



RAILTEL CORPORATION OF INDIA LIMITED

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(A Govt. of India Undertaking)

(भारत सरकार का उपक्रम)

(CIN: U64202 DL 2000GOI107905)

3rd& 16th Floor, Chatterjee International Centre,
33A Jawaharlal Nehru Road, Kolkata – 700 071

तीसरी और १६ वीं मंजिल, चटर्जी इंटरनेशनल सेंटर,
३३ए, जवाहरलाल नेहरू रोड, कोलकाता - ७०० ०७१

RailTel Website: www.railtelindia.com

**EXPRESSION OF INTEREST DOCUMENT
FOR**

“Office premises on lease basis at Kolkata”

“कोलकाता में पट्टे के आधार पर कार्यालय परिसर”

के लिए

रुचि की अभिव्यक्ति दस्तावेज

**EoI No. (ईओआई संख्या) : RailTel/Tender/EOI/ER/HQ/2021-22/1342,
Dt. 24.12.2021**

The due date for opening (खुलने की नियत तिथि) : 17.01.2022



RailTel Corporation of India Ltd.

3rd & 16th Floor, Chatterjee International Centre,
33A, Jawaharlal Nehru Road, Kolkata 700071,
Tel. No.: 033-44009999, 44041499 FAX: 033-44041490.

EOI No. RailTel/Tender/EOI/ER/HQ/2021-22/1342,

Dt. 24.12.2021

Expression of Interest Notice (रुचि की अभिव्यक्ति सूचना)

RailTel Corporation of India Ltd Eastern Region (hereinafter referred as RCIL) invites Expression of Interest for “office premises on lease basis at Kolkata”. Broad requirements, Terms and Conditions are provided in the Expression of Interest Document.

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड पूर्वी क्षेत्र (बाद में आरसीआईएल के रूप में संदर्भित) कोलकाता में लीज के आधार पर कार्यालय परिसर के लिए रुचि की अभिव्यक्ति आमंत्रित करता है। व्यापक आवश्यकताएं, नियम और शर्तें रुचि की अभिव्यक्ति दस्तावेज़ में प्रदान की गई हैं।

a)	EoI Document Availability ईओआई दस्तावेज़ उपलब्धता	At http://www.railtelindia.com from 24.12.2021
b)	Start date and time for submission of offer to EoI ईओआई पर प्रस्ताव प्रस्तुत करने की आरंभ तिथि और समय	25.12.2021 from 11:00 Hr
c)	Last date for submission of offer to EoI ईओआई पर प्रस्ताव प्रस्तुत करने की अंतिम तिथि	17.01.2022 up to 15:00 Hr.
d)	Last date and time for seeking clarifications, if any स्पष्टीकरण मांगने की अंतिम तिथि और समय, यदि कोई हो	10.01.2022 up to 17:00 Hr.
e)	Opening Date & Time of Offers प्रस्ताव खोलने की तिथि और समय	17.01.2022 at 15:30 Hr.
f)	Earnest Money Deposit (EMD) बयाना राशि जमा (ई एम डी)	Bid Security Declaration to be submitted in lieu of Earnest Money Deposit. बयाना राशि जमा करने के बदले बोली सुरक्षा घोषणा प्रस्तुत की जाएगी।
g)	Period of Office Premises to be taken on lease कार्यालय परिसर पट्टे पर ली जाने वाली अवधि	10 (Ten) Years
h)	Validity of offer/ प्रस्ताव की वैधता	60 days from the date of opening of Offers

The last date for submission of the offer 17.01.2022 by 15:00 Hr. Please note that after review of offers received, short listed parties will be suitably conveyed for further necessary action. RCIL reserves the right to accept/reject the offers without any reason./

प्रस्ताव जमा करने की अंतिम तिथि 17.01.2022, 15:00 बजे है। कृपया ध्यान दें कि प्राप्त प्रस्तावों की समीक्षा के बाद, लघु सूचीबद्ध पार्टियों को आगे की आवश्यक कार्रवाई के लिए उपयुक्त रूप से सूचित किया जाएगा। आरसीआईएल बिना किसी कारण के प्रस्तावों को स्वीकार/अस्वीकार करने का अधिकार सुरक्षित रखता है।

The Respondent shall bear all cost associated with preparation, submission/participation of the Expression of Interest. RailTel in no way will be responsible or liable for these costs regardless of the conduct or outcome of the bidding process./

