

F. No. 02-07/GA/2011- FSSAI  
Food Safety & Standard Authority of India  
(A Statutory Regulatory Authority of Govt. of India)  
Ministry of Health & Family Welfare  
FDA Bhawan, Kotla Road,  
New Delhi- 110 002  
Ph. No. 23220990

**TENDER NOTICE**

**HIRING OF OFFICE ACCOMMODATION AT KOLKATA**

The Food Safety & Standards Authority of India (FSSAI) invites bids from the legal owners/Power of Attorney holders for hiring office accommodation, for Food Safety & Standards Authority of India having approximate carpet area of 4500 Sq. feet for its office at Kolkata.

The premises should be situated in a good localities of the city especially in Institutional areas and easily accessible to rail/air & motor transport, preferably ready to move with provisions of Meeting rooms, Office chambers, hall type office space, toilets, pantry. store, common room, with Complete Air conditioning and parking for about 25 cars & scooters, well lighted and ventilated corridors, power back up for essential services, Fire escape etc. Offers with complete indoor and outdoor furnishing may be preferred.

Interested Persons (only legal owners) may send their proposal, along with a Non-Encumbrance Certificate, in a sealed cover separately for each place super scribed "Quotation for hiring of Accommodation in Kolkata" addressed to Director (Administration.), Food Safety & Standards Authority of India, 3<sup>rd</sup> Floor FDA Bhawan, Kotla Road, New Delhi -110002, latest by 3 PM on 30<sup>th</sup> January, 2012.

Tender document @ a cost of Rs. 250/- can be procured from the Sr. Accounts officer, FSSAI between 11AM to 3 PM on payment, same can also be downloaded from the website [fssai.gov.in](http://fssai.gov.in). In case tender document is downloaded from the website a Demand Draft of Rs. 250/- drawn in favour of Sr. Account Officer, FSSAI be attached alongiwth the Technical Bid.

FSSAI reserves the right to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.

(R.K. Saxena)  
Dy. Director(GA)

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New Delhi-110 002

## **Tender**

The Food Safety & Standards Authority of India invites bids from the legal owners/Power of Attorney holders of buildings for use by Food Safety & Standards Authority of India having approximate carpet area of 4500 Sq. Feet for its office at Kolkata in the heart of city.

The premises should be situated in good localities of the city especially in institutional area with enough space for car/ scooter/ motor cycle (50 cars/Motorcycle) parking of the officials of the FSSAI as well as visitors

The terms and conditions of the tender are as under:-

**Cost of Tender : Rs. 250/-**

The tender can be downloaded from the FSSAI website [fssai.gov.in](http://fssai.gov.in). A Demand Draft of Rs. 250/- of the cost of the tender may be attached to Technical Bid. The tender would be considered as incomplete and will be rejected, if cost of tender is not found attached.

2. Building/space offered must be vacant, free from all encumbrances, claims and legal disputes etc. Documentary Proof of ownership of Building, payment of all Taxes, Duties, Dues, Telephone, Water, Electricity charges etc. must be submitted alongwith offer document.

3. Selected party shall be required to execute a Lease Agreement with the FSSAI, in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of three years extendable for the further period as per the requirements of the user and with mutual consent only. However FSSAI may vacate the premises, by giving 2 months notice.

4. Monthly rent should be quoted on lump sum basis for the entire area offered (covered area of main building, any other permanent structure, covered/ underground parking as well as open parking area, open space like garden, inner roads etc.) for the entire Agreement Period of three years. Prices quoted must be submitted in the format of **Financial Bid** prescribed at Annexure 'II'. Total covered/built up area needs to be shown separately at appropriate place in **Technical Bid** and **Financial Bid** to facilitate calculations of rate per Sq. ft. Quoting parties may note that no increase in Rental Charges per month will be allowed during the initial three years of the Agreement period.

