

**TENDER DOCUMENT**

**Tender No CDIT/12/WSD-BDL/2024-25/T566 dated 16.12.2024**

**TENDER INVITE FOR  
FULLY FURNISHED OFFICE SPACE FOR POSITIONING  
THE SPECIAL STRATEGY & COMMUNICATION TEAM FOR C-DIT,  
ON RENTAL BASIS UNDER TWO BID SYSTEM**

**Centre for Development of Imaging Technology (C-DIT)**  
Chitranjali Hills, Thiruvallam PO, Thiruvananthapuram,  
Kerala-695027, India,  
Phone:+91-0471 2380910,2380912

## 1 Notice Inviting Tender

**Tender No.: CDIT/12/WSD-BDL/2024-25/T566 dated 16.12.2024**

### **Tender for Renting Office Space for positioning Special Strategy & Communication Team for C-DIT**

Centre for Development of Imaging Technology (hereinafter referred to as C-DIT), invites tenders from property owners, real estate agencies, and other interested parties to rent out a fully furnished Office Space for Special Strategy & Communication Team (SSCT) as per the schedule of requirements given below.

**1. Important Dates & Time of the Tender shall be as below:**

|  |  |
|--|--|
| Publication of Tender  | 16.12.2024   |
| Address for communication, opening of technical & commercial bid | Centre for Development of Imaging Technology (C-DIT)<br>Chithranjali Hills, Thiruvallam.P O,<br>Thiruvananthapuram, Kerala - 695 027<br>India<br>Phone: +91 - 471 - 2380910, 2380912,<br>2380953 |
| Contact details  | <a href="mailto:cdit@cdit.org">cdit@cdit.org</a> , <a href="mailto:procurement@cdit.org">procurement@cdit.org</a>  |
| Pre-bid queries  | May be forwarded to <a href="mailto:procurement@cdit.org">procurement@cdit.org</a> .<br>Queries received till 2 PM on 24/12/2024 only will be responded  |
| Bid submission end date and time                                 | 26.12.2024: 3.00 PM  |
| Opening of technical bids:                                       | 26.12.2024: 4.00 PM  |
| Opening of commercial bids                                       | Will be intimated later.   |

- 2. Tender fee will be Rs. 1000/- (Rupees One Thousand only). Tender fee should be submitted as Demand draft (from any nationalised/scheduled bank) drawn in favour of " The Registrar, C-DIT" payable at Thiruvananthapuram.**

3. The tender document should be submitted in the specified formats along with all relevant documents to prove qualifications and experience.
4. CDIT reserves the right to amend or cancel the tender in part or in full without prior notice at any point of time at their discretion.

## 2. Schedule of Requirements

| Item Description  | Bid Validity and Period of contract                       | Tender Fee |
|---|---|------------|
| <b>Renting Office Space for Special Strategy &amp; Communication Team</b> | Bid Validity 120 days<br><br>Contract Period<br>11 Months | 1000/-     |

Registrar

Centre for Development of Imaging Technology  
Chitranjali Hills, Thiruvallam PO  
Thiruvananthapuram

### 3. Guidance to Bidders

#### 3.1 Introduction – Definitions

1. "CDIT / The Tenderer" means Centre for Development of Imaging Technology.
2. "The Bidder " means the firm, agency, entity or company who participates in this tender and submits a bid.
3. "The Work Order" means the order placed to the Contractor duly signed by the Tenderer including all attachments and appendices thereto and all documents incorporated by reference therein.
4. "The Contract" means the agreement signed between the Tenderer and the Contractor as per the terms and conditions contained in this document.
5. "The Contract Price" means the price payable to the Contractor as per the Work Order for the full and proper performance of its contractual obligations.
6. "Non-Responsive Bid" means a bid, which is not submitted in conformity with the tender requirements - Terms and Conditions of the Tender, other conditions in the tender documents, etc.

