to undertake basic maintenance in terms of painting, white washing etc. before occupation by the CMSS, New Delhi, if required, at his/its cost.	
13	Reinstatement- At the end of the lease term or any renewal thereof, The CMSS, New Delhi shall not be required to reinstate the premises.	

14	Building Management- Please provide full details of the building management company including its ownership structure and whether the management service is in house or outsourced	
15	Electricity- 1.5 KVA /100 Sq ft. would be the minimum electrical load for internal office consumption, which would be procured by the Owner/bidder.	
16	Signage- The CMSS, New Delhi requires the right to use its logos and graphics at the entrance to its premises and within the premises. The CMSS, New Delhi shall also be provided signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building façade.	
17	Whether notarized affidavit stating that the premises offered should have necessary construction approval /clearances and have all type of licenses / permissions required from Central/ State Government/ Local Bodies.	
18	Whether, layout plan as mentioned in the terms and conditions of Tender/Offer Document have been attached	
19	Any other detail/information which the bidder owner may wish to furnish.	

ANNEXURE-VI

TENDER ACCEPTANCE LETTER

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

Subject: Acceptance of Terms & Conditions of Tender for “Hiring of Office Accommodation CMSS, New Delhi

Tender Reference No: _____

I/ We have downloaded / obtained the tender document(s) for the above-mentioned Tender from the web site(s) namely _____ as per your advertisement, given in the above-mentioned website(s).

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to (including all documents like annexure(s), schedule(s), etc., which form part of the tender document and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

Name & signature with stamp (if any) of Bidder or Authorized Signatory

ANNEXURE-VII

LETTER OF OFFER

From

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

Sir,

Subject: Offer for premises for office of the CMSS, New Delhi, on lease/rental basis-submission of bid- reg.

With reference to your advertisement for hiring of office premises on lease/ rent, I/ we have uploaded my/ our offer for the same, as mentioned in the tender document, as under: -

1. Technical Bid (Annexure-III), duly signed alongwith signed copies of Tender Acceptance Letter (Annexure-VI), Instructions to bidders (Annexure-VIII), Terms & Conditions (Annexure-II), EMD in original, Letter of Offer (Annexure-VII) and Copy of Affidavit from owner or Power of Attorney holder/certificate from Advocate/CA to the effect that the premises offered on rent is free from all encumbrances.
2. Financial Bid undertaking (Annexure-IV) and Financial Bid proforma (Annexure-V), duly filled in.

Yours sincerely,

Name & Signature with stamp (if
any) of Bidder or Authorized Signatory

ANNEXURE-VIII

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>. -

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or " Other Important Documents" " area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server

is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message& a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

11. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

12. Any queries relating to the process of online bid submission or queries relating to CPP portal in general may be directed to the 24x7 CPP portal helpdesk.

ANNEXURE-IX

INTEGRITY PACT

Between

[the Procuring Organisation]

hereinafter referred to as “The Principal,” and

_____ hereinafter referred to as “The Bidder/ Contractor.”

Preamble

The Principal intends to award contract/s for _____, under laid down organizational procedures, The Principal values full compliance with all relevant laws of the land, rules, regulations, economical use of resources, and fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

To achieve these goals, the Principal shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the abovementioned principles.

Section 1 – Commitments of the Principal

- 1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a. No employee of the Principal, personally or through family members, shall in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Principal shall treat all Bidder(s) with equity and reason during the tender process. The Principal shall, in particular, before and during the tender process, provide to all Bidder(s) the same information and shall not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in the tender process or the contract execution.
 - c. The Principal shall exclude from the process all known persons having conflict of interest.
- 2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal shall inform the Chief Vigilance Officer and in addition shall initiate disciplinary proceedings.

Section 2 – Commitments of the Bidder(s)/ Contractor(s)

The Bidder(s)/ Contractor(s) commits themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commits themselves to observe the following principles during participation in the tender process and the contract execution. The Bidder(s)/ Contractor(s) shall not, directly or through any other person or firm, offer, promise, or give to any of the Principal’s employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which they are not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or the execution of the contract.

- a. The Bidder(s)/ Contractor(s) shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal, in violation of the Competition Act, 2002 (as amended from time

to time). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the tender process.

- b. The Bidder(s)/ Contractor(s) shall not commit any offence under the relevant IPC/PC Act; further, the Bidder(s)/ Contractor(s) shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.
 - c. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details, as mentioned in the “Guidelines on Indian Agents of Foreign Suppliers,” shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines, all the payments made to the Indian agent/representative must be in Indian Rupees only. Copy of the “Guidelines on Indian Agents of Foreign Suppliers” is placed on Annex hereto.
 - d. The Bidder(s)/ Contractor(s) shall, when presenting their bid, disclose any and all payments made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the contract.
 - e. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision.
- 2) The Bidder(s)/ Contractor(s) shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from the tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per laid down procedure to debar the Bidder(s)/Contractor(s) from participating in the future procurement processes of the Government of India.

Section 4 – Compensation for Damages

- 1) If the Principal has disqualified the Bidder(s) from the tender process before the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
- 2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

- 1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

- 2) If the Bidder makes an incorrect statement on this subject, the Principal shall act like para 2) of Section 4 above.

Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors

In the case of Sub-contracting, the Principal Contractor shall take responsibility for adopting the Integrity Pact by the Sub-contractor.

- a. The Principal shall enter into agreements with identical conditions as this one with all Bidders and Contractors.
- b. The Principal shall disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of the conduct of a Bidder, Contractor, or Subcontractor, or of an employee or a representative or an allied firm of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

- 1) The Principal shall appoint competent and credible Independent External Monitor(s) for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review, independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 2) The Monitor is not subject to instructions by the parties' representatives and performs their functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for them to treat the information and documents of the Bidders/Contractors as confidential. They report to the Management of the Principal.
- 3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction, all Project documentation of the Principal, including that provided by the Contractor. Upon their request and demonstration of a valid interest, the Contractor shall also grant the Monitor unrestricted and unconditional access to their project documentation. The same applies to Subcontractors.
- 4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and 'Absence of Conflict of Interest.' In case of any conflict of interest arising later, the IEM shall inform the Management of the Principal and recuse themselves from that case.
- 5) The Principal shall provide the Monitor with sufficient information about all meetings among the parties related to the Project, provided such meetings could impact the contractual relations between the Principal and the Contractor. The parties offer the Monitor the option to participate in such meetings.
- 6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, they shall inform the Management of the Principal and request the Management to discontinue or take corrective action or other relevant action. The Monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.
- 7) The Monitor shall submit a written report to the Management of the Principal, within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- 8) If the Monitor has reported to the Management of the Principal a substantiated suspicion of an offence under the relevant IPC/ PC Act, and the Management of the Principal has not, within the reasonable time, taken visible

action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

- 9) The word ‘**Monitor**’ would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders, 6 months after the contract has been awarded. Any violation of the same would entail disqualifying the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged / determined by the Management of the Principal.

Section 10 – Other provisions

- 1) This agreement is subject to Indian Law. The place of performance and jurisdiction is the place from where the Tender/ Contract is issued.
- 2) Changes, supplements, and termination notices must be submitted in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement according to their original intentions.
- 5) Issues like Warranty / Guarantee, etc., shall be outside the purview of IEMs.
- 6) In the event of any contradiction between the Integrity Pact and its Annex, the Clause in the Integrity Pact shall prevail.

(For & On behalf of the Principal)

Seal)

Place -----Date -----

Witness 1: _____
(Name & Address)

(For and on behalf of Bidder/ Contractor) (Office

(Office Seal)

Witness 1: _____
(Name & Address)

