



ENERGY EFFICIENCY SERVICES LIMITED  
(A JV of PSUs of Ministry of Power, Govt. of India)  
509-510, 5<sup>th</sup> Floor, Offizo, Magneto Mall, Labhandi,  
Raipur, Chhattisgarh - 492 001

## REQUEST FOR QUOTATION

### *FOR*

**Name of Work: -:** HIRING OF OFFICE ACCOMODATION ON LEASE/ RENT BASIS AT RAIPUR LOCATION

**Document No.:** - EESL/SWC/2023-24/CONTRACTS/CG/HR-002

**Date:** 14/09/2023

EESL invites quotation from interested parties for the aforesaid work(s). For details about the IFB, please refer to the details that follow. Any amendment(s)/corrigendum/clarification(s) with respect to this Document shall be communicated to email only The Party/ owner should keep themselves updated by regularly checking their email for any amendment/corrigendum/clarification in regard to this Document.

For & on Behalf of EESL

Regional Cluster head  
EESL, South-West Cluster

**DETAILS**

Document No.	<b>Document No.:-</b> EESL/SWC/2023-24/CONTRACT/CG/HR-002 <b>Date</b> 14/09/2023
Document Submission Period	From 14/09/2023 to 04/10/2023 (up to 1700 IST)
Document Opening Date & Time	04/10/2023 at 1730 hrs. IST, offline, at following address Energy Efficiency Services Limited 103-106, 1 <sup>st</sup> Floor, F-Wing, Tower-2, Seawoods Grand Central, Nerul Navi Mumbai – 400706
QUOTE Validity Duration	180 days from the date of opening of quotes.
Contact Person(s) for Technical Queries ( <i>copy of the query to be marked to Contracts Dept.as well</i> )	Rakesh Sahu (Deputy Manager - Tech). Energy Efficiency Services Ltd. E-mail: <a href="mailto:rsahu@eesl.co.in">rsahu@eesl.co.in</a> Phone – 91-9555330596
Contact Person(s) for RFQ-related Queries	Gopinath B V (Asst. Manager – Contracts) Energy Efficiency Services Ltd. E-mail: <a href="mailto:gopinath@eesl.co.in">gopinath@eesl.co.in</a> ; <a href="mailto:eproc_swc@eesl.co.in">eproc_swc@eesl.co.in</a> Phone – 91-8095037607



**Scope of Work/Supplies, Terms & Conditions, Technical Specifications & Special Conditions of Contract**

**PART-A: General Information**

**Name of the Work:** HIRING OF OFFICE ACCOMODATION ON LEASE/ RENT BASIS AT RAIPUR LOCATION

**Document No.:** - EESL/SWC/2023-24/CONTRACTS/CG/HR-002

**Date:** - 14/09/2023

**QUOTES ARE TO BE SUBMITTED AS FOLLOWS: -**

- i. Letter of the party submitting the quote in the form as stipulated in this document i.e., as per Form as **Attachment-1** Duly filled and Signed by authorized signatory.
- ii. Submission of form mentioned **Attachment-2** along with necessary documents
- iii. Notarized Power of attorney to sign the quote as **Attachment-3**. Party/owner to use their own format.
- iv. Form of acceptance of EESL fraud prevention policy and declaration as per **Attachment-4** Duly filled and Signed by authorized signatory.
- v. NEFT/RTGS Bank details as per **Attachment-5**. Duly filled and Signed by authorized signatory.
- vi. Self-Declaration duly signed on Company Letter Head Pad with company's seal or INR 100/- Non-Judicial Stamp Paper for not being under debar list/undergoing debarment period on account of breach of the code of integrity under rule 175(1)(i)(h) of general financial rules for giving false declaration of local content Party/owner shall clearly mention document reference no. and date of signing the self-declaration.
- vii. Self-Declaration for not been blacklisted by Central/State/UT Government or any Public sector entities duly signed and stamped at company's Letter Head or INR 100/- Non-Judicial Stamp Paper
- viii. One complete set of RfP documents and subsequent amendments (if any), duly signed and stamped on each page.
- ix. Submission of PAN & GST (if any) copy
- x. Documents asked for submission in Attachment 2 and any anywhere else in the RFQ document. The quotation should be accompanied by the following documents:
  - i) Location Map.
  - ii) Copy of agreement for acquisition of property
  - iii) Approved plan of the offered premises with exact measurement for carpet area.
  - iv) Photographs
- xi. Price Sheet is prescribed at Part – C in this document