5. All the terms and conditions given in the Tender Document as well as those appearing in the different clauses are sacrosanct and shall be considered as integral part of this Offer/Tender.
6. Intending Parties may furnish complete details in the Technical Bid given in Annexure –I 'A' and Annexure I-'B' and Financial Bids in Annexure – II to this document. Incomplete/ Incorrect bid will be treat as rejected. No further correspondence will be entertained.
7. All existing and future rates, taxes insurance fee including public liability insurance, including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof , shall be continued to be paid by the landlord.
8. The FSSAI shall pay charges towards of electric power, light and water used on the said premises during the lease period on actual consumptions basis. Meters are to be installed by owner, at his cost in working condition.
9. Cost of deployment of outside Security for building by Lessor. Maintenance of premises to be made (Externally) by owner alongwith any monthly/quarterly charges payable to a Local Body/ Society.
10. The FSSAI may, during the currency of the Lease Period/extended Lease Period carry out such alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.
11. The Offer/Tender should be dropped in the locked sealed Tender Box kept in Admn. Room No. 0321, FDA Bhawan, Kotla Road, Near National Bal Bhawan, New Delhi -110 002 by 1500 Hours on or before 30<sup>th</sup> January, 2012. Late/delayed offers receive shall not be opened/entertained. Financial Bids (of those who qualify in the technical bids evaluation stage) would be opened later, date of which will be intimated to the bidders separately.
12. Tenders/ Offers received shall be processed in two parts. All information and documents contained in Cover-I, shall be the Technical Bid. Details furnished in the Technical Offer shall be assessed/evaluated. Financial Bids (Cover-II) of those bidders shall be opened whose Technical Offers are found valid, eligible, acceptable.
13. Rent charges shall be paid at the fixed rate in lump sum by the 10<sup>th</sup> of next month or as per the Lease Agreement entered into with the party on the Terms & Conditions mutually agreed..
14. In the event of Technical Bid being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the Property alongwith proof of identity of the owner/bidder alongwith photograph(s), before the Financial Bids are opened. Original Documents shall be returned after decision is taken to open Financial Bids or otherwise. However, parties are advised to attach photocopy's of such document alongwith the offer.
15. In case unfurnished and blank space is offered, a set in time of minimum 90 to 120 days should be allowed for preparation for space for usages at free of cost /without any charges and licence fee.

15(A). Quoting parties may keep their offer valid for a minimum period of 90 to 120 days i.e. upto for acceptance by this Department. The same can be extended by FSSAI Offers with a shorter validity or inconsistent with the requirements set out in this Offer/Tender shall be ignored summarily and no representation in this regard shall be entertained.

16. Conditional offers will be rejected.

17. FSSAI reserve the right to accept or reject any tender or part thereof or all the tenders without assigning any reasons thereof.

### **Terms & Conditions**

1. The Building should be located in good locality of the city. The interested parties should send their proposal and a sealed cover separately for each place super scribing the same as "Quotation for hiring of Accommodation in Kolkata" addressed to Director (Admn.) Food Safety & Standards Authority of India, FDA Bhawan, Kotla Road, New Delhi-110002 latest by 3 PM on or before 30<sup>th</sup> January, 2012 and it should be submitted by the legal owners of the building along with a non-encumbrance certificate. Brokerage charges will not be payable.

2. The proposal should be submitted in **two parts** in **two separate** sealed envelopes.

The first part would be the **"Technical bid"** which should contain technical parameters like design parameters, power supply and power backup provision of lift, type of construction, common facilities offered, availability of parking space, air-conditioning standards etc. The second part would be the **"Financial bid"** which should indicate the rent proposed to be charged and financial terms and conditions. Both the bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top **"Financial Bid"**. Both these envelopes should be kept in a sealed cover as mentioned in the above para. The technical bid will be opened in the first instance and the Financial bid shall be opened only in respect of those parties which are shortlisted on the basis of their technical bids.

**Technical Bid** should inter-alia contain details as follows:

- i) Location and address of the building (preferably with photograph of the building);
- ii) Exact carpet-area (with details and plan of the proposed area);
- iii) Detailed approved plan of the accommodation by local authorities.
- iv) Clearances/No objection certificate from all the relevant Central /State /Municipal authorities and Fire Department for use as office premises confirming the municipality laws; and

- v) Facilities and amenities available with the building such as furnishing, AC, adequate Parking space, Officer Chambers, washroom, stores & rooms for Networking etc.