#### 3.2 General Instructions to Bidders

1. **Centre for Development of Imaging Technology, is looking for property owners, real estate agencies, and other interested parties for Renting Office Space for the Special Strategy & Communication Team.**
2. Bidders are advised to study all Technical & Commercial aspects, instructions, forms, terms and specifications in the tender document carefully before participating. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
3. **Mode of submission of bids:** Intending tenderers may submit the tenders in two sealed cover envelopes separately which has to be finally placed in one envelope. The first envelope shall contain the Technical Bid and the tender fee (DD), second envelope shall contain Financial Bid.
4. **Cover details:** No. of covers - 2. i) Technical Bid ii) Financial Bid.
5. **Downloading of Tender documents:** The tender document can be downloaded from the C-DIT website [www.cdit.org](http://www.cdit.org) from the date and time of publication of the tender. Any clarification/doubts regarding the specification or related matters pertaining to the items tendered may be clarified through email [ssct@cdit.org](mailto:ssct@cdit.org) on all Government working days from 10:30 am to 5:00 pm.
6. **Corrigendum:** At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents

by issuing suitable amendment(s)/ corrigendum to it. Corrigendum to this tender shall be published in the site [www.cdit.org](http://www.cdit.org). Prospective bidders are advised to regularly visit the website: [www.cdit.org](http://www.cdit.org) to keep track of corrigendum, if any.

7. **Opening of Tenders:** The bids shall be opened on the date and time mentioned above. If the tender opening date happens to be a holiday or non-working day due to any valid reason, the tender opening process will be done on the next working day of C-DIT at the same time and place specified. Any change in the opening date/time/location due to other reasons shall be informed by way of Corrigendum published in the website **[www.cdit.org](http://www.cdit.org)**.
8. **Technical Evaluation:** - The bids submitted by bidders who satisfy the qualifying criteria only shall be considered for the technical evaluation. The Technical Bids will be evaluated by a Technical Committee and those bids that do not conform to the specifications or requirements stated will be summarily rejected. The shortlisted Bidders/Technically qualified bidders need to allow/arrange site visit of the proposed site to the utmost satisfaction of the Technical Committee, which will be intimated in due course by the Tenderer.
9. **The financial bids of the technically qualified bidders recommended by the technical committee only will be considered for opening.** The date and time of opening of Financial Bids will be intimated to the concerned technically qualified bidders, by email.
10. The bidder should quote for all the items as per the technical specifications furnished in technical bid, otherwise the bid will be rejected.
11. All bidders who participate in the tender should submit hard copies of all relevant documents along with the technical bid.
12. The rate quoted by the bidder shall be valid for a period of 11 month from the date of signing of the agreement. Change in GST rate if any at the time of billing shall be applicable.
13. The successful Bidder has to execute an agreement in non-judicial stamp paper of appropriate value.
14. CDIT reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action.
15. CDIT is not bound to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.
16. CDIT reserves the right to reject any or all tenders that are not in conformity with the requirements without assigning any reason whatsoever.

17. If the bidder offering a leased building, then the bidder should submit a valid lease agreement signed between the owner of the building and the bidder, and the validity of such lease deal must not be less than 12 months.
18. The bidder / Owner shall co-operate and or execute necessary documents to enable CDIT to obtain necessary permits /licenses for operating /carrying on its activities from the premises.
19. The bidder shall comply with all the rules, regulations, and by-laws of the building and all laws applicable from time to time in connection to the leased premise and ensure that during the tenancy period, no undue disadvantage or hardship is caused to the Lessee.
20. The bidder / Owner shall pay in time to the proper authorities the present rates, taxes, assessments, and outgoings in respect of the said premises.
21. Rent payment shall be made as per the terms & conditions and date specified in the agreement.
22. **Jurisdiction:** The Courts situated in Thiruvananthapuram alone will have jurisdiction on the disputes pertaining to the Contract.
23. Conditional bids are not acceptable and will be rejected without any intimation.
24. The Bidder shall bear all costs associated with the preparation and submission of the bid. The Tenderer, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
25. All documents submitted in the tender shall be part & parcel of the agreement, to be signed by the authorised signatories of the successful bidder.
26. **Indemnity**
  - i Breach of Contract
  - ii Prosecution
27. **Confidentiality Non-Disclosure:** All information, documents, and data exchanged or disclosed during the tender process or in the course of the lease agreement shall be treated as confidential by both parties. The bidder/property owner shall not disclose, share, or use any such information for purposes other than those explicitly stated in the agreement, without prior written consent from C-DIT. Any breach of confidentiality or unauthorized disclosure of information shall be considered a violation of the terms of the tender and may result in termination of the agreement, along with legal action as deemed appropriate.
28. Note to Bidders:
  1. Bidders are advised to note the Tender No. & Date for future reference.
  2. All submitted documents should contain the signature and the office seal