**PART-B: SCOPE OF WORK/SUPPLIES AND QUALIFYING REQUIREMENTS**

**INTRODUCTION**

Energy Efficiency Services Limited (EESL) is a Joint Venture of NTPC Limited, Power Grid Corporation of India Limited (PGCIL), Power Finance Corporation Limited (PFC) and Rural Electrification Corporation Limited (REC), established in order to facilitate implementation of energy efficiency projects. EESL will work as ESCO, as Consultancy Organization for CDM, Energy Efficiency, etc.; as a Resource Centre for capacity building of SDAs, Utilities, financial institutions, etc. EESL will also lead the market-related actions of the NMEEE. It is first such company exclusively for implementation of energy efficiency in South Asia and amongst a very few such instances in the world

**1. REQUIREMENT**

- 1.1. EESL intends to hire office accommodation for on Lease/ Rent basis at Raipur location in Chhattisgarh state
- 1.2. The criteria for finalisation of office space is given below

<b>Sl No</b>	<b>Description</b>	<b>Minimum Requirement</b>
a.	Preferred location	Raipur: <ul style="list-style-type: none"> <li>• Near VIP Chowk</li> <li>• Telibandha Thana</li> <li>• Nava Raipur</li> </ul> (Offices in corporate buildings or adjacent to NH shall be preferred)
b.	Lease/ Rent Period	3 Years
c.	Carpet Area (Sq. Ft)	1000+
d.	Provision of electric Fixtures	Following min. electric Fixtures of ISI/BIS specifications <ul style="list-style-type: none"> <li>• Fans</li> <li>• Tube lights</li> <li>• Switches</li> <li>• Power points</li> </ul>
e.	Provision of Toilet	Separate provision for Ladies & Gents
f.	Electricity Supply	24 Hours
g.	Water Supply	24 Hours
h.	Minimum furnishing	Air condition premises Chairs- 30+ Nos Workstations/desks -13+ Nos File racks- 10 Nos Sofa – 5 Nos Cabins -2 Nos Conference/Mini Conference Hall – 1 No. Office Tables – 5 Nos Pantry Server Room Reception Secured & Covered Car Parking- 4+

- 1.3. The building should have running water supply & preferably assured power back-up and on continuous basis.
- 1.4. There should be proper approach road and entrance to the proposed building
- 1.5. The period of lease should be minimum for duration of Three (03) years.

- 1.6. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the EESL.
- 1.7. In case of high-rise building, provision of lift is essential with assured power backup
- 1.8. The space offered should be free from any liability and litigation with respect to its ownership.
- 1.9. The building should be in a ready-to-use condition with electricity, water, lifts (if any), sewerage, firefighting equipment (if any) and adequate toilet facilities.
- 1.10. The water bill, Property Tax, Maintenance charges etc. shall be borne by owner, and rates in price quote shall be filled accordingly.
- 1.11. Flooring should be of by vitrified tiles/ marble/ granite of standard quality. The internal and external walls and ceilings should be properly painted with standard quality paint.
- 1.12. The electricity bill shall be paid by EESL as per actual consumption till the completion of agreement
- 1.13. EESL shall pay 2 months rent as a security deposit to successful party/owner for the contract duration i.e. 3 years
- 1.14. In case of non-availability of furniture, the owner may furnish the premises as per EESL requirement.
- 1.15. Any kind of maintenance shall be paid by office owner

