

संघ : 'भविष्यनिधि'
Grants: 'BHAVISHYANIDHI'

दूरभाष / 0863-2231227
फ़ोन / 0863-2255164



कर्मचारी भविष्यनिधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Government of India)
क्षेत्रीय कार्यालय : ३ - गली, कृष्णा नगर, गुंटूर - ५२२ ००६ (आ.प्र.)
Regional Office: 3rd Lane, Krishna Nagar, GUNTUR-522 006, A. P.

सं०:आप्र/क्षेका/गुंटूर/सी टी/जिला कार्यालय,विजयवाड़ा/2017/

दिनांक: 05.09.2017

जिला कार्यालय,विजयवाड़ा के आवास हेतु निविदा सूचना

कर्मचारी भविष्य निधि संगठन जो श्रम व रोजगार मंत्रालय,भारत सरकार के तहत एक सांविधिक इकाई है तथा उक्त सूचित पते पर कार्यरत है को अपने जिला कार्यालय,विजयवाड़ा के आवास हेतु विजयवाड़ा शहर में तकरीबन 1872 एसएफटी के कारपेट क्षेत्रफल वाले आवास की आवश्यकता है . इच्छुक मालिक अपने आफर दो मोहरबंद लिफाफों में एक पर "तकनीकी बिड" तथा दूसरे पर "किराया आफर" लिखकर निर्धारित प्रपत्र में दिनांक:27.09.2017 के अपराहन 3:00 बजे तक श्री पी डी पृष्ठी,सहायक भ नि आयुक्त (सी टी),क भ नि सं,क्षेत्रीय कार्यालय,तीसरी गली,कृष्णा नगर,गुंटूर-522 006 के नाम से प्रेषित करें .कोटेशनस प्रस्तुत करने हेतु प्रपत्र तथा शर्तें एवं निबंधनों की जानकारी हेतु इस कार्यालय में सभी कार्यदिवसों में पूर्वाहन 10:00 बजे से अपराहन 5:00 बजे तक प्राप्त कर सकते हैं .साथ ही www.epfindia.gov.in/Tender वेबसाईट से भी डाउनलोड किया जा सकता है .कोटेशन दिनांक:27.09.2017 के अपराहन 5:00 बजे खोले जाएंगे. कार्यालय को किसी भी आफर को बिना कोई कारण बताए अस्वीकर करने का अधिकार है .

निविदा अधोहस्ताक्षरी को निर्धारित दिनांक व सूचित समय ताका या उससे पहले तक भेजना होगा .

वाई.डी. श्रीनिवास
27/9/17

(वाई दुर्गा श्रीनिवास)

सहायक भ नि आयुक्त (सी टी),

क्षेत्रीय कार्यालय,गुंटूर
27/9/17

प्रतिलिपि :

बेबा प्रशासन/ ई डी पी सेल --- इस अनुरोध के साथ कि वे निविदा दस्तावेज को क भ नि सं के कार्यालयी वेबसाईट पर डालें .

**FORMAT FOR SUBMISSION OF QUOTATION FOR HIRING OF OFFICE
ACCOMMODATION FOR DISTRICT OFFICE, VIJAYAWADA**

I. Particulars of the premises:

- (a) Address :

- (b) Distance from the Railway Station :
- (c) Distance from nearest Bus Stop :
- (d) Name & Address of the owner :

II. Area:

- (a) Plinth area :
- (b) Carpet Area :
- (c) Are the premises ready for occupation:
- (d) No. of floors on which area is available:

III. Suitability of the premises:

- (a) Electrical installation
 - (i) to be provided by the owner :
- (b) Toilet facilities
 - (i) Whether adequate facilities are
Separately available for ladies and
Gents :
 - (ii) Is the owner ready to provide Partitions:
- (c) Parking facilities
 - (i) Is parking facility adequate :
 - (ii) Is the facility adjacent to the Main
Premises :
- (d) Water source
 - (i) Availability of Municipal connection :
 - (ii) Availability of ground water :

(e) Lease Deed

- (i) Is the owner ready to execute a Deed of lease for 5/10 years :
- (ii) Is he/she agreeable for renewal of Lease beyond the initial period of Lease (premium not more than 15% After 5 years) :
- (iii) Whether the owner ready to accept And execute lease deed based on EPFO's standard format of agreement :

(f) Rent quoted

- (i) Per sq. ft (rentable carpet area) : Rs.
- (ii) Whether ready to accept the fair rent To be fixed by the Central Public works Department/State Public works Dept., or The rent which she/he quotes.