of the authorized signatures of the bidder. Documents submitted without signing shall entitle rejection of the tender.

3. The rate should be quoted in Indian Rupees only.

#### 4. Objective

- For setting up a Renting Office Space for Special Strategy & Communication Team, for a period of 11 months.

#### 5. Building Requirements

##### 1. Location

- **Preferred Area:** Within city limits of Thiruvananthapuram, with easy accessibility from the Government Secretariat.
- **Accessibility:** Well-connected by public transportation and easily accessible for staff, stakeholders, and visitors.

##### 2. Space Specifications

- **Total Area:** Approximately 1,500 sq. ft.
- **Layout:** Open workspace with provisions for individual workstations, private offices, meeting rooms, a conference room, a reception area, and common areas.
- **Capacity:** Accommodate up to 35 team members, with flexible layout options to support teamwork and collaboration.

##### 3. Amenities Required

- **Furniture & Fixtures:** Partitioned space for staff, chairs, tables, and storage cabinets for up to 35 members.
- **Meeting Rooms:** Minimum of 2 meeting rooms and 1 conference room with video conferencing facilities.
- **IT Infrastructure:** Provision for high-speed internet with a minimum bandwidth of [150 Mbps], reliable Wi-Fi coverage, and structured cabling to support LAN connectivity for all workstations and meeting rooms.
- **Networking:** Centralised networking setup with routers, switches, and firewalls to ensure secure and stable connectivity across the office space.
- **Biometric Access:** Biometric access control system at entry points to ensure secure and authorised access to the office space.
- **Air Conditioning:** Fully air-conditioned facility.
- **Power Backup:** Reliable power backup to support IT infrastructure and all equipment for uninterrupted operation.
- **Parking:** Adequate parking space for employees.
- **Restrooms:** Separate restrooms for male and female employees.

- **Pantry/Kitchen Area:** Equipped with basic amenities.
- **Fire Safety:** Fire safety measures in accordance with state regulations, including fire extinguishers, alarms, and evacuation plans.

#### 4. Lease Terms

- **Lease Period:** Minimum 11-Months lease, with options for renewal upon mutually agreed terms.
- **Ownership:** If the premises are not owned by the bidder, a valid lease agreement with a minimum duration of 12 months must be provided.
- **Maintenance:** Routine maintenance, including electrical, plumbing, and common area upkeep, are the responsibility for the bidder.
- **Rent Payment:** Monthly payment terms, no change in rent for a period of 11 Months. After 11 months, the rent may be modified up on mutually agreed terms and as per government norms and orders.

#### 5. Additional Criteria

- Compliance with local building codes and regulations.
- Flexible terms for office expansion or modification if required during the lease period with mutually agreed terms and conditions.

### 6. Guidelines

#### 6.1. Preparation of Bids

##### Documents comprising the bid

Bids shall be submitted in two parts as follows:

Cover 1 – Pre-qualification cum technical bid

Cover 2 – Financial bid

##### The bid (Cover 1) shall contain:

1. Property Details: Address, layout plan, total area, and photographs of the property.
2. Company/individuals profile with full address, contact person's name and phone number.
3. Amenities List: Confirmation of the availability of required amenities as outlined.
4. Copy of PAN card and GST registration of the Bidder.
5. Compliance Certificates: Relevant compliance documentation for safety, fire regulations, and occupancy.
6. Tender fee amount of Rs. 1000/-
7. Compliance Statement as per Form No.4.