## **2. GENERAL TERMS & CONDITIONS:**

- 2.1. The quotation should be accompanied by the following documents:
  - v) Location Map.
  - vi) Copy of agreement for acquisition of property
  - vii) Approved plan of the offered premises with exact measurement for carpet area.
- 2.2. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within 15 days after acceptance of their offer. The offer should be valid for a minimum period of 36 months from due date of opening the quotations. It may be noted that no negotiations will be carried out except with the lowest party/owner and therefore most competitive rates should be offered
- 2.3. If Office space is owned, submit documentary proof. If office space is hired, submit copy of lease agreement
- 2.4. The RFQ application must have PAN allotted by Income Tax Department and GST Registration Number (if any)
- 2.5. The contract will be effective from the date of occupancy of the particular office
- 2.6. Once rates are finalized no escalation in the rates will be accepted during the contracted period for any reason and no extra charges will be paid by EESL
- 2.7. Maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be undertaken by the owner and the owner shall also carry out annual repair and maintenance every year. No additional charges shall be paid for the same by EESL.
- 2.8. The parking and security charges (if any) shall be borne by office owner
- 2.9. The office owner shall bear and pay regularly the lease rent (if any), land revenue, property tax, non-agricultural tax and /or other taxes and outgoings payable with respect the schedule property and shall ensure that no such taxes/outgoings shall remain in arrears at any point of time. Further, the office owner hereby agrees and undertakes to keep the schedule properly during the pendency of this agreement free from all encumbrances, claims and demands of whatsoever nature
- 2.10. The office space shall be under the custody of EESL till the completion of contract

- 2.11. **Payment Condition:** The rent will be paid on monthly basis. The party/ owner shall have to raise the monthly bill on the rates finalized by EESL and payment will be made after statutory deductions.
- 2.12. **Vacating of office space:** The office shall be vacated at any time during the contract period with prior 3 months' notice.
- 2.13. Before engaging the office space, survey will be done by EESL officials. Only after the office space is found to be satisfactory in the survey, then only agreement will be made with the office which are found to be satisfactory.
- 2.14. The office owner has to follow all the acts/ rules applicable in the State of Chhattisgarh pertaining to commercial space provision and EESL will be not responsible for any violation of the same.
- 2.15. In the case of any leased office space, a copy of the registered Agreement between both the parties has to be submitted to the EESL while entering into agreement with the EESL.
- 2.16. EESL reserves it's right to accept or reject partly or fully any or all quotations without assigning any reason thereof
- 2.17. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement, then one month's pay etc. and any amount due to the agency form the EESL shall be forfeited by the EESL.
- 2.18. In the event of any dispute arising in respect of the clauses of the agreement, Courts at Delhi will have the jurisdiction to adjudicate upon the matter, if any.

### 3. **CONTRACT DURATION:**

- 3.1. Contract is valid for 3 (Three) years from the date of signing of Lease Agreement along with of occupancy of the office premises

### 4. **PAYMENT TERMS:**

**The payment/ rent shall be processed only after receipt of following: -**

- 4.1. Signing of Lease agreement
- 4.2. Submission of original Invoices/Bills duly verified/certified on monthly basis by EESL representative

Sr. No.	Payment Term	Criteria
1.	100% of payment (plus applicable GST)	Submission of duly signed payment invoice by EESL EIC

**\*Note:**

- 1) Party/owner will raise the invoice on monthly basis.
- 2) GST payment (if any) is subject to timely compliances of GST Act, so that there is no GST Input Credit Loss to EESL. If any loss incurred to EESL due to non-compliance of GST, EESL reserves the sole right to recover it from successful party/ owner.
- 3) Payment of GST Amount shall be released upon the passing of GST- ITC to EESL within prescribed timeframe in GST Law.

4.3. Other terms and conditions related to payment terms:

- 4.3.1. At the time of payment of bills, the income tax, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment. Further, for availing the benefit of lower income tax rates supplied from outside the Purchaser's country, Supplier shall provide Income Tax Clearance Certificate (ITCC)/ Tax Residency Certificate or any other relevant document/certificate as per prevailing law, from concerned tax authorities for claiming lower tax deduction, if any.