3. Facilities required to be provided by the owner:

- i) The premises under offer be situated in motor & rail accessible locality of the city preferably around Institutional area/within a radius of 5km from Central Business District of the city.
- ii) The building should be located preferably on main road with easy access. It should be fit and approved for office user. It should be in a area where other Government offices are located;
- iii) Assured and adequate free parking space for about 25 cars and scooters be provided/made available to the official of FSSAI as well as visitors.
- iv) There should be a provision for 24 hours electricity supply with 100% power backup round the clock;
- v) The office space should have all required electrical fixtures such as switches, power points fans, lights etc and may be centrally air conditioned.
- vi) The area proposed to be given on rent should be on the same floor or on continuous floors connected by stairs and lifts;
- vii) The building should have adequate security cover to protect the Govt. property;
- viii) The maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same;
- ix) The building should have adequate toilets facilities separately for ladies and gents on each floor exclusive for the proposed area;
- x) The building should be in a ready to use condition with electricity, water, lifts, sewerage and fire fighting equipment. The electric power available should also be indicated;
- xi) No advance rent is payable by the Government as a matter of policy. Neither brokerage is payable. The legal owners should apply directly to FSSAI;
- xii) The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
- xiii) In case the building is furnished, the same should be in good & presentable condition and should not be more than 5 years old.

4. **The financial bid** will inter-alia include:
- (i) The rent demanded per sq. ft. (carpet area) and the rent offered should be inclusive of property tax or any other tax required to be paid by the property owner.
  - (ii) The rent quoted should clearly indicate the following cost involved per month:
    - (a) Office space rent (Rs. per sq.ft. )
    - (b) Maintenance (AC, Power back-up, Common Area Maintenance) (Rs. per sq.ft. per month )
    - (c) Furnishings Work Stations and Furniture (Rs. per sq.ft. per month)
    - (d) Total cost including furnishing (Rs. per sq.ft. per month)
    - (e) Total cost excluding furnishing (Rs. per sq.ft. per month)
5. Conditional offers will be summarily rejected.
6. FSSAI reserves the right to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.
7. FSSAI will sign only lease agreement with the lessor and the cost of such agreement will be borne by the owner/ lessor of the party.
8. Detailed terms & Conditions are given in the General Terms and Conditions.

(R.K. Saxena)  
Dy. Director(GA)

- Note: 1. Other things remaining same, preference may be given to bids offering (a) larger covered/built up area; (b) larger parking space; (c) larger open area; (d) Buildings in best locality; (e) Ready to occupy Buildings.
2. Each page of Tender/Offer Document must be signed and put in Cover-I along with other Documents/Technical Bid as stated in para 5 of the General terms & conditions.

## **General Terms & Conditions**

Accommodation for Office of FSSAI at Kolkata. This tender shall be governed by following terms & conditions:

1. The reference No. and date of this tender notice details be super scribed on the sealed tender envelope failing which it will not be considered. Technical and Financial bid, duly signed by the authorized signatory, should be submitted in separate sealed envelope and both should be placed in one sealed envelope. Financial bid of only those vendors shall be opened which are found technically acceptable.
2. The tender should reach the Director (Admn), FSSAI, 3<sup>rd</sup> Floor, FDA Bhawan, Kotla Road, New Delhi- 110 002 latest by 3:00 PM on or before 30<sup>th</sup> January, 2012. The tenders received late shall not be considered and no correspondence in this regard shall be entertained.
3. Tenders (Technical Bid only) will be opened at 04.00 p.m. on 30.01.2012 at FDA Bhawan, Kotla Road, New Delhi- 110 002 in the presence of bidders, present if any.
4. The tender will be acceptable only from original owner of the building or having valid power of attorney.
5. The tenderers are required to send separate tenders for each place and each tender should have two separate envelopes for each item – as described below :-
  - a) Envelope 1 – Containing Tender cost if the document is downloaded from the website and Technical Bid in Annexure I A and Annexure I B.
  - b) Envelope 2 – containing the financial bid as prescribed in the Annexure-II showing rates, financial terms and conditions etc.

