

रेलवे सूचना प्रणाली केंद्र
CENTRE FOR RAILWAY INFORMATION SYSTEMS
चाणक्यपुरी नई दिल्ली -110021
CHANAKYAPURI, NEW DELHI-110021

कार्यालय स्थान किराये पर लेने हेतु रुचि की अभिव्यक्ति
EXPRESSION OF INTEREST FOR HIRING OF OFFICE SPACE
(ई ओ आई नोटिस संख्या 2024/02/क्रिस/लिजिंग-स्पेस/9845)
(EOI NOTICE NO. 2024/02/CRIS/LEASING-SPACE/9845)

CRIS, an autonomous body under Ministry of Railways invites two packet offers (Techno commercial offer & Financial offer both in a separate envelopes) for office space for a minimum period of 3 years with 3 years lock in period, further extendable every 3 years. The requirement is for Built-up area with minimum area i.e. of 11000 sqft to 12000 sqft in Ready to move in/furnished & finished office space on one or subsequent floors excluding basement with dedicated free parking space for minimum 20 Cars and 20 Scooters/Bikes covered/open within offered premises. The space should be approved for office use and located in the Commercial/Institutional area in New Delhi. The premises should be mandatorily at a maximum distance of 05 KM from CRIS Office Complex at Chanakyapuri. The distance from public transport i.e. 3 KM to Metro station/s and 1 KM to Bus Stand is mandatory as per Google map.

The offers will be evaluated first for techno commercial scrutiny received against this EOI on the basis of criteria enclosed and then qualified bids of techno commercial aspect will be adjudged on the basis of their financial offers. The offers from bonafied owners/concessionaire will only be accepted. No brokerage is payable and no offers will be allowed/accepted if submitted by brokers/dealers/agents and the offers will be rejected.

The offers should reach CRIS on or **before 18.03.2024 upto 15.00 hrs** at above address and the offers will be opened at **15.30 hrs** on the same day. For more details & clarification for tendering offers/format please visit CRIS office Room No.1, Annexe-1, Chanakyapuri, New Delhi-110021 or CRIS web site www.cris.org.in.

रजिस्ट्रार/ क्रिस
Registrar/CRIS

ए. टेक्नो कमर्शियल ऑफर
A. Techno Commercial offer

ई ओ आई नोटिस संख्या 2024/02/क्रिस/लिजिंग-स्पेस/9845
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संपत्ति का विवरण
Description of Property

1. Name of Owner/Lessor:
2. Address of Property:
3. Year of Construction:
4. Area (in Square Meters):
 - a) Built-up area:
 - b) Super Built-up area:
5. Floor:
 - a) Total Number of Floors in the Building:
 - b) Floors on which accommodation exists:
6. No. of Lifts provided and capacity of each Lift:
7. No. of dedicated Toilets for He & She:
(Minimum one set of toilets in each floor for He & She)
8. Attested True Copy of Documentary Proof:
of Ownership of Property.
9. Type of Property:
(Commercial/Institutional)
10. Free Car & Scooter Parking Facility within the premises:
(for minimum for 20 Cars and 20 Scooters/Bikes)
 - a) Covered Parking:
 - b) Open Parking:
11. Space on Terrace for installations of:
 - a) Dish-Antenna for V-Sat (Minimum:
size 10ft x10ft)
 - b) Air Conditioner outdoor units :
(about 10 Nos for 24 x 7)
12. Appropriate display space for installation:

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(Signature of Owner/Lessor)

of Sign Boards

13. Conditions of finished/furnished [furniture/storage/chairs etc.] (ready to move in) office Space :
(Please provide the details & Photographs of finish and layout plans)
14. Other Facilities available with details such as:
 - a. Security
 - b. Central/Ductable AC/HVAC/Split Air-conditioning
 - c. Energy Efficient light fittings for office use.
 - d. 100% Power Back-Up (DG Set).
 - e. Electrical load for the offered premises (approx. minimum built-up area i.e. 11000 sqft to 12000 sqft) Approx. 190KW.
 - f. Space for the provision of additional Out Door AC unit on terrace for 10 units if required.
 - g. As per requirement suitable no. of electrical fittings/Power/Light sockets should be available.
 - h. Lifts (for passengers & materials) in case of high rise building above (G+1) floors in case of high rise building.
 - i. Fire Fighting arrangements (dry and sprinklers)
 - j. 24 hours Water Supply for (Drinking/Raw), etc.
 - k. Parking space within premises for minimum for 20 Cars and 20 scooters/Bikes.
 - l. All the support systems/equipments/facilities are to be maintained by Lessor.
15. Approved Dimensional Floor Plans:
16. Copy of PAN Card, GST and Cancelled :
Cheque with Bank Details, E-mail ID.

