

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 2022/07/क्रिस/लिजिंग-स्पेस/9845)
(EOI NOTICE NO. 2022/07/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 5 years with 3 years lock in period extendable every 3 years up to maximum of 20 years. The requirement is for 40000 Sqft approx. (having minimum 32000 sqft of carpet area) of finished (ready-built) space on one or subsequent floors excluding basement with dedicated free parking space for minimum 30 cars (two wheelers can also be parked in the same space) covered/open within offered premises. The space should be approved for office use and located in the Commercial/Institutional area in Delhi. The premises should be mandatorily at a maximum distance of 15 KM from Rail Bhawan building. The proximity upto 2 KM to Metro station/s and 1 KM to Bus Stand is however desirable.

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 03.10.2022 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. टेक्नोकमर्शियलऑफर

A. Techno Commercial offer

ई ओ आई नोटिस संख्या 2022/04/क्रिस/लिजिंग-स्पेस/9845
(EOI Notice No. 2022/07/CRIS/LEASING-SPACE/9845)

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) Carpet area:
 - b) Super 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:
8. Attested True Copy of Documentary Proof:
of Ownership of Property.
9. Type of Property:
(Commercial/Institutional)
10. Free Parking Facility within the premises:
 - 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 outdoorunits :
(about 20-25Nos for 24 x 7)
12. Appropriate display space for installation:
of Sign Boards

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(Signature of Owner/Lessor)

13. Conditions of finished (ready-built) Space :
(Please provide the details of finish and layout plans)
14. Other Facilities available with details such as:
 - a. Security
 - b. Central/VRV/Comfort Air-conditioning
 - c. Energy Efficient LED light fittings for office use.
 - d. 100% Power Back-Up.
 - e. Electrical load for the offered premises (approx. 32000 sqft Carpet Area)
Approx. 500KW.
 - f. Space for the provision of additional Out Door AC unit on terrace for 20-25 units.
 - g. As per requirement suitable no. of Ceiling Fan, Exhaust Fan and Power/Light sockets should be available.
 - h. Lifts (for passengers & materials)
 - i. Fire Fighting arrangements (dry and sprinklers)
 - j. 24 hours Water Supply for (Drinking/Raw), etc.
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 15 Kilometers from Rail Bhawan Building.
- b. The proximity distance from public transport i.e. 2 KM to Metro station/s and 01 KM to Bus stand is however desirable.
- c. The offered premises should be of minimum carpet area of 32000 sqft of finished (ready-built) space as required in one or subsequent floors in the same building (Refer to Para 4).
- d. The offered premises should have Minimum Electrical load of 500 KW.
- e. 100% power back up for the desired electrical load should be available.
- f. Municipal water supply for drinking and 24 hours water supply (raw water) for other use.
- g. Free Parking within offered premises for minimum 30 cars (two wheelers can also be parked in the same space).
- h. The offered premises should have centralized chiller/VRV plant of adequate capacity.
- i. The offered premises should have Fire Fighting (dry and sprinklers).
- j. Lifts (for passengers & materials).

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

(मालिक/पट्टेदार के हस्ताक्षर)
(Signature of Owner/Lessor)

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 envelopewith all documents duly signed. Both the envelopes to be submitted in Single envelope clearly mentioning on the envelop 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 envelopewill be openedonly 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 isalso 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 **03.10.2022**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 **03.10.2022**upto 15.00 hrson 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. Finishing of premises is expected to be of level of existing CRISHead quarter at Chanakyapuri or at its ITPI office.
3. Period of Lease shall be for minimum 05 years with 3 years lock in period extendable every 3 years upto maximum of 20 years.
4. The offered premises should have Centralized Chiller/VRV AC plant of adequate capacity and should be maintained by Lessor.
5. Fire Fighting (dry and sprinklers) in the premises should be maintained by lessor.
6. Lift (for passengers & materials) in the premises should be maintained by lessor.
7. a. Mandatory Fire safety devises/equipment details.
b. **Valid Certificates for:**
 1. Completion certificate/plan/Form-C/ Form-D.
 2. Structure should be earth quake resistant.
 3. Sanctioned load.