- 4.3.2. All the invoices shall be submitted to EESL for payment, once in a month only.
- 4.3.3. Payment will be made to the Party/ owner within 30 Days after submission of Invoice complete in all respect i.e. with all the required documents and compliance of relevant terms & conditions of Lease Agreement duly accepted & certified by EIC, EESL.
- 4.3.4. If the invoice is incomplete in any respect or if there is any non-compliance with relevant Terms & Conditions of LOA, counting of 30 days' due date shall start from the date of submission of all necessary documents provided relevant terms & conditions of LOA have been fulfilled.
- 4.3.5. In case of default in statutory payments/compliances, EESL reserves the right to hold the payment unless the same is not furnished
- 4.3.6. Successful Party/ owner to submit payment invoices/billing on calendar month basis i.e bill date should be last day of calendar/ billing month.
- 4.3.7. The Successful Party/ owner should strictly follow all payment compliance of GST and other tax compliances

## **5. EVALUATION OF QUOTES**

- (i) Quotations will be evaluated for complete scope of work as defined in this documents on suitable lowest evaluated Party/ owner as stated in requirement.
- (ii) In the event of tie in prices between two or more Parties/ owner, the party/owner with more facilities at office premises will be given preference

## **6. TAXES, DUTIES & LEVIES:**

Prices shall be inclusive of all taxes and duties including labour cess (Except GST). However, IT as per applicable rate will be deducted from your bills as Tax Deduction at Source (TDS). Any other charges/cost/TA/DA is also included in the quoted price.

## **7. ADJUDICATOR:**

Adjudicator under the contract shall be appointed by the Appointing Authority i.e. CEO (EESL). If the Party/ owner does not accept the Adjudicator proposed by EESL, it should so state in its quote form and make a counter proposal of an adjudicator. If on the day the contract agreement is signed, the EESL and Party/ owner have not agreed on the appointment of adjudicator, the adjudicator shall be appointed, at the request of either party, by the appointing authority specified.

## **8. ARBITRATION:**

Arbitration Act 1996 and its subsequent Amendment. The Contract shall be governed by and interpreted in accordance with the laws in force in India. The courts of Delhi shall have exclusive jurisdiction in all matters arising under the contract.



**PART-C**  
**PRICE QUOTE**

**Name of the Work:** HIRING OF OFFICE ACCOMODATION ON LEASE/ RENT BASIS AT RAIPUR LOCATION

**Document No.:** - EESL/SWC/2023-24/CONTRACTS/CG/HR-002

**Date:**-14/09/2023

DESCRIPTION OF WORK	RATE IN INR PER MONTH (EXCL GST)  [A]	TOTAL NO. OF MONTHS  [B]	TOTAL AMOUNT IN INR (EXCL. GST) [C=A x B]	TOTAL AMOUNT IN INR (EXCL. GST) In Words
Office rent for 1 <sup>st</sup> Year (from 1 <sup>st</sup> to 12 month)		12		
Office rent for 2 <sup>nd</sup> Year (from 13 <sup>th</sup> to 24 <sup>th</sup> month)		12		
Office rent for 3 <sup>rd</sup> Year (from 25 <sup>th</sup> to 36 <sup>th</sup> month)		12		

**Other Terms and Conditions**

1. The Party/ owner shall indicate in the Price Quote, the unit prices in Rs. (INR) and total Quote prices of the Goods/ Services in the prescribed format only. Party/ owner shall quote for the complete requirement of Goods and Services specified under the Contract on a single responsibility basis, failing which such Quotes will not be taken into account for evaluation and will not be considered for award.
2. The Party/ owner should compulsorily quote for all heads in the price-quote format for which separate analysis/ reasonable estimation of all heads should be done by the Party/ owner before quoting the rates in the financial quote. Any contravention may lead to rejection of offer submitted.
3. The Party/ owner shall submit PAN and GST number (if any) in support of claim of GST.
4. The above prices are inclusive of all water, tax bills, and maintenance charges (civil, electrical, plumbing, parking space, security) etc and exclusive only of GST.
5. If there is a discrepancy between words and figures, the amount written in words will prevail.
6. B Party/ owner's to quote for all items in each quote otherwise their quote will be rejected.
7. Please provide HSN/SAC code related to items/services. (if any)
8. Prices will remain firm till the execution of the contract.