बोलीदाता रुचि की अभिव्यक्ति की तैयारी, प्रस्तुत करने/भाग लेने से संबंधित सभी लागतों को वहन करेगा। रेलटेल किसी भी तरह से इन लागतों के लिए जिम्मेदार या उत्तरदायी नहीं होगा, चाहे बोली प्रक्रिया के आचरण या परिणाम कुछ भी हो।

The offers shall be opened on above mentioned date in the presence of those Respondents who choose to be present. If the receipt/opening bid date happens to be a holiday, the same shall be done on the next working day./

प्रस्ताव उपर्युक्त तिथि को उन बोलीदाताओं की उपस्थिति में खोले जाएंगे जो उपस्थित होना चाहते हैं। यदि बोली प्राप्ति/खोलने की तिथि को अवकाश होता है, तो इसे अगले कार्य दिवस में किया जाएगा।

All future Addendum/corrigendum against this EOI will be uploaded on RailTel website only./ इस ईओआई के लिए भविष्य के सभी परिशिष्ट/शुद्धिपत्र केवल रेलटेल वेबसाइट पर अपलोड किए जाएंगे।

Asstt. General Manager/Contracts

सहायक महाप्रबंधक / अनुबंध

RailTel Corporation of India Ltd./ Eastern Region

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड/ पूर्वी क्षेत्र

INDEX

Sl. No.	SUBJECT	Page No.
1.	DEFINITIONS	5
2.	NOTICE INVITING EXPRESSION OF INTEREST	6
3.	TERMS & CONDITIONS	7-8
4.	DOCUMENTS TO BE SUBMITTED WITH EOI	9
5.	OFFER LETTER	10
6.	DECLARATION OF CLEAN TRACK RECORD/NO BLACKLISTING	11
7.	FORMAT OF BID SECURITY DECLARATION	12
8.	VENDOR DATA SHEET	13
9.	CHECKLIST OF DOCUMENT SUBMISSION	14

1. Definitions:

Unless the context otherwise requires, the following terms whenever used in this EOI and contract have the following meanings:

- i. “RCIL” means RailTel Corporation of India Ltd., Eastern Region
- ii. “Leasee” refers to RailTel Corporation of India Ltd., Eastern Region
- iii. “Office Premises” may refer to any or all of the following:

office premises means a building or place used for the purpose of administrative, clerical, technical, professional or similar activities that do not include dealing with members of the public at the building or place on a direct and regular basis, except where such dealing is a minor activity (by appointment) that is ancillary to the main purpose for which the building or place is used.

- iv. “Respondent” means firm/company/business entity that submits Offer in response to this Expression of Interest.
- v. “Offer” means a proposal submitted by Respondents in response to this Expression of Interest issued by RailTel for selection of “Lessor”.
- vi. “Committee” means the committee constituted by RailTel for evaluation of Offers.
- vii. “Lessor” means the firm/company/business entity, selected through the competitive process in pursuance of this EoI, for providing The Office Premises to RailTel of Lease basis.
- viii. “EMD” means “Earnest Money Deposit”.
- ix. “PBG” means “Performance Bank Guarantee”.
- x. “Lease Agreement” refers to the contract agreement to be signed between RCIL and the Lessor.

2. NOTICE INVITING EXPRESSION OF INTEREST

RailTel Corporation of India Ltd Eastern Region (hereinafter referred as RCIL) invites Expression of Interest for office premises on lease basis at Kolkata. Broad requirements, Terms and Conditions are as follows.

Broad requirements:

1. Preferable locations: Saltlake/E M Bypass/Esplanade to Tollygunge upto Ruby connector, which is well connected by Bus and Metro route and should be on the Main Arterial Road.
2. Super built-up area: 20, 000 sq. ft. +15% to -15% in super built up area shall be considered and should be on a Single floor under one roof.
3. Age of Building: Age of the building should not be older than 2 years as on the date of opening of EOI. Date of Occupational Certificate (OC) would be reckoned for this period.
4. Preferred floor: Higher than 15th floor.

The last date for submission of the offer 17.01.2022 by 15:00 Hr. Please note that after review of offers received, short listed parties will be suitably conveyed for further necessary action. RCIL reserves the right to accept/reject the offers without any reason.