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(Signature of Owner/Lessor)

4. Copy of last paid property tax, etc.
5. Lift license.
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.

(मालिक/पट्टेदार के हस्ताक्षर)
(Signature of Owner/Lessor)

बी. वित्त प्रस्ताव

B. Financial Offer

ई ओ आई नोटिस संख्या 2022/07/क्रिस/लिजिंग-स्पेस/9845
(EOI NOTICE NO. 2022/07/CRIS/LEASING-SPACE/9845)

(A)

S.No	Description	Area in Sqft	Amount/Rate in Figures (₹)	Amount/Rate in Words (₹)
1.	Rate of Rent per Month/Sq Ft (₹)			
2.	Rate of Infra-Structure charges if any per Month/Sq Ft (₹)			
3.	Common Area Maintenance Charges (₹) if any per month/Sqft			
4.	GST (if applicable)(₹)			
5.	Total amount per Month (₹)			

(B)

S.No	Description	Area/ Period	Amount/Rate in Figures (₹)	Amount/Rate in Words (₹)
1.	Security Deposit (₹)			
2.	Rate Escalation (if any shall be maximum of 5% Per Annum Non-Cumulative) (₹)			
3.	100% Power Back-up Charges per unit (₹)			
4.	Parking Charges for Cars beyond 30 cars free parking space (₹) if any			

Note: The monthly rental etc. rates in Sqft should be quoted on carpet area for Finished (ready-built) Premises.

(मालिक/पट्टेदार के हस्ताक्षर)
(Signature of Owner/Lessor)

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/offerer to CRIS.
4. The offer rates should be quoted in sqft on Carpet area.
5. Offers which are received after 15.00 hrs on **03.10.2022**, 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/offerer/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 in case 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 by NEFT/RTGS/ Cheque only.
14. The title report 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.

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(Signature of Owner/Lessor)

17. The offered premises should have good frontage, proper access and should be on main road.
18. All the taxes (except GST (CGST & SGST)) pertaining to property will be paid by the owner/lessor/concessionaire and not by Lessee.
19. The owner of the offered premises will have to hand over the possession of the premises within 30 days 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 05 years with 3 years lock in period extendable every 3 years upto maximum of 20 years on mutually agreed period, terms and conditions. A minimum notice period will be of three months from either side for termination of agreement.
21. The escalation in rent will be maximum 5% simple per annum (non-cumulative) and it will be applicable annually.
22. Lease agreement will be between the owner/concessionaire and CRIS, rent will be paid to respective owner/concessionaire/lease holder only through RTGS.
23. Income-Tax will be deducted at source at prevailing rate as per extant rules.
24. GST, if any, will be borne by CRIS/Lessee as applicable.
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. 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 chiller/VRV AC plant of adequate capacity and should be maintained by Lessor.
 - d. 100% power back up for the desired electrical load should be available.
 - e. Fire Fighting (dry and sprinklers) in the premises should be maintained by lessor.
 - f. Lift (for passengers & materials) in the premises should be maintained by lessor.
27. Parking: The Lessor shall provide dedicated Free Car/Two wheeler parking space for minimum 30 Cars (Two wheelers can also be parked in the same space) inside the premises Covered/open, else the offer will not be considered.
28. Carpet 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 for lift lobby/staircase/shaft area/toilets(He/She)/fire staircase/AHU/electrical rooms/parking etc. will be defined in sqft for the purpose of lease agreement.
29. Details of Common area maintenance 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,

AC/chiller plants, DG set, Pumps, Energy meter, Electrical mainsetc.) etc. to be operated & maintained by lessor.

(मालिक/पट्टेदार के हस्ताक्षर)
(Signature of Owner/Lessor)