8. Self-declaration regarding non-blacklisting.

**The Price bid (Cover 2) shall contain:**

Financial Bid for the work quoted in prescribed format. (Annexure 2)

**6.1.1. Bid Submission.**

- 6.1.1.1. The bidder shall submit the tender documents in sealed cover well in advance before the prescribed time.
- 6.1.1.2. The technical bid (i.e., Pre-qualification bid) shall form Part-I of the tender and shall be put in one envelope super scribing as 'Technical bid'.
- 6.1.1.3. The financial bid is the Part-II of the tender & shall be put in another envelope super scribing as 'financial-bid'.

The above two envelopes shall then seal and put in a big envelope, seal it properly and submit the same at the Office of Registrar, Centre for Development of Imaging Technology (CDIT), Chithranjali Hills, Thiruvallam.P O, Thiruvananthapuram, Kerala - 695 027 India Phone: +91 - 471 - 2380910 on or before the due date. The envelope shall clearly contain the name and address of the bidder and Tender number and the due date for bid submission.

**6.1.2. Bid prices**

- 6.1.2.1. Rates in the price bid format shall be entered in the following manner: The bidder has to enter the rate of the entire renting space. The GST amount will be extra applicable at the time of billing.
- 6.1.2.2. **The bidder should be ready to commence the service from 01.01.2025 on-wards.**
- 6.1.2.3. The bidder shall quote the rate in numerals. The rates shall be in whole numbers.

**6.1.3. Period of Validity of Tender (BID)**

- 6.1.3.1. The Tender (Bid) shall remain **valid for a period of 120 days from the date of opening of the bid.** The bidder shall not be entitled to revoke or cancel the offer or to vary any term thereof, during the above period of validity without the consent in writing of the tenderer.

**6.2. Bid opening and evaluation**

**6.2.1. Opening of Bids:**

- 6.2.1.1. The tenderer shall open the Bid on the Tender Opening Time and Date as notified in the Tender Notification.

- 6.2.1.2. The Tenderer shall evaluate in detail the Technical Bids (Cover 1) and determine whether the bid complies with all the Qualitative Requirements.
- 6.2.1.3. The bidder/Vendor should allow/arrange site visits of the proposed site to the Technical Committee constituted by the Tenderer on the date, time and venue decided by the Tenderer.
- 6.2.1.4. Price Bids (Cover 2) of those vendors who qualify technically shall only be opened.

**6.2.2. Price bid evaluation criteria**

- 6.2.2.1. The L1 party will be decided on a totality basis. Award of Contract
- 6.2.2.2. The Tenderer shall conduct a techno-commercial discussion with the L1 bidder.
- 6.2.2.3. The Tenderer shall be the sole judge in the matter of award of contract and decision of the Tenderer shall be final and binding.
- 6.2.2.4. The Tenderer shall visit the site and evaluate accordingly.
- 6.2.2.5. The Tenderer reserves the right to cancel the contract either in part or full, if the contractor fails to deliver the service at the stipulated time, and award the same to the next successful bidder.

**6.3. Right to accept or reject the tenders**

- 6.3.1. Tenders not accompanied with prescribed information or incomplete in any respect, and/or not meeting prescribed conditions, shall be considered as non-responsive and are liable to be rejected.
- 6.3.2. The Tenderer reserves the right to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time, prior to award of contract, without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Tenderer's action.
- 6.3.3. If the bidder gives wrong information in his tender, the Tenderer reserves the right to reject such tender at any stage or to cancel the contract, if awarded.
- 6.3.4. Any correspondence after the opening of the technical bid, from the bidder, regarding the bid, unless specifically sought by the Tenderer, shall not be considered.
- 6.3.5. Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing are liable for rejection.