Both the envelopes should be sealed and superscribed in bold letters:

- a) **TECHNICAL BID** FOR Accommodation for office of FSSAI at Kolkata,
- b) **FINANCIAL BID** FOR Accommodation for office of FSSAI at Kolkata.

Finally the above mentioned two envelopes should be put in one bigger envelope superscribed as “BID FOR Accommodation for office of FSSAI at Kolkata”. While opening the tenders, the envelopes containing technical bids shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The evaluation committee will open financial bid after evaluation of the Technical Bids. Financial bids of technically qualified bidders will only be opened.

**NOTE: TENDERS SUBMITTED WITHOUT ABOVE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.**

6. Queries, if any, raised by FSSAI should be answered by the prescribed date. In case of no reply bid can be cancelled.
7. Technical Bid should contain the details required as per Annexure I(A) and Annexure I(B) and financial bid should contain Annexure II.

8. BIDS NOT SUBMITTED "AS PRESCRIBED" IN THE ENCLOSED FORMAT WILL NOT BE CONSIDERED.

9. The tenderers should give rates, showing taxes, if any, giving full breakup details. Tender not confirming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

10. The technical bid should enclose the documents as per annexure –I A and I B without which the tender will be summarily rejected.

11. Possession to the building by FSSAI will be within 30 days from award of the order and rent shall be payable from the date of possession and after completion of set in time.

12. The location should be in area convenient for office use and should be easily accessible.

13. Adequate parking space for about 25 cars and scooters should be provided by the owner free of cost.

14. Typed or clearly written offers will be accepted. Overwriting, alterations will not be considered. Every page of offer document needs to be signed by the offerer.

15. The rates quoted have to be valid up to 90 to 120 days.

16. FSSAI shall be under no obligation to accept the lowest quotation.

17. A separate tender is required to be purchased for bidding for each offer. Tender document can be purchased by paying Rs 250/- in the shape of Demand Draft in favour of Sr. Account Officer, FSSAI payable at New Delhi. Alternatively, the tender document can also be downloaded from our web site [fssai.gov.in](http://fssai.gov.in) The cost of tender document must be enclosed along with technical bid through a separate demand draft in favour of Sr. Account Officer, FSSAI payable at New Delhi.

18. Rates are to be quoted in Indian Rupees only.

19. No tender will be accepted by fax, email, telex, or any other such means.

20. Tender is likely to be rejected because of non-fulfilment of any of the above terms.

21. All disputes lie within the jurisdiction of UT of Delhi only. The FSSAI reserves the right to reject all or any tender without assigning any reason thereof.

22. Sufficient pantry space be provided on each floor of space is offered on different floors.

23. There should be adequate space for conference hall/training hall with sitting capacity of about 15-20 persons.

24. FSSAI reserve the right to accept or reject any tender or part thereof or all the tenders without assigning any reasons thereof.

(R.K. Saxena)  
Dy. Director(GA)



Annexure – I (A)

TENDER DOCUMENT -- TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

1. Full particulars of the legal owner of the premises: (i) Name : (ii) Address office & Residence: (iii) Telephone & Mobile Number : (iv) Tele Fax : (v) E Mail I D:	
2. Full particulars (with complete address) of person(s) offering the premises on rent / lease and submitting the tender:	
3. Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than the owner)( In case partnership firm copy of partnership Deed is enclosed)	
4. (a) Complete Address with brief description and location of the building: (b) Details of the Accommodation offered for rent (viz. total carpet area, floor wise) (Enclose Certified Sketch Plan also)	
5. Total Area offered for rent –Floor wise in sq. ft (i) Carpet Area	
6. Particulars of completion certificate. Enclose attested / self certified copy of completion certificate issued by Competent Authority.	
7. Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / electricity bills dues etc. (enclose copy of Affidavit from the owner or Power of Attorney holder)	
8. Accommodation offered is approved for Office & Commercial activities(attach proof)	
9. Facilities for vehicle parking" (Mention details):	
10. No. of lifts & their carrying capacity. Provide details of make, year of installation & status of working etc., with latest certificate of local body about fitness	
11. Number of Toilets floor wise with details (separately for men and women)	
12. (a) Whether (running) water, both drinking and otherwise, available round the clock. (b) Whether sanitary and water supply Installations have been? provided	
13. (a) Whether electrical installations and fittings, Power Plugs, switches etc. are provided or not? (b) Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor wise.) (c) Whether provision for Air Conditioner with power points available or not?	
14. Sanctioned electricity load ( Agreed that owners will have to get the load increased if required)	
15. i) Details of Power backup facilities: ii) Arrangements for regular repairs and maintenance of such 'Power Back up' facility:	