Eligibility Criteria for qualifying the offer under Two Packet system:

- a. The offered premises should be mandatorily at a maximum distance of 05 Kilometers from CRIS Office Complex at Chanakyapuri.
- b. The distance from public transport i.e. 03 KM to Metro station/s and 01 KM to Bus stand is mandatory as per Google map.
- c. The office space required for Built-up area with minimum area i.e. of 11000 sqft to 12000 sqft in Ready to move in/Furnished & Finished office space on one or subsequent floors excluding basement in the same building.
- d. The term Ready to move in/Furnished & Finished space are defined as under:
 - d.1. Ready to move in/Furnished & Finished office space: the premises should have basic facilities for starting the work like for:-
 - d.1.i. CIVIL: finished & painted wall, toilets with all fittings, flooring, false ceiling, doors, windows, stair case, 24 hours water, dedicated parking slots, lifts (if high rise) etc.

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- d.1.ii. ELECTRICAL: complete electrical setup (panel/DBs/fittings etc.), sub meter, firefighting /suppression systems, surveillance system, cable duct for power & voice/communication, centralized/Ductable AC/HVAC /Split AC, 100% power backup, etc.
 - d.1.iii. Space/duct for Data & Voice/communication basic works, service provider lines (Jio/Airtel), etc.
 - d.1.iv. FURNISHED: Furniture for minimum 200 Nos. (tables/workstations/store-wells/drawer units/ etc.) are mandatory & will be taken only in good working & usable condition at no extra cost and also no loading of furniture etc. charges on Rent.
- d.2. Bare shell/unfinished structure/premises not having above basic facilities will not be considered at all and stands rejected.
- e. All the facilities (power/AC/toilets/parking/lifts/ etc.) must be available/working regularly for 6 days a week from 8AM to 8PM sometimes till late nights and also whenever required also on Sundays/Gazetted holidays as per CRIS needs. The premises should be opened beyond 08am to 08pm for 24 x 7 at no extra cost.
 - f. The offered premises should have Minimum Electrical load of 190 KW suitable for nearly 200 plus persons.
 - g. 100% power back up (DG Set) for the desired electrical load should be available.
 - h. Municipal water supply for drinking and 24 hours water supply (raw water) for other use.
 - i. Separate/dedicated entry to proposed leasing premises with free parking space inside the offered premises for minimum Parking space for 20 Cars and 20 Scooters/Bikes.
 - j. The offered premises should have centralized/Ductable AC/HVAC/Split AC of adequate capacity as per offered premises.
 - k. The offered premises should have Fire Fighting (dry and sprinklers).
 - l. Lifts (for passengers & service/material) in case of high rise building.
 - m. No. of dedicated Toilets for He & She (Minimum one sets of toilets in each floor for He & She)

The offered premises which do not meet all the above criteria will stand disqualified and their financial offers will not be considered/opened.

Evaluation Criteria:

The evaluation criteria shall be based on the rates quoted per Sqft of built-up area for Rent including Infra structure charges & Common Area Maintenance Charges (Combined) of Built-up area with minimum area i.e. of 11000 sqft to 12000 sqft suitable in Ready to move in/Furnished & Finished office space on one or subsequent floors excluding basement only.

Note:

In case Lessor has quoted for higher area than minimum specified area, then CRIS will pay rental on maximum 12000 Sqft area only.

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Procedure for Tendering offers:

1. This is two packet tender i.e. Techno-Commercial offer and Financial offer to be submitted in a separate sealed envelope with all documents duly signed. Both the envelopes to be submitted in Single envelope clearly mentioning on the envelope the EOI Notice No....., Bidders name & address and Description of Property, etc. CRIS will finalise the hiring of space on the basis of techno-commercial offers & financial offer of the bidders received against this EOI on the basis of eligibility criteria stated above.
2. The financial offer duly signed in separate sealed envelope will be opened only of eligible qualified techno-commercial bidders.
3. The offer inviting Authority reserves the right to accept any offer or to reject any or all offers at its sole discretion without assigning any reasons thereof. The offer inviting Authority is also not bound to accept the lowest offer and no communication will be entertained in this regard.
4. The offer should remain valid for consideration for a minimum period of 120 Days from the date of opening of offer (EOI).
5. The offers forms will be available on CRIS web site upto **15.00 hrs** of **18.03.2024** or can be had from CRIS office, Annexe-1, Chanakyapuri, New Delhi on week days (excluding Holidays, and Sundays).
6. The last date for physical submission of filled offers is on or before **18.03.2024** upto 15.00 hrs on the address:- **Registrar, Centre for Railway Information Systems, Chanakyapuri, New Delhi-110021** the offers will be opened at **15.30 hrs** on the same day. The offers received after the last date and beyond the time mentioned above will not be considered.