3. Terms and Conditions

1. The successful will be declared as the 'the lessor' which means and includes not only the party but also his legal heirs, successors in office, legal representatives.
2. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
3. In case of co-owners/joint owners, the technical document and Price quotation should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the EOI documents, he should submit a legal power of attorney.
4. The building in which office space is offered shall have all basic amenities like proper water connection, adequate fire protection system with fire clearance certificate from the authority.
5. The offered premises shall be bare shell, and the Respondent should get it furnished as per the requirement/specification of RCIL.
6. The offered rate of lease (Rs. Per Sq. ft/month) shall include the rental towards furnishing cost also.
7. Agreed rent will have an increment of maximum 5% per annum. Lessee shall deposit three (3) months' rent, three (3) months Common area Maintenance (CAM) & three (3) months estimated electricity charge in advance as deposit.
8. Common Area Maintenance (CAM) shall be paid extra at actual.
9. The agreement shall be with 10 years lock in period. In case either of the party wishes to terminate the lease, before 10 years, the complete rent payment of the remainder of lease period should be paid by the party wishing to terminate the agreement.
10. The offer shall include 10 car parks free of cost. Any additional car parking can be given on payment basis. (Rates to be quoted).
11. The expenditure towards registration of Lease deed shall be borne equally by both the parties.
12. If any Broker involved in the process will be paid a brokerage of maximum one month's rent.
13. In case of damage to the leased property due to any natural calamities, rioting etc. RCIL will not undertake to compensate the loss of damage incurred by the owner of the Property.

14. The EOI will be acceptable only from the original owner of the property or through their authorized agent. However, the leased deed would be executed by the original owner.
15. The lease rental shall be subject to TDS as per the provision of the Income Tax act in force along with all statutory laws as applicable from time to time.
16. A certificate from the registered Architect for the floor area measurement and the structural stability certificate from a qualified structural engineer should be submitted along with the technical bid document.
17. After opening of the technical document and before evaluation of the same the committee constituted by the lessee shall inspect the premises and ascertain its suitability for the purpose of setting of the office in case the committee finds the premises not suitable for the purpose of setting up of the office the technical document submitted by such a owner will not be evaluated and the price quotation of the owner will not be opened. The decision of the committee in this matter will be final.
18. Possession of the accommodation in the ready to move condition as per the requirement/specification of RailTel/ER will be handed over within two (2) months from the date of signing of the contract. The rent would be payable from the date of actual possession of the hired property.
19. Bills pertaining to municipal taxes, water and electricity for the building should be regularly paid and updated. Any arrear tax or electricity shall be the responsibility of the owner/ lessor, RailTel shall not take any liability of the same.
20. Lessor should provide adequate and safe lift facility and offer adequate parking space.
21. All charges for electricity for both light and power consumed on the lease premises as shall be registered in the meter/meters and billed by the electricity distribution company shall be paid by the lessee. Similarly, the actual water charges will be paid by lessee on actual billing/consumption.
22. The lessor /lessee shall have the right to terminate the lease at any point of time during the lease period, by giving a written notice of 3 months.
23. In all dispute and/or differences arising out of or relating to or concerning this offer and the contract, if any, between RailTel and others concerning and /or relating to the above-mentioned premises civil courts in Kolkata shall have exclusive jurisdiction.

4. The following documents should be submitted along with EOI Document:

1. Documents in support of ownership of building and construction thereon.
2. Copy of PAN & GST number of original owner of Premises.
3. An affidavit swearing that the space offered is free from any litigation with respect to its ownership.
4. No Objection certificate/clearance certificate from all relevant Central/ State Government and Municipal authorities, including Fire Department, for commercial/institutional use of the property.
5. Copies of approved plan of the accommodation offered.
6. Attested/self-certified copy of completion certificate issued by the Competent Authority.
7. Updated copies of all Municipal /other applicable tax receipts.

Format of Expression of Interest

1. Address of the building
2. Name of the builder/owner contact
Address/Telephone no.
3. Area of space offered
Carpet area/Built up area
Plan/sketch to be enclosed
4. Age of building (OC to be furnished)
5. Type of flooring
6. No. of Toilet blocks
7. No. of cars and two-wheelers parking space offered
8. Water supply
9. Electric power supply (Load details)
10. Generator back up
11. No of lifts
12. Firefighting facilities
13. No. of staircases
14. Photo copy of document establishing the ownership

5. OFFER LETTER

From :

Date : _____

To
The Regional General Manager
Eastern Region,
RailTel Corporation of India Ltd.,
3rd & 16th Floor, Chatterjee International Centre,
33A, Jawaharlal Nehru Road,
Kolkata – 700 071.

