



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



TENDER NOTICE FOR HIRING OF OFFICE ACCOMMODATION AT MIDNAPORE

EPFO, Regional Office, Kolkata requires Office accommodation on rent for its District Office, Midnapore with the carpet area of about 193.20 Squire meter each in area easily approachable to public. The interested Central/ State Government / Union Territory Administration / Central / State PSUs/Local Bodies / Statutory /Autonomous Bodies may send their offer in Two Bid System (Technical Bid & Financial Bid) through offline mode only in the prescribed format. The necessary Terms & Conditions related with this issue is uploaded in EPF Website at www.epfindia.gov.in. Last date for submission of bid is on or before 13.09.2024, 04.00 PM to the address mentioned below:

Employees' Provident Fund Organisation
Regional Office, Kolkata
DK Block, Sector-II, Salt Lake City,
Kolkata – 700 091


(Pulak Ranjan Bose)
Assistant P.F. Commissioner (CTRO)
Regional Office, Kolkata

ई. पी. एफ. ओ., क्षेत्रीयकार्यालय, कलकत्ता डी. के. ब्लॉक, सेक्टर - II, साल्टलेकसिटी कलकत्ता - ७०००९१	इ.पी.एफ.ओ., क्षेत्रीयकार्यालय, कलकत्ता डी. के. ब्लॉक, सेक्टर - II, साल्टलेकसिटी, कलकत्ता - ७०००९१	E.P.F.O., Regional Office, Kolkata, DK Block, Sector II, Salt Lake City, Kolkata - 700091
ro.kolkata@epfindia.gov.in	www.epfindia.gov.in	Whatsapp No. - +913329522121 Contact No. of PRO - 033-29522121



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EMPLOYEES' PROVIDENT FUND ORGANISATION
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मिदनापुर में भाड़े पर कार्यालय आवास लेने हेतु निविदा की सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोलकाता को जिला कार्यालय, मिदनापुर के लिए लगभग 193.20 वर्ग मिटर के कार्पेट एरिया के ऐसे कार्यालय आवास भाड़े पर लेने की आवश्यकता है जहां पर लोग सुगमतापूर्वक आ जा सके। इस मामले से संबंधित अनुबंधन एवं शर्तों को कर्मचारी भविष्य निधि के वेबसाइट www.epfindia.gov.in पर अपलोड किया गया है। इच्छुक व्यक्ति/निजी व्यक्तिगण /संस्थान/ संगठन/प्राधिकारीगण अपने प्रस्ताव को दो बिड सिस्टम (तकनीकी बिड एवं वित्तीय बिड) के माध्यम से केवल ऑफलाइन मोड में निर्धारित प्रपत्र में दिनांक 13.09.2024 को अपराह्न 04:00 बजे या उससे पहले निम्नलिखित पते पर भेजें :

कर्मचारी भविष्य निधि संगठन
क्षेत्रीय कार्यालय, कोलकाता
डी.के.ब्लॉक, सेक्टर-II, साल्ट लेक सिटी,
कोलकाता - 700091

(पुलक रंजन बोस)

सहायक भविष्य निधि आयुक्त (सीटीआरओ)
क्षेत्रीय कार्यालय, कोलकाता ।

ईपीएफओ, क्षेत्रीय कार्यालय, कोलकाता डी.के.ब्लॉक, सेक्टर-II, साल्ट लेक सिटी, कोलकाता - 700091 ro.kolkata@epfindia.gov.in	ई.पी.एफ.ओ., आঞ্চलिकअफिस, कलकताब्लॉक सेक्टर - २, सल्टलेक सिटी, कलकता सल्टलेकसिटी, कलकता 700091 - www.epfindia.gov.in	E.P.F.O, Regional Office, Kolkata, D.K.Block, Sector-II, Salt Lake, Kolkata-91 Phone and WA +913323340067
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TERMS AND CONDITIONS TO BE SATISFIED:

- 1) The successful party will be declared as “the lessor” which means and includes not only the party but also its legal heirs, successors, successors in office, legal representatives.
- 2) Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
- 3) The building in which office space is offered shall have all basic amenities like proper water connection/facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity and water connections. Sufficient wiring and meters should be in place to take up electricity load for air conditioning of the premises. EPFO shall bear actual charges for consumption of electricity and water, Owner should undertake to provide separate electricity/water meters for this purpose.
- 4) In case of damage to the leased property due to any natural calamities, rioting etc., EPFO, Regional Office, Kolkata will not undertake to compensate the loss or damage incurred by the owner of the property.
- 5) The EOI will be acceptable from the original owner/lease holder/ power of attorney holder of the building/property or its authorized agents. The lease deed would however be executed by the original owner / lease holder. The lease deed would be executed after the verification of documents and physical inspection of the premises offered for hire by EPFO, Regional Office, Kolkata. The building should be legally free from all encumbrances. The owner has to submit a certificate stating that no case is pending against the property for which offer is given.
- 6) The premises should have adequate parking facility.
- 7) The owner shall mention whether it is ready to bear the cost of registration of the leased deed.
- 8) The owner shall sign all the papers of tender documents in taken of having understood the terms and conditions.

