

## **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**

### **WANTED OFFICE/WAREHOUSE ACCOMMODATIONS**

The CBSE intends to hire suitable buildings on lease tentatively for a period of 3 years as per following requirements.

1. Approx. 10000 sq. ft. Carpet Area for office purpose preferably in East/Central/South Delhi within a radius of 15 km. from Connaught Place.
2. Approx. 4000 – 5000 sq. ft. Carpet Area for office/training purposes preferably within a radius of 5 km. from Connaught Place.
3. Approx. 10000 sq. ft. Carpet Area for warehouse purpose preferably in East Delhi/Noida.

The premises should have sufficient parking space, adequate elect. and water connection. Tender form can be downloaded from the Board's website: [www.cbse.nic.in](http://www.cbse.nic.in). The owners may submit their proposals in Two - Bid system in a sealed envelope upto 20<sup>th</sup> Sep,2013 by 2:00 PM alongwith a refundable EMD of Rs. 50000/-(fifty thousand only) respectively for each premises through DD/Bankers Cheque favouring "Secretary CBSE". The tenders complete in all respects may be dropped in the tender- box placed at Reception Counter at the above address. The Technical - Bid shall be opened on 20<sup>th</sup> September, 2013 at 2:30 PM in the presence of the tenderers. Incomplete & conditional tenders shall be summarily rejected.

**Joint Secretary (A&L)**

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### **Preferences for Consideration**

1. Carpet area : As per Board's requirement
2. Approach Road : Approximately 60 ft wide
3. Location : Close to public transport viz. metro/rail/bus
4. Parking Area (office accommodation) : Facility for parking of approx 10 cars and 15 m/cycles.
5. Parking Area (warehouse) : Facility of parking of approx. 5-6 trucks at a time
6. Centrally air conditioning for office : Shall be preferred
7. Ready to move : Preferably furnished
8. Sanctioned power load of minimum 60/80 KW  
(for office accommodation) : Preference shall be given for power back-up
9. Adequate capacity Mpl. Water Connection.
10. Lift facility required for upper-floors.

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## SCHEDULE-I

### Technical Bid

Date of opening: 20/09/2013 at 2:30 pm

1. Complete address of the premises: \_\_\_\_\_  
\_\_\_\_\_
2. Distance from i) New Delhi Rly. Stn.: \_\_\_\_\_ KM  
ii) ISBT, Kashmiri gate: \_\_\_\_\_ KM  
(iii) ISBT, Anand Vihar: \_\_\_\_\_ KM  
iv) Nearest metro station: Name \_\_\_\_\_ distance: \_\_\_\_\_ KM  
v) Nearest Bus stand: Name \_\_\_\_\_ Distance \_\_\_\_\_ KM
3. Width of approach Road : \_\_\_\_\_
4. Whether the premises is suitable for : office purpose/warehouse
5. Area of plot : \_\_\_\_\_
6. Total built up area : \_\_\_\_\_ sq. ft  
Ground floor: \_\_\_\_\_  
First floor: \_\_\_\_\_  
Second floor: \_\_\_\_\_  
Basement: \_\_\_\_\_
7. Details of the approved plan : \_\_\_\_\_
8. Details of the set-backs : \_\_\_\_\_
9. Details of Rooms/Halls size/ Area : \_\_\_\_\_  
(copy of the plan be attached) : \_\_\_\_\_
10. Salient features (suitability as office : \_\_\_\_\_ accommodation)  
\_\_\_\_\_
11. Whether further expansion is possible: \_\_\_\_\_

12.Type of the structure : \_\_\_\_\_

13.Loading capacity of the Bldg., kg/sq mt. : \_\_\_\_\_

14. If lift is available, mention capacity : \_\_\_\_\_

15.Details of sanctioned electricity load in : \_\_\_\_\_ KW

16.Details of power back up : \_\_\_\_\_

17.Details of approved water connection : \_\_\_\_\_

Ferrule size & storage capacity \_\_\_\_\_

18. Details of furnishing, if any : \_\_\_\_\_

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

20.Title of the property: Single/ : \_\_\_\_\_

Partnership/ company \_\_\_\_\_

21.Whether the property is leased or : \_\_\_\_\_

free-hold (documentary evidence \_\_\_\_\_

be attached) \_\_\_\_\_

22.Whether any case relating to this : \_\_\_\_\_

Property is pending in any court : \_\_\_\_\_

India : \_\_\_\_\_

23.Whether the premises is mortgaged : \_\_\_\_\_

to any Firm/Institution/Bank. If yes, : \_\_\_\_\_ give

details.: \_\_\_\_\_

24.Minimum Time required for handing

over possession : \_\_\_\_\_

25.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

**SCHEDULE-II**

**Financial Bid**

1. Rent demanded ( per sq ft.)
- i) Rent, Rs \_\_\_\_ per sq ft.
  - ii) Service tax: \_\_\_\_\_
  - iii) Maintenance charges Rs. \_\_\_\_ /sq.ft.

2 Minimum lease period desirable : \_\_\_\_\_

3. % enhancement of rent after 3 years. : \_\_\_\_\_

4. Date by which offer must reach CBSE 20.09.2013 Upto 2:30 p.m.

HQ. Bldg., Preet Vihar, Delhi-92

5. Conditions, if any : 1. \_\_\_\_\_  
: 2. \_\_\_\_\_

Signature of the owner (s) of the property

\_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