16. Details of Fire Safety Mechanism along with particulars of Fire Deptt. Certificate (Copy of certificate to be enclosed)	
17. The period and time when the said accommodation could be made available for occupation after the approval:	
18. Specify the (minimum two years) and provision for extension:	
19. Whether the owner of the building is agreeable to : (i) Monthly rent as determined and fixed by Competent Govt. Authority like CPWD. (ii) Monthly rent fixed as per (i) above to remain valid for initial lease period of two years. If yes, an undertaking to this effect is required to be submitted by the owner(s)of the building.	
20. Provisions for regular repairs and maintenance and special repairs, if any of the building:	
21. Any other salient aspect of the building, which the party may like to mention:	

**Declaration**

(i) I / We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

(ii) It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I / We shall be liable to such consequences / lawful action as the Society /Department may wish to take.

Signature of Legal Owner(s)

Annexure – I (B)

TENDER DOCUMENTS -- TECHNICAL BID FOR HIRING OF OFFICE  
ACCOMMODATION

1. Consent of the owner to let out the accommodation	
2. (i) Year of construction (ii) Copy of completion certificate (Attested/ self attested) issued by competent authority	
3. Area of plot of land	
4. Complete drawings such as plans, sectional elevations and foundation details etc.	
5. Site plan of the Building	
6. Whether fans & other electrical installations, A/C etc., fitted in the buildings are included in the rent etc.	
7. Details of rolling shutters grills collapsible gate & Over Head tank etc. may be given.	
8. No. of flooring (Floor wise in Sq.ft.)	
9. Type of foundations	
10. Flooring	
11. Roofing and terracing	
12. Compound wall	
13. Space for parking & electrical fittings	
14. Electricity Connected Load	
15. Wiring: C.T.S.	
16. Sanitary installations :- a) No. of water closets. (b) No. of Lav. Basin (c) No. of Lav. Bath.	
17. Power provision for AC installation	

Certified that the demand is based on prevailing market rate of rent for similar accommodation in the locality of the city.

Signature of Legal Owner with Date

**List of Enclosures :**

Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever.

1. Demand draft of Rs. 250/- (Rupee Five Hundred only) on account of cost of tender document, if downloaded from website.
2. Affidavit from owners and if tender is submitted by the power of Attorney Holder an Affidavit from such power of Attorney Holder regarding accommodation offered for hiring being free from any litigation/liability /pending dues and taxes, electricity bills and approved for training and commercial activities.

Attested photocopies/certified true copies of following documents are required to be annexed with the Technical Bid. Originals of these documents/ certificates shall be produced at the time of execution of Lease Agreement:1.

1. Title Deed showing the ownership of the premises.
2. Floor plan Sketch, Blue print of building duly attested/certified true copy showing area offered on rent/hire. The area under occupation of Owner, either by one or other tenants in the building should also be shown in the sketch plan/drawing.

Signature of Legal owner

Annexure – II

FINANCIAL BID  
FOR  
HIRING OF OFFICE ACCOMMODATIONS

Sl. No	Details of Accommodation	Total Carpet Area	Rate Quoted (per Sq. ft.)	Rent Per month (Rs.)
	Taxes if any			
	Total Rent per month			

The rent quoted is inclusive of all taxes.

Signature of Legal Owner with date