**6.4. Issue of Work Order**

- 6.4.1. Work Order will be released to the successful bidder.
- 6.4.2. The contractor shall execute an Agreement with the Tenderer within ten days of issuance of Work Order.

**Payment Terms**

**6.4.3.** Payment shall be released on a monthly basis against the submission invoice.

**6.5. Force Majeure**

Neither the **Bidder** nor **Tenderer** shall be considered defaulting in performance of their obligations under the terms listed in this agreement, if such performance is prevented or delayed for any cause beyond the responsible control of the party affected such as war, natural calamities, hostilities, revolution, riots, fire, flood, earthquake or because of any law or other proclamations, regulations or ordinance of any Government or subdivision thereof or any other cause beyond the control of the concerned parties which could not have been foreseen or avoided by the exercise of due diligence; provided, notices of any such cause with necessary evidence is given within a 14 day period of its occurrence or if this not possible, within a reasonable period without delay. As soon as the cause of Force Majeure has been removed, the party whose liability to perform its obligation has been affected shall notify the other party, the actual delay that might have occurred in such affected activity.

**6.6. Settlement of Disputes**

If any dispute arises regarding execution of this agreement, the same shall be settled in a court under the Thiruvananthapuram jurisdiction.

**7. Arbitration**

Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, within thirty (30) days (or such longer period as may be mutually agreed upon from the date that either party notifies in writing that such dispute or disagreement exists. The Registrar CDIT shall appoint the single Arbitrator for settlement of any dispute with regard to this contract. The venue of Arbitration shall be Thiruvananthapuram, Kerala, India. The arbitration resolution shall be final and binding upon the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction. Indian laws shall govern this contract.

**8. Termination**

- 8.1. The tenderer may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Contractor, terminate this Contract in whole or in part in any of the following events -
- 8.2. If the Contractor fails to deliver any or all of the service specified in the Contract or any extension thereof granted by the Tenderer
- 8.3. If the Contractor fails to perform any other obligation(s) under Contract.
- 8.4. If the Contractor, in either of the above circumstances, does not remedy his failure within a period of 30 days after receipt of the default notice from the tenderer.

- 8.5. Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the Tenderer to set off the same against any claim of the Tenderer.

## 9. TERM & VALIDITY OF TENDER

Initially the period of agreement will be for a period of one year and the monthly rent quoted shall remain valid for a period of one year; C-DIT reserves the right to extend the empanelment for further periods with or without rate revisions, if found necessary by mutually agreed terms and conditions.

## 10. QUERIES, IF ANY

Any queries with the “**Tender for Renting Office Space for positioning Special Strategy & Communication Team for C-DIT**” may be addressed to **procurement@cdit.org** on or before **02.00 PM 24.12.2024**. If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Sri. Biju SB, on Phone: 9895076082.

## 11. Eligibility Criteria

9.1 The bidder must have a valid GST certificate and PAN

| S. No. | Clause/requirement   | Documents required  |
|--------|--|---------------------|
| 1      | GST, PAN   | Copy of PAN and GST |
| 2      | Bidders who are blacklisted by State or Central Government are not eligible. | Self-declaration.   |

**Annexure-1**  
**Undertaking from bidder**  
(To be submitted in Letter Head)

To

The Registrar  
Centre for Development of Imaging Technology (C-DIT)  
Chithranjali Hills, Thiruvallam.P O,  
Thiruvananthapuram,

Sub:

Ref: Tender No. CDIT/12/WSD-BDL/2024-25/T566 dated 16.12.2024

Sir,

I/we have downloaded tender documents from the website [www.cdit.org](http://www.cdit.org) for the Tender No: CDIT/12/WSD-BDL/2024-25/T566 dated 16.12.2024 and hereby certify that I / we have read the entire terms and clauses contained therein.

Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged, I / we, undersigned, offer to ..... in conformity with tender specifications referred above and also to the said terms and conditions of contract for the sum shown in the commercial bid(s) attached herewith and made part of this bid.