Terms and Conditions:

1. The property should be registered in the name of the applicant having approved completion plan, Municipal/Authority clearance obtained for commercial/institutional leasing for office, having no incumbency (en-cumbrance free property) or can be a concessionaire, a valid document in support of the subject should be enclosed with the application.
2. Period of Lease shall be for minimum 3 years with 3 years lock in period, further extendable every 3 years.
3. The offered premises should be free from all dust/damages(i.e. furniture/structure/partitions/false ceiling/floor/toilets/doors/windows/civil & electrical fittings etc.) etc. If any such condition is there it must be re-done/replaced/rectified/cleaned/painted/locks replaced etc. before handing over of premises.
4. Wherever applicable, Any preventive maintenance of Lifts, DG sets, Electrical HT/LT panels, Distribution panels etc. may be planned/done on Sundays/Gazetted holidays with prior intimation by Lessor.
5. The offered premises should have Centralized Chiller AC plant Ductable AC//HVAC/Split AC of adequate capacity as per offered premises and should be maintained by Lessor.
6. Fire Fighting (dry and sprinklers) in the premises should be maintained by lessor.

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7. Lift (for passengers & service/materials) in the premises should be maintained by lessor.
8. The general cleaning & maintenance inside the leased premises will be done by Lessee.
9. a. Mandatory Fire safety devices/equipment details.

b. Valid Certificates for:

1. Completion certificate/plan/Form-C/ Form-D.
2. Structure type & safety.
3. Sanctioned load.
4. Copy of last paid property tax, etc.
5. Lift license, if any.
6. Fire safety clearance, if taken.

The bidder/offerer must enclose copies of all the above relevant documents/certificates self-attested on all pages as these are mandatory and non-submission of the above documents/certificates will entail the disqualification of their offer.

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(Signature of Owner/Lessor)

बी. वित्त प्रस्ताव (बोलीदाताओं द्वारा भरा जाए)
B. **Financial Offer (To be filled by Bidders)**

ई ओ आई नोटिस संख्या 2024/02/क्रिस/लिजिंग-स्पेस/9845
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(A)

S. No.	Description	Area in Sqft	Rate in Figures	Rate in Words
1.	Rate of Rent per Sq Ft on built-up area inclusive of Infra-Structure charges & Common Area Maintenance Charges if any.			
2.	GST (if applicable)			
3.	Total Rate per Sq Ft on built-up area			

Note:

1. Maximum Security Deposit shall be @ rent of 02 months.
2. Rate of Escalation (if any shall be maximum of 15% after every 03 years).
3. The monthly rental etc. rates in Sqft should be quoted on built-up area for Ready to move in/Furnished & Finished office space premises.
4. In case GST is not shown above, it will be assumed that it is included in the quoted rates.

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Other Terms and Conditions:

