



SERVICES EXPORT PROMOTION COUNCIL

**Services Export Promotion Council**  
(Set up by Ministry of Commerce and Industry, Government of India)

**Notice Inviting Offer/Quotations**  
**For Purchase of Office Premises**

Offers/bids are invited from the legal owners and/or their Power of Attorney holders for purchase of office space admeasuring approximately 5000 sq. ft. carpet area in an approved commercial area located in Central/South/ East Delhi, and NOIDA. Interested parties may send in their proposal/offer in a prescribed format Annexure I & II in a sealed cover latest by 15<sup>th</sup> October 2018 (1700 Hrs) addressed to the;

**The Director General,  
Services Export Promotion Council,  
NCHF Building, 3rd Floor, 6A/6,  
Siri Fort Institutional Area,  
August Kranti Marg, New Delhi – 110049.**

The Terms & Conditions, format and supporting documents for financial bid are placed at Annexure -1, Annexure –2 and Annexure-3.

**Terms & conditions:**

1. The Bid should be accompanied by the following documents:
  - i) Location Map.
  - ii) Building approvals of statutory authorities, occupation certificate
  - iii) Copies of title deeds
  - iv) Approved plan of the offered premises with exact measurement for carpet area.
  - v) Last paid property tax receipt
  - vi) Layout plan of premises offered
2. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within 2 months after acceptance of their offer. The offer should be valid for a minimum period of 6 months from due date of opening the tender.
3. Offer received from Public sector units/Government bodies would be given preference. No Earnest Money Deposit will be given by the Council to the owner offering the premises. Offer/Tender received after the due date and time for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of tender documents.
4. The legal owner of the building should provide adequate parking for Council/Visitors vehicle.
5. Bonafide owners of premises who possess freehold/clear title of the premises and who can by law sell the premises to the council are invited to participate in the tender. The Council will only purchase a property, which is free from any kind of mortgage, tenancy, lien, litigation or encumbrance of any type. If any of these conditions exist, the same will have to be cleaned by the owner prior to any payment, if the council so decides to go in for purchase of the property. In case of a lien from any financial institution, a **no objection certificate** needs to be attached with the documents.
6. The premises offered should consist of amenities/facilities such as adequate electricity load, water supply, power back up, lift, etc. and should be compliant with fire safety regulations.
7. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation.
8. The owner should make available the building for inspection by the officers of the Council after opening the bid/s.
9. The bids will be decided and finalized at the sole discretion of the Council and will be based on Suitability of the Premises, Price and Title Papers.
10. The tender bid should be accompanied by non-refundable fees of Rs. 2000/- by cheque/DD in favour of Services Export Promotion Council.

**Financial Bid should inter- alia contain the details as following and in the order given below:**

1. Full Address of the Premises
2. Name, Address, Contact Number, Email ID and copy of PAN Card of owner
3. Name, Address, Contact Number, Email ID and copy of PAN Card of owner's authorized representative (authority letter to be attached)
4. Status of Premises (Freehold/ Leasehold)
5. Approved use of Premises as per Sanctioned Plan and Ownership Papers
6. Super Area of Premises in Square Feet
7. Carpet Area of Premises in Square Feet
8. Condition of Premises (Bareshell/ Warm shell/ Semi furnished/ furnished)
9. Floor on which Premises is located/ total number of floors in building
10. Layout Plan of Premises (Seating Plan in Furnished)
11. Age of Building
12. Number of Lifts in Building
13. Sanctioned Electricity Load
14. Electricity Meter Type (Separate/ Sub Meter)
15. Details of Power Back Up (whether 100% or for Light Points or only for Common Areas).
16. Details of Car Parking (Number of Dedicated Car Parks, Type of parking arrangement for Council/ Visitors).
17. Whether Premises is Centrally Air-Conditioned or not, details of Air-Conditioning if provided with Qty, Tonnage, Make and Age.
18. Confirmation that the premises are untenanted and vacant? The Council will only purchase a vacant premise.

19. Confirmation that the premises are free from all liens, mortgages, charges, encumbrances, lease, litigation, attachments (of the Income Tax authorities or otherwise), acquisitions, requisitions or notices thereof. There are no orders of attachment, acquisition or requisition or notices thereof relating to the Premises. If not, please specify exact nature.
20. Names of other major occupants of the Building.
21. Maintenance Charges for the Premises and details of what these maintenance charges cover
22. Details of any Maintenance Security Deposit/ Sinking Fund deposited with Builder/ Society/ Association.
23. Details of annual Property Tax and whether the same is up to date.
24. All Inclusive price in Indian rupees, excluding registration

## **DECLARATION**

I/We ....., have read and understood the detailed terms and conditions applicable to the subject offer and agree to abide by the same in to totality. It is hereby declared that the particulars of the premises/building, etc. as furnished against the individual items and enclosures 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 Council may wish to take. I clearly understand that the purchase of premises and the decision on bids is the sole discretion of the Council based on their requirement and I shall not pursue any legal/ no legal remedy against the Council or its representatives in the event my bid/ offer is not accepted by the Council

**Signature of legal Owner/ Authority Holder**

**Name and address of legal owner/ Authority Holder**

**Place :**

**Date:**

List of Enclosures;

- a) Copies of Title Papers
- b) Copy of PAN Card
- c) Authority Letter from legal owner authorizing his representative to submit offer
- d) Copy of Layout Plan of Premises
- e) List of Fit Outs provided in the Premises
- f) Copy of Occupation Certificate of Building
- g) Copy of Last paid Electricity Bill
- h) Copy of Last paid Water Bill
- i) Copy of Last paid Property Tax Bill and Receipt
- j) Copy of Last paid Maintenance Charges/ Sinking Fund