(g) Rates and Taxes

- (i) Is the owner of the building ready To bear Taxes/Electricity Consumption Deposits and other Statutory Liabilities? :

(h) Stamp Duty and Registration Charges

- (i) Approximate amount involved :
- (ii) Is the owner ready to bear the Charges?

Place:

Date :

Signature of the owner with date

TERMS AND CONDITONS

1. The offer should be valid for 6 (Six) months from the date of opening of quotation.
2. The building should be ready to occupy immediately.
3. The premises should be preferably located near Bus stand/Railway station of Vijayawada.
4. Physical inspection of the premises offered for hire will be carried out to verify the offer complies technical specifications.
5. The premises should have been constructed as per the approved plan issued by the local body. An attested copy of the approved plan should be enclosed along with the offer.
6. The owner should have the Completion/Occupancy Certificate issued from the local body for the premises and an attested copy of the same should be submitted along with the offer.
7. The fire clearance from the competent authority should have been obtained, if applicable as per National Building Code - 2005. A copy of the same should be enclosed along with the offer.
8. 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.
9. A key plan of the building should be enclosed along with the offer.
10. The owner of the building has to clearly mention whether she/he is ready to accept the fair rent to be fixed by the CPWD/State Public Works Department or the rent which he/she quotes, whichever is the lowest.
11. The owner has to provide sufficient parking facility space.
12. The owner has to provide sufficient separate Toilets for Ladies and Gents.
13. The owner has to provide sufficient number of chambers for officers.
14. Sufficient water supply should be available. Source of water supply need to be mentioned.
15. The owner has to mention whether he/she is ready to bear the cost of registration of the Lease Deed.
16. The owner should be willing to execute the Lease Deed based on EPFO's standard format of Lease Deed. (A copy can be had from this office for reference).
17. The Lease Agreement will be entered minimum for a period of 5 years and may be extended for another five years on mutual terms with an enhancement of rent by 15% after completion of five years.
18. The Regional P.F. Commissioner-I, Guntur reserves the right to accept/reject any or all the offers without assigning any reason thereof.
19. The owner has to sign all the papers of tender document in token of having understood the terms and conditions.
20. The hiring committee may also call for any additional details/documents from the bidder, if required. The owner, before submitting the tender, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the tender invalid.
21. Payment of deposit/advance rent should not be agreed to.
22. The building should have barrier-free built environment with unhindered access for persons with disability.

Signature of the Owner with date

DOCUMENTS/CERTIFICATES TO BE ENCLOSED TO TENDER FORMAT :

1. Copy of ownership Certificate - Sale Deed etc.
2. Copy of Latest Tax paid receipt for the commercial use of the building.
3. Latest Non Encumbrance Certificate.
4. Certificate from owner declaring that no case is pending against property offered.
5. Copy of approved plan from local body
6. Copy of completion /occupancy certificate from local body.
7. Fire clearance from the Fire Department.
8. Key plan of the premises.
9. Details of Availability of Electrical load and water facility.
10. Copy of the latest Electricity/water bill.
11. Certificate of validity of offer for 6 months.

LEASE AGREEMENT

THIS AGREEMENT TO LEASE executed on the day of _____, Two thousand and fifteen BETWEEN _____ (hereinafter referred to as the 'LESSOR" which expression shall, whenever the context so required or admits mean and include heirs, executors, administrators and assigns) AND Central Board of Trustees, Employees' Provident Fund Organisation (hereinafter referred to as the "LESSEE", which expression shall, whenever the context so requires or admits, mean and include heirs, executors, administrators and assigns)

WITNESSES AS FOLLOWS :

WHEREAS the Lessor is the sole and absolute owner of _____ Sq. ft at D. _____ with all fixtures and fittings therein, more fully described in the Schedule below and hereinafter referred to as the "SCHEDULE PREMISES"

WHEREAS on the request of the Lessee, the Lessor has agreed to Lease the Scheduled Premises to the Lessee and parties are desirous of reducing the terms agreed into writing.