Sub: Offer for providing of Office Premises on Lease basis at Kolkata.

Ref: EoI No. RailTel/Tender/EOI/ER/HQ/2021-22/1342, Dt. 24.12.2021

I/We _____ have read the various conditions detailed in the Expression of Interest documents attached here to and hereby agree to ABIDE BY THE SAID CONDITIONS. I/We also agree to keep this Offer open for acceptance for a period of 60 days from the date of opening of the offers. In default thereof, action may be taken as per Bid Security Declaration submitted by us to RailTel.

I/We offer to provide the Office Premises on lease basis at the rates quoted in the attached schedules and hereby bind myself/ourselves to provide the service for 10 (Ten) years from the date of issue of Letter of Acceptance.

I/We also hereby agree to abide by the various Conditions of Contract and to provide the Office Premises according to the Terms and Conditions laid down by RailTel for the present Expression of Interest.

I/We hereby enclose Bid Security Declaration.

The various documents in support of our offer are attached and these are listed as enclosures to this letter below.

(Signature & Seal of the Respondent)

Place :

Date :

List of enclosures: 1.) Bid Security Declaration

6. Format for Bid Security Declaration

Bid Security Declaration

(On Non-judicial stamp paper of Rs. 100/-)

Whereas, I/We _____ (Name of Agency) has submitted bid for _____ (Name of Work and EoI No.) and whereas Earnest Money Deposit is being exempted in the aforesaid EoI to give relief to the bidders as per Govt. of India guidelines due to severe financial crunch on account of slowdown in the economy due to the pandemic,

I/We hereby submit the following “Bid Security Declaration” in lieu of exemption from submitting Earnest Money Deposit: -

1) If I/We withdraw or modify my/our offer during the offer validity period (including extended validity of offers) specified in the EoI document;

Or

2) If, after the award of work, I/We fail to accept LOA/LOI, or to sign the contract agreement or fail to submit performance guarantee or fail to provide the Office Premises within stipulated time period prescribed in EoI document;

Or

3) If I/We furnish any incorrect or false statement / information/ document;

Or

4) If I/We hide any relevant information or do not disclose any material fact in the EoI;

I/We may be disqualified and banned for a period of three years and shall not be eligible to submit any offer for future tenders/EoI in RailTel Corporation of India Ltd. for the period of three years from date of issue of such orders.

(Signed by the Authorized Representative of Firm)

Name of Authorized Representative Name of Firm

7. Declaration of Clean Track Record/ No Blacklisting
(To be submitted by Respondent on original letterhead)

Date:

To,

Regional General Manager,
RailTel Corporation of India Ltd.,
Eastern Region,
3rd Floor, Chatterjee International Centre,
33A, Jawaharlal Nehru Road,
Kolkata – 700 071.

Subject: Expression of Interest for office premises on lease basis at Kolkata

Reference: EoI No. RailTel/Tender/EOI/ER/HQ/2021-22/1342, Dt. 24.12.2021

Sir,

I/We hereby declare that we/my company has not been debarred / black listed as on Offer submission date by any State Government, Central Government, Central & State Govt. Undertakings / Organizations and by any other Quasi Government bodies / Organizations, and any other major Enterprise / Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the firm)

8. VENDOR DATA SHEET

Supplier Name	
Bank Name	
Bank Branch Name	
Bank Account Number	
IFSC Code	
Address	
City	
State	
GST No.	
PAN No	
Ward No.	
Mobile Number	
Mail ID	
Contact Person	
Service Type (In Case of Execution, Services)	
Working Area (Name of State under Region)	

9. CHECK LIST OF DOCUMENT SUBMISSION

S No.	Documents to be submitted	Submitted	Not submitted	Remarks
1.	Copy of Registration of company under companies act/ Firm Registration/ Proprietorship/ partnership deed			
2.	Registration of the firm as Builder/Agent			
3.	Agency's profile			
4.	Copy of valid GST Registration number copy of certificate shall be attached			
5.	Latest Income Tax return along with copy of PAN card.			
6.	Affidavit/ Certificate stating that the firm/ agency is not black listed by any Govt. Deptt. and no criminal case is registered against the firm / agency or its owner/ partners anywhere in India.			
7.	Details of Bid Security Declaration			
8.	Document showing ownership of the building.			
9.	RailTel's Terms & Conditions duly signed by the owner/proprietor/ partner of the firm in token of acceptance.			
10.	Credentials of the firm including list of current clients (If applicable)			