1. CRIS is an Autonomous body under Ministry of Railways. It is an IT arm of Indian Railways.
2. The offered premises (office space) must be part of approved commercial/institutional space for office purpose.
3. The terms and conditions along with the instructions will form part of the offer to be submitted by the bidder/offeree to CRIS.
4. The offer rates should be quoted in sqft on Built-up area.
5. Offers which are received after 15.00 hrs on **18.03.2024**, the date & time fixed for submission of offers, shall be rejected and will not be considered. Such offers shall be returned to the concerned party without opening the same.
6. All the bidders/offeree/parties are requested to submit the offered documents duly filled-in & enclosed with all the relevant documents/information at the following address: **Registrar, Centre for Railway Information Systems, Chanakyapuri, New Delhi-110021**
7. All columns of the offer & documents must be duly filled in and no column should be kept blank.
8. All the pages of the offered documents are to be signed by the bonafied owners/concessionaire/authorized signatory of the offerer. Any overwriting is to be duly signed by the offerer. CRIS reserves the right to reject the incomplete offers or incase where information submitted/furnished is found incorrect.
9. The offers from bonafied owners/concessionaire/authorized signatory will only be accepted. No brokerage is payable and no offers will be allowed/accepted if submitted by brokers/dealers/agents, the offers will be rejected.
10. In case the space in the offered document is found insufficient, the offerer may attach separate sheets.
11. The eligible offer/s after Techno-Commercial scrutiny will be informed in writing/mail by CRIS for arranging site inspection of the offered premises.
12. Income-Tax and statutory clearance shall be obtained by the offerer at their own cost, as and when required. If the offerer has any exemptions of TDS from Income Tax department on rent etc. for the period mentioned thereon it shall be considered only if all relevant documents in support are submitted with the offer.
13. All the payments to the successful offer shall be made through NEFT/RTGS only.
14. The title deed proving ownership and clear marketability is to be made available for inspection of CRIS.
15. The offered premises shall be preferably freehold. Alternatively, if it is lease hold/concessionaire, in case of such premises, details regarding lease period, copy of lease/concessionaire agreement, should be furnished/enclosed. In case of third party offers the POA (Power of Attorney)/concessionaire agreements should also be enclosed.
16. The property should be free from incidents of Roof leaking, water logging etc. inside the premises and surrounding areas.
17. The offered premises should have good frontage, proper access and should be on main road.
18. All the municipal taxes etc. including property tax pertaining to property will be paid by the owner/lessor/concessionaire and not by Lessee.

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19. The owner of the offered premises will have to hand over the possession of the premises within 01 week after the acceptance of their offer by CRIS and the rent etc. shall only be paid after possession/hand over of premises by Lessor.
20. Lease period will be for a minimum of 03 years with 3 years lock in period further extendable every 3 years on mutually agreed period, terms and conditions. A minimum notice period will be of three months from either side for termination of agreement after lock in period.
21. The escalation in rent will be maximum of 15% after every 03 years.
22. Lease agreement will be between the owner/concessionaire and CRIS, rent will be paid to respective owner/concessionaire/lease holder only through NEFT/RTGS only.
23. Income-Tax will be deducted at source at prevailing rate as per extant rules.
24. In case Lessor has quoted for higher area than minimum specified area then CRIS will pay rental on maximum 12000 Sqft area only.
25. The owner/concessionaire should ensure and provide 24 hrs adequate supply of water (drinking/raw) for the rented space throughout the lease period at his own cost.
26. The building interior and exterior walls/boundary wall etc. should be painted including cleaning of façade, repairs etc. before handing over the premises in good condition.
27. Electricity:
 - a. Electricity charges will be borne by the Lessee for the area taken on lease, on actual basis based on the separate/sub meter per unit rate which would be provided by the Lessor.
 - b. At the time of taking over possession of the premises CRIS will note the electricity meter reading in the presence of Lessor or their authorised representatives. The electricity charges will have to be borne by the Lessor upto that point.
 - c. The offered premises should have centralized/Ductable AC/HVAC/split AC of adequate capacity as per offered premises and should be maintained by Lessor.
 - d. 100% power back up (DG Set) for the desired electrical load should be available and should be maintained by Lessor.
 - e. Fire Fighting (dry and sprinklers) in the premises should be maintained by lessor.
28. Lift (for passengers & materials) in the premises should be maintained by lessor.
29. Parking: The Lessor shall provide dedicated Free Car/Two-wheeler parking space for minimum 20 Cars and 20 Scooters/Bikes, inside the premises Covered/open along with Separate/dedicated entry to the offered premises, else the offer will not be considered.
30. Built-up area measurements: Joint measurements will be taken in the presence of CRIS officials and Lessor authorized representative for finalizing the area taken on lease and also the common area if any for lift lobby/staircase/shaft area/common toilets (He/She)/fire staircase/common AHU/common electrical rooms/parking etc. will be defined in sqft for the purpose of lease agreement.
31. Details of Common area maintenance (if any) and its scope should be submitted for lift/staircase/toilets/security/parking/CCTV/Air-conditioning equipment's, DG set, etc plants/operation and maintenance of (equipments, toilets, staircase, CCTV, lift, Ductable AC/Split AC/HVAC/chiller plants, DG set, Pumps, Energy meter, Electrical mains etc.) etc. to be operated & maintained by lessor.

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