i. **TECHNO-COMMERCIAL BID –**

Interested parties should submit the complete expression of interest documents, including Annexure-I, Annexure-II and Annexure-III duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. These documents as well as additional information and the documents called for in EOI document should be sealed in an envelope superscripted:

TECHNICAL DOCUMENT FOR OFFICE ACCOMMODATION “EMPLOYEES PROVIDENT FUND ORGANISATION, DISTRICT OFFICE, MIDNAPORE”.

ii. **PRICE BID-**

Price quotation for monthly rent (Both in figures and words), in lump sum strictly as per Annexure-II may be put in second envelope duly sealed and superscripted:

“PRICE QUOTATION FOR MONTHLY RENT FOR ACCOMMODATION “EMPLOYEES PROVIDENT FUND ORGANISATION, DISTRICT OFFICE, MIDNAPORE”

Both these envelopes may then be put in another bigger separate cover. This third cover may also be sealed and bear superscription”

“EOI FOR OFFICE ACCOMMODATION FOR “EMPLOYEES PROVIDENT FUND ORGANISATION, DISTRICT OFFICE, MIDNAPORE”

- 31) The EOI officer should be sent either by speed post or may be submitted in drop box so as to reach Employees Provident Fund Organisation, DK Block, Sector-II, Salt Lake, Kolkata 700 091 on or before 13.09.2024, 04.00 PM. The EOI should be submitted by name to Assistant P.F. Commissioner (CTRO).
- 32) Request received against the EOI shall be processed in two parts. All information and documents furnished in response to this invitation including Annexure-I shall be deemed to be technical offers are found acceptable and suitable by the committee.
- 33) Rent charges shall be paid at the fixed rate at the end of each month or as per the Lease Agreement entered into with the party on the Terms and Condition mutually agreed.
- 34) In the event of Technical offer being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the Property along with proof of identity of the owner along with photograph(s) before the price bids are opened. Original Documents shall be returned after decision is taken to open price bids or otherwise.
- 35) Quoting parties may keep their offer valid for a period of 12 months .

Annexure-I (TECHNICAL BID)

- 1) Name of Person / Party holding Title to the Property:
- 2) Nationality of the Owner:
- 3) Full Postal Address of Property with PIN code:
- 4) Total Carpet Area in Sq. feet (Floor wise)
- 5) Contact details Name:

Mobile No. :

Fax :

E-mail:

- 6) Essential Documents furnished (Please tick mark the correct option)
- i. Copy of ownership certificate. YES / NO
 - ii. Copy of latest Tax paid receipt for the commercial use of the building. YES / NO
 - iii. Latest encumbrance certificate YES / NO
 - iv. No legal case is pending certificate from owner. YES / NO
 - v. Copy of approved plan from local body. YES / NO
 - vi. Copy of completion/occupancy certificate from local body. YES / NO
 - vii. Fire clearance from the fire department. YES / NO
 - viii. Key plan of the premises. YES / NO
 - ix. Details of availability of Electrical load. YES / NO
 - x. Copy of the latest electrical bill. YES / NO
 - xi. Copy of the fair Rent to be issued by CPWD/PWD of the state Govt. YES / NO
 - xii. Whether owner is willing to sign EPFO Standards Lease Deed with the condition to renew the rent after every 5 years with 15% enhancement. YES / NO
 - xiii. Certificate for validity of offer for 6 months. YES / NO
 - xiv. Agreement to be registered with expense of owner. Certificate in this regard If agrees for the same to be submitted. YES / NO

Annexure-II (FINANCIAL BID)

Name :

Address (Office & Residence) :

Address of property offered :

Sl. No.	Brief Description	Total Carpet area	Rent quoted per square foot	Total amount / Month in Rs.
1	Property offered			
2	Taxes if any			
3	Any other charge			
	Total			

Total Monthly rental (In figures inclusive of every charge) Rs.:

Total Monthly rental (In words inclusive of every charge) Rs.:

Incremental/Decrement rates of rent for the extended period in percentage:

Signatures:

Name:

Designation:

Note:

- a) Quote should be covering all taxes and duties.
- b) Total Monthly rental shall be the amount payable by Employees Provident Fund Organisation, District Office, Midnapore monthly as rent.
- c) Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

Annexure-III

DECLARATION

I s/o

hereby offer the premises stated in the Annexure I for rent to Employees' Provident Fund Organisation, Regional Office, Kolkata. Whatever is stated in the EOI documents true to the best of my knowledge and ability. I have not changed the contents of the EOI document and have duly verified and signed the same.

Yours faithfully,

Name & signature with stamp
(If any) of party of Authorized signatory.