I/We have read all the terms and conditions of the RfP/IFB/NIT and the Annexure(s) thereto and agree to accept and abide by the same in total. The above quotation has been prepared after taking into account all the terms and conditions of the RfP/IFB/NIT.

(SEAL)

Signature of Party/ owner or  
Their Authorized Representative

Dated:

Name & Address of Party/ owner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: \_\_\_\_\_





**FORM**

To,  
Regional Cluster Head  
Energy Efficiency Services Limited.  
103-106, F Wing, Level-3, 1st Floor,  
Tower-2, Seawoods Grand Central,  
Nerul, Navi Mumbai - 400 706

**Name of the Work:** HIRING OF OFFICE ACCOMODATION ON LEASE/ RENT BASIS AT RAIPUR LOCATION

**Document No.:-** EESL/SWC/2023-24/CONTRACTS/CG/HR-002

**Date:-** 14/09/2023

Dear Sir,

With Reference to your subject IFB/RfP, we are pleased to submit our quote for “.....”  
.....” in a sealed cover as detailed below:

We, hereby, declare that only the persons or firms interested in this proposal as principals are named here and that no other persons or firms other than those mentioned herein have any interest in this proposal or in the contract to be entered into, if the award is made on us, that this proposal is made without any connection with any other person, firm or party likewise submitting a proposal, is in all respects for and in good faith, without collusion or fraud.

Dated -----

NAME/S &AUTHORISED SIGNATORIES

ADDRESS:

MOBILE NO.:

LAND LINE NO.:

**Our correspondence details are:**

1	Name of the party/ owner	
2	Address of the party/ owner	
3	Name of the contact person to whom all references shall be made regarding this RFQ document	
4	Designation of the person to whom all references shall be made regarding this RFQ document	
5	Address of the person to whom all references shall be made regarding this RFQ document	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
9	GST No. of the party/ owner (if any)	



## ATTACHMENT - 2

**Name of Work:** HIRING OF OFFICE ACCOMODATION ON LEASE/ RENT BASIS AT RAIPUR  
LOCATION

**Document No.:-** EESL/SWC/2023-24/CONTRACTS/CG/HR-002

**Date:-**14/09/2023

SL NO	DESCRIPTION	TO BE FILLED BY PARTY/ OWNER	
1.	Address of provided Office Space (Full address of Office space along with land mark)		
2.	Name of Office Owner (Individual, Companies, Institutions etc.) (Registration certificate from concerned Register to be enclosed in case of companies and institutions.)		
3.	Name of Contact Person & Telephone No./Mobile No.		
4.	PAN No. (Xerox copy to be enclosed)		
5.	GST NO. if any. (Xerox copy to be enclosed)		
6.	Whether CCTV Cameras with at least one-month backup facility installed or not. If Yes, please specify points where installed	YES / NO No. of Cameras: Points:	
7.	Area of the office (Documents (Property map/ blue print/any govt document, etc) mentioning Build up & Carpet area to be enclosed)	<b>Total Build up Area (in Sq. Ft)</b>	<b>Total Carpet Area (in Sq. Ft)</b>
8.	Details of furnishing provided at office space along with photos of property		
9.	Whether the premises ready for occupation along with furnishing If no then indicate nos of days required for furnishing	YES / NO	
10.	Type of Building - Commercial or Residential		
11.	Date of Construction		
12.	Nos. of toilet		
13.	Parking space available for department area and to specify how many nos. of vehicles can be parked		
14.	Whether accommodation offered for rent is free from litigation including disputes with regard to ownership, pending taxes / dues or like (Owner to enclose self-declaration on Rs 100 non-judicial stamp paper).		



