

# **CENTRAL BOARD OF SECONDARY EDUCATION**

(An autonomous organization under Min. of Human Resource Development, Govt. of India)

**SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-92**

## **“TENDER NOTICE”** **OFFICE ACCOMMODATION**

CBSE intends to hire suitable office building on lease initially for a period of 3 years (extendable) for its Training Centre at Kochi, Kerala. The premises should have an approx. carpet area of 6000-8000 sq. ft., sufficient parking space, adequate elect. load and municipal water connection. Furnished building with lift facility would be given preference. The tenders are to be submitted under Two - Bid system alongwith EMD Rs.50000/- (refundable) through DD/BD favoring Secretary CBSE, Delhi. Sealed tenders duly filled in be addressed to **“The Joint Secretary (A&L), Shiksha Kendra, 2 Community Centre, Preet Vihar, Delhi-110092** and must reach the above address on or before 14.09.2015 upto 2.30 p.m. Incomplete & conditional tenders shall be summarily rejected.

For downloading tender documents and more details: please visit [www.cbse.nic.in](http://www.cbse.nic.in)

**Joint Secretary (A&L)**

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### **Preferences for Consideration**

- 1. Carpet area : 6,000-8,000 sq. ft. (approx.)**
- 2. Approach Road : Approximately 60 ft wide**
- 3. Location : Close to public transport viz. rail/bus**
- 4. Parking Area (office accommodation): Facility for parking of approx 10 cars and 15 m/cycles.**
- 5. Furnished/unfurnished : Preferably furnished**
- 6. Sanctioned Electricity load : Approx. 80-90 KW (for office accommodation)**

**(Note: Preference shall be given for premises having power back-up)**

- 7. Municipal Water Connection: : yes/no, (if not source of water supply)**
- 8. Lift facility required for upper-floors : .....**
- 9. Year of Construction of the Building: .....**

**(Note: Preference shall be for new buildings. However well Maintained old buildings also be considered)**

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### Technical Bid

Date of opening: 14.09.2015 at 3.30 p.m.

1. Complete address of the premises: \_\_\_\_\_  
\_\_\_\_\_
1. Distance from i) Main Rly. Stn.: \_\_\_\_\_KM  
ii) General Bus Stand \_\_\_\_\_ KM  
iii) Nearest Bus stand: Name \_\_\_\_\_ Distance \_\_\_\_\_KM  
iv) Airport: \_\_\_\_\_KM
2. Width of approach Road : \_\_\_\_\_
3. Approved land in : Industrial/Commercial/Institutional (please tick)✓
4. Area of plot: \_\_\_\_\_sq. ft.
5. Total built up area: \_\_\_\_\_sq. ft
6. Carpet Area: \_\_\_\_\_ sq. ft.
  - a. Ground floor: \_\_\_\_\_ sq. ft.
  - b. First floor: \_\_\_\_\_ sq. ft.
  - c. Second floor: \_\_\_\_\_ sq. ft.
  - d. Basement: \_\_\_\_\_ sq. ft.
7. Whether the property is leased or freehold: \_\_\_\_\_
8. Free-hold (documentary evidence be attached) \_\_\_\_\_
9. Whether any dispute relating to this Property is pending in any court in India: \_\_\_\_\_

**10. Whether the premises is mortgaged to any Firm/Institution/Bank. If yes, give details :\_\_\_\_\_**

**11. Details of the approved plan :\_\_\_\_\_ (plz enclose plan)**

**12. Details of the set-backs : \_\_\_\_\_**

**13. Details of Rooms/Halls size/ Area : \_\_\_\_\_**

**Room 1 =                x ft.**

**Room 2 =                x ft.**

**Room 3 =                x ft.**

**Room 4 =                x ft.**

**Room 5 =                x ft.**

**Room 6 =                x ft.**

**(Note: Extra sheet may be added, if required)**

**(i) (copy of the plan be attached) : \_\_\_\_\_**

**(ii) Photo graphs of the building elevation & interiors be attached.**

**14. Salient features (suitability as office) \_\_\_\_\_**

**15. Whether further expansion is possible: \_\_\_\_\_**

**16. Type of the structure : \_\_\_\_\_**

**17. Loading capacity of the Bldg.,(500 kg/sq mt.): YES/NO**

**(a) If lift is available, mention capacity: \_\_\_\_\_**

**18. Details of sanctioned electricity load : \_\_\_\_\_ KW**

**19. Details of power back up : \_\_\_\_\_**

**20. Details of approved water connection : \_\_\_\_\_**

**21. Water storage capacity \_\_\_\_\_**

**22. Details of furnishing, if any : \_\_\_\_\_**

23. Details of air conditioning, if any : \_\_\_\_\_

24. Title of the property: Single/Partnership: \_\_\_\_\_

25.a. Fire Fighting systems and details.- \_\_\_\_\_

b. NOC of the Fire Department \_\_\_\_\_

26. Minimum Time required for handing over possession : \_\_\_\_\_

27. Details of the bank draft amounting to Rs. 50,000/- : \_\_\_\_\_

I hereby certify that all information given in the Tender-format are true and correct to the best of my knowledge. I further certify that no information relating to this property directly or indirectly has been concealed.

Signature of the owner (s) of the property

\_\_\_\_\_

Tel. No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CENTRAL BOARD OF SECONDARY EDUCATION**

**"Shiksha Kendra", 2 Community Center, Preet Vihar, Delhi-110092**

**Financial Bid**

- 1. Rent demanded ( per sq ft.)** i) Rent, Rs\_\_\_ per sq ft.  
ii) Service tax:\_\_\_\_  
iii) Maintenance charges Rs.\_\_\_\_/sq.ft.  
iv) Facilities to be covered under maintenance charges:  
Lift/Power backup/Security/Drinking  
water/Housekeeping/any other facility.
- 2. Minimum lease period desirable :**\_\_\_\_\_
- 3. % enhancement of rent after 3 years. :**\_\_\_\_\_
- 4. Advance Rent required, if any:** \_\_\_\_\_  
Any other deposit: \_\_\_\_\_
- 5. Date by which offer must reach :** Shiksha Kendra, 2 Community Centre  
Preet Vihar Delhi - 110092  
14.09.2015 upto 2.30 P.M.
- 6. Condition, if any :** 1. \_\_\_\_\_  
: 2. \_\_\_\_\_

**Signature of the owner (s) of the property**

\_\_\_\_\_  
Tel. No.\_\_\_\_\_

Mobile No.\_\_\_\_\_

Postal Address:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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