I / We agree to retain the quoted price for a period of 90 days.

I/We furnish the following details for your information.

| My/Our address for communication (with Telephone/e-mail id.) | Address of our Office /Branch office in Kerala. (With Telephone/e-mail id.) |
|--|---|
|  |   |

I / We undertake, if our Bid is accepted, to execute the service of **Renting Office Space for Special Strategy & Communication Team for C-DIT**, as specified in the contract within 30 days calculated from the date of issue of your order.

My /PAN is .....

Date, Signature and Office seal

## Annexure-2

### Price bid format

(To be submitted in Bidder's Letterhead)

Refer Tender No. CDIT/12/WSD-BDL/2024-25/T566 dated 16.12.2024

| Sl No | Description of work   | Basic rate in Rs per Month |
|-------|---|----------------------------|
| 1.1   | Cost for Renting Office Space for Special Strategy & Communication Team per Month |                            |
|       | <b>GST</b>  |                            |
|       | <b>TOTAL</b>  |                            |

GST will be extra as applicable at the time of billing.

**Per Unit Price:** Bidders are requested to provide the price per unit for the items specified in the tender. This price should reflect the cost of a single unit of the product or service.

**Utility Bills:** Utility bills, including electricity, water, and other applicable charges, will be reimbursed on an actual basis upon submission of the respective invoices.

Date, Signature and Office seal

**FORM 1**  
**PRE-QUALIFICATION RESPONSE SHEET**

| <b>Sl No</b> | <b>Criteria</b>                    | <b>Documentary Proof required</b> | <b>Document Submitted by Bidder (Yes/ No)</b> |
|--------------|------------------------------------|-----------------------------------|---|
| 1            | Signed copy of the Tender document |                                   |   |
| 2            | Undertaking from the bidder        | Annexure 1                        |   |
| 3            | Bidder Details                     | Form 2                            |   |
| 3.1          | Copy PAN/ GSTIN                    |                                   |   |
| 4            | Pre-qualification Response sheet   | Form 1                            |   |
| 7            | Affidavit - Not Blacklisted        | Form 3                            |   |
| 8            | Technical compliance Statement     | Form 4                            |   |

Date

Signature and Seal

**FORM 2**  
**DETAILS OF BIDDER.**

Tender No. CDIT/12/WSD-BDL/2024-25/T566 dated 16.12.2024

|   |   |
|---|---|
| <b>Name of Bidder/Company</b>           |   |
| <b>Permanent Address</b>                |   |
| <b>Communication Address</b>            |   |
| <b>Contact Person</b>                   |   |
| <b>Designation</b>                      |   |
| <b>Mobile Number</b>                    |   |
| <b>Email Address</b>                    |   |
| <b>Ownership of Premises (Tick One)</b> | <input type="checkbox"/> Owned (Attach tax paid documents for the FY 2024-25) <input type="checkbox"/> Leased (Attach valid lease agreement for at least 12 months) |
| <b>PAN/GSTIN Number</b>                 |   |
| <b>GST Registration Number if any</b>   |   |
| <b>Property Address</b>                 |   |
| <b>Total Area Offered (in Sq. Ft.)</b>  |   |

Signature of Authorised Signatory

Name:

Designation:

Agency:

Date

(Office Seal)

Note: Please attach documentary proof if the premises is not owned by the bidder (Copy of contract/Lease agreement etc.)

Please attach documentary proof if the premises is owned by the bidder (Copy of tax paid certificate.)



**FORM 3**  
**AFFIDAVIT - FIRM NOT BLACK LISTED**  
**(In the Official LetterHead)**

**UNDERTAKING**

**The Registrar,  
Centre for Development of Imaging Technology (C-DIT)  
Thiruvallam (PO)  
Thiruvananthapuram  
Kerala 695027  
Email:cdit@cdit.org**

I hereby confirm and declare that we ..... are not Blacklisted/ de-registered/ debarred by any Government Department/ Public sector undertaking/ Autonomous bodies/ Institutions under the central/ any state government from undertaking government projects during the last three years.