SL NO	DESCRIPTION	TO BE FILLED BY PARTY/ OWNER
15.	(i) On which floor, the premises offered is situated? (ii) Is it a Multi-Storied Building? If yes, mention the total no. of floors in the building.	
16.	Firefighting facilities available: Fire Exit	YES / NO YES / NO
17.	24 Hrs electricity supply availability	YES / NO
18.	24 Hrs watery supply availability	YES / NO
19.	Details of power back up facility (if any)	
20.	Indicate Special Hazards like water logging etc. in the area (if any)	
21.	Whether there is cross-ventilation and provision for adequate sun light.	YES / NO
22.	Locality's proximity to the following places in Km: (i) Railway Station (ii) Market/ Super Market (iii) Hospital (iv) Bank (v) Bus Stand	----- KM ----- KM ----- KM ----- KM ----- KM
23.	Is Proper sanitary/sewerage system available?	YES / NO
24.	Whether accommodation offered for rent is free from litigation including any encumbrances, disputes with regard to Ownership, pending taxes, dues or life	YES / NO
25.	Whether any HT/LT Lines are passing in the office premises.	
26.	Adverse features like polluting Industries, Garbage Yard etc. situated nearby, if any	
27.	Other facilities and amenities available with the building	

We accept all terms and conditions of RFQ document

Dated:

Phone No: \_\_\_\_\_

(SEAL)  
Signature of Party/ owner or  
Their Authorized Representative

Name & Address of Party/ owner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Name of Work:** HIRING OF OFFICE ACCOMODATION ON LEASE/ RENT BASIS AT Navi Mumbai LOCATION

Document No.: - EESL/SWC/2023-24/CONTRACTS/CG/HR-002      Date: -14/09/2023

**POWER OF ATTORNEY**

**PARTY/ OWNER TO ATTACH THE POWER OF ATTORNEY IN THEIR OWN FORMAT on 100Rs Stamp Paper**



FORM OF ACCEPTANCE OF FRAUD PREVENTION POLICY  
(On the letter head)

To,  
Regional Cluster Head  
Energy Efficiency Services Limited.  
103-106, F Wing, Level-3, 1st Floor,  
Tower-2, Seawoods Grand Central,  
Nerul, Navi Mumbai - 400 706

Sub: Letter of Acceptance of EESL Fraud Policy  
Ref: EESL/SWC/2023-24/CONTRACTS/CG/HR-002

Date: -14/09/2023

Dear Sir/Madam,

We have read the contents of the Fraud Prevention Policy of EESL and undertake that we along with our associate

/ collaborator /sub-contractors / sub-vendors / Party/ owner / service providers shall strictly abide by the provisions of the Fraud Prevention Policy of EESL.

Thanking  
You,

Yours faithfully,

Signature .....

Printed Name .....

Designation.....

Common Seal.....

Date: .

Place:

**FOR DETAILED POLICY, PLEASE VISIT OUR WEBSITE [www.eeslindia.org](http://www.eeslindia.org)**

**REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC FUND  
TRANASFER (NEFT)**

From: M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: RTGS/NEFT Payments

We are agree to accept admissible payments through electronic mode viz RTGS/NEFT. For this, we are providing the requisite information herein below. The RTGS/NEFT charges for the above facility may be deducted/Recovered from our admissible payment.

Name Of City	
Bank Code No.	
Branch Code No.	
Bank's Name	
Branch Address	
Branch Telephone/ Fax No.	
Supplier Account No.	
Type of Account	
IFSC Code for NEFT	
IFSC Code for RTGS	
Supplier's name as per Account	
Telephone No. of Supplier	
Supplier's E-mail ID	
GST No. of the supplier	

A cancelled cheque against above bank account number is also being enclosed.

Encl: As above:-

Confirmed by Banker  
With Seal

Signature of supplier  
With stamp & Address