NOW THIS AGREEMENT CONFIRMS AS FOLLOWS:

That in pursuance of the foregoing and in consideration of the rent hereby reserved and the mutual convenience of Parties, the Lessor hereby agreed to grant and the Lessee hereby accepts a lease of _____ Sq. ft at _____ more fully described in the schedule below and hereinafter referred to as the "SCHEDULE PREMISES", subject to the following terms and conditions:-

1) RENT :

1.1 The rent payable by the Lessee to the Lessor shall be Rs. _____ (Rupees _____ only) per month for the Schedule Premises.

1.2 The rent shall be paid before the 7th of every month following that for which it is due.

2) DURATION:

The duration of the tenancy shall initially for a period of 5 years commencing from _____ which may be extended for another 5(Five) years.

3) RENEWAL:

Any further renewal shall be only by mutual consent of the parties with an escalation of 15% for 5 years over the immediate previous rent but no increase in deposit on renewal.

4) RATES/TAXES/OUTGOINGS :

The Lessor shall bear and pay the cess and property taxes payable to the Municipal Corporation, Eluru or any other statutory authority in respect of the Schedule Premises including deposits to be made for the water and electricity connections; Any revision on these taxes during currency of lease, be paid by lessor. Lessee may pay these dues and deduct it out of rent due to lessor in case lesser fails to pay in time and local authorities forces lessor to pay the same.

5) ELECTRICITY CHARGES :

The Lessee shall bear and pay the Electricity charges consumed in the Schedule Premises.

6) INSPECTION AND ENTRY:

The Lessor shall be entitled to enter upon the Schedule Premises with prior intimation to inspect the same and satisfy himself that the Schedule Premises is being used in accordance with the terms of the lease.

7) REPAIRS AND MAINTENANCE:

- 7.1 The Lessee shall keep the Schedule Premises in good condition subject to normal wear and tear and shall not cause or suffer any damage thereto;
- 7.2 The lessor shall be liable to attend all major repairs to the Schedule Premises.
- 7.3 The Lessor shall execute necessary repairs usually made to premises in that locality as may be specified by EPF Organisation in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the E.P.F.O. may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the lessor.

8) USER OF PREMISES :

8.1 The Lessee shall use of the Schedule Premises for Office purpose only.

8.2 The Lessee shall not use the premises for any offensive trade purpose;

9) BAR ON ADDITIONS/ALTERATIONS:

9.1 The Lessee shall not affect any additions or alterations to the Schedule Premises without the previous written consent of the Lessor.

9.2 The E.P.F.O. may, at any time during the terms hereby created and any renewal thereof, make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures, shall remain the property of the E.P.F.O who shall again hand over the said premises in the same conditions as they were in at the commencement of these presents. The owner shall get the premises insured at his own cost to cover loss to premises due to fire, earthquake or any other natural calamities etc.

10) BAR ON SUB-LETTING :

The Lessee shall not sub-let assign or otherwise part with the possession of the Schedule Premises or in favour of anyone else.

11) DELIVERY BACK :

On termination of the lease period, the Lessee shall duly deliver back possession of the Schedule Premises to the Lessor in the condition in which it is let out subject to normal wear and tear and against payment of Refundable Deposit.

12) NOTICE FOR TERMINATION

- 12.1 In the event the Lessee failing to pay the rent for two consecutive months, the Lessor shall be entitled to treat the same as breach and terminate the lease.
- 12.2 In the event of either the Lessee or the Lessor deciding to terminate this lease, before the completion of the terms of this lease or any renewal thereof, a two months notice will be given by the party deciding to terminate this agreement.

13) DISPUTE :

Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of the lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitrator. At the time of making a request for reference of dispute to the arbitration, the claimant shall alongwith such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communication select one member of the panel to act as sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Ministry of Labour, government of India, Delhi.

The provisions of Arbitration and Conciliation Act, 1996 with any statutory modifications thereof and rules framed there under shall be applicable to such arbitration proceedings which shall be held at Rajahmundry. The arbitration proceedings shall be conducted in English/Telugu. The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purposes of these clauses, the Central Provident Fund commissioner shall be authorised to act and nominate arbitrator on behalf of the Employees' Provident Fund Organisation.

REGIONAL P.F. COMMISSIONER-1

RO : GUNTUR

For and on behalf of the Central Board of Trustees
Employees' Provident Fund Organisation

In the presence of

Witnesses 1

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And by the Lessor in presence of

Witnesses 1

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