Signature of authorised signatory  
Name  
Designation

Date:

(office seal)

## FORM 4

### TECHNICAL COMPLIANCE SHEET

Tender No. CDIT/12/WSD-BDL/2024-25/T566 dated 16.12.2024

#### 1. Mandatory requirements

- a) Total covered area should be minimum – **1500 sq.ft.**
- b) Accommodate **up to 35 team members**, with flexible layout options to support teamwork and collaboration
- c) Copy of ownership documents duly signed by the owner to be submitted.

#### 2. Location of the Premises

| Sl No | Item                           | Distance (Km) |
|-------|--------------------------------|---------------|
| 1     | Distance from Railway Station  |               |
| 2     | Distance from Bank             |               |
| 3     | Distance from Nearest Bus Stop |               |
| 4     | GPS location                   |               |

3. Indicate clearly whether the approach road to the Premises fit for Four-Wheeler & Two-Wheeler Vehicles

| YES | NO |
|-----|----|
|     |    |

4. Relevant compliance documentation for safety, fire regulations, and occupancy.

| YES | NO |
|-----|----|
|     |    |

#### 4. Building Layout

| SI NO | DESCRIPTION  | COMPLIANCE (YES/NO) | DEVIATION IF ANY |
|-------|--|---------------------|------------------|
| 1     | Open workspace with provisions for individual workstations |                     |                  |
| 2     | Private offices  |                     |                  |
| 3     | Meeting rooms  |                     |                  |
| 4     | Conference room  |                     |                  |
| 5     | Reception area   |                     |                  |
| 6     | Common area  |                     |                  |

**4. Description of the Premises (Bidder can customise the below as per your premises layout)**

| Sl No | Description  | Measurements |         |        | Construction<br>Roof, Walls, Flors |
|-------|--|--------------|---------|--------|------------------------------------|
|       |  | Length       | Breadth | Height |                                    |
| 1     | Open workspace with provisions for individual workstations |              |         |        |                                    |
| 2     | Private offices  |              |         |        |                                    |
| 2.1   | Private OfficeRoom1  |              |         |        |                                    |
| 2.2   | Private OfficeRoom2  |              |         |        |                                    |
| 2.3   | Private OfficeRoom3  |              |         |        |                                    |
| 2.4   | Private OfficeRoom4  |              |         |        |                                    |
| 3     | Meeting rooms  |              |         |        |                                    |
| 3.1   | Meeting Room-1   |              |         |        |                                    |
| 3.2   | Meeting Room-2   |              |         |        |                                    |
| 4     | Conference room  |              |         |        |                                    |
| 5     | Reception area   |              |         |        |                                    |
| 6     | Common area (if any)                                       |              |         |        |                                    |
| 7     | Others(Specify)  |              |         |        |                                    |

**5. Amenities (If required attached additional sheets in letterhead)**

| Sl No | Item                  | Description |
|-------|-----------------------|-------------|
| 1     | Furniture & Fixtures: |             |
| 2     | Meeting Rooms         |             |
| 3     | IT Infrastructure:    |             |
| 4     | Networking:           |             |
| 5     | Biometric Access:     |             |
| 6     | Air Conditioning:     |             |

|    |  |  |
|----|--|--|
| 7  | Power Backup:  |  |
| 8  | Parking:   |  |
| 9  | Restrooms:   |  |
| 10 | Pantry/Kitchen Area  |  |
| 11 | Fire Safety:   |  |
| 12 | Bath Room  |  |
| 13 | Sanitary Privacy   |  |
| 14 | Water  |  |
| 15 | Electricity  |  |
| 16 | Open area(Approx.)   |  |
| 17 | Boundary Wall if any (Mention type of Construction, length And Height) |  |

Signature of authorised signatory  
Name  
Designation

Date:

(office seal)