

**NOTICE INVITING TENDER  
FOR HIRING OF OFFICE PREMISES AT JAIPUR  
FOR REGIONAL OFFICE, JAIPUR, NSO (FOD), MoS&PI, GOVERNMENT OF INDIA**

Bids are invited on a single-stage two-bid system for hiring of office premises for the **Regional Office, Jaipur of National Statistics Office (Field Operations Division), Ministry of Statistics & Programme Implementation, Government of India**, at the location specified below, for an initial period of **three (3) years**, extendable as required by the Department. The premises must meet the specifications and facilities outlined in the tender document.

**1. Description of Requirement: Total Carpet Area Required is 5,468 Sq. ft**

*(Non-functional areas such as balconies, parking spaces, etc. are not included in the carpet area. The measurement includes only the usable office space for official use.)*

**2. Location Requirement**

The building shall be centrally located, easily accessible and well connected from public transport from various parts of the Jaipur city and should be preferably within 10 km radius from the NSSO Bhavan, Civil Lines, Keshav Nagar, Jaipur. Distance will be measured by the shortest route by a four wheeler. In case, suitable building is not found within this radius, it will be the discretion of NSO Jaipur to increase this periphery by a few more KMs.

The space offered should be a **whole building or independent floors in a building with a secured and strong boundary wall and dedicated parking space.**

**3. Tender Document Availability**


Tender documents can be downloaded from tender section of ministry website.

- **Website link:** <https://www.mospi.gov.in/tender-notification>

The tender schedule, including the submission deadline, is available in the **CRITICAL DATE SHEET** of the tender document. In case any of the mentioned dates are declared as a holiday/closed day for this office, tenders will be opened on the next working day at the scheduled time.

**1. Critical Date Sheet**

Event	Date
Publish Date	4 July 2025
Bid Document Download / Start Date	4 July 2025
Bid Submission Start Date	21 July 2025
Pre-bid Conference Date & Time	18 July 2025 (04:00 PM)

  
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Event	Date
Pre-bid replies End date	18 July 2025
Bid Document Download / Sale End Date	8 Aug 2025
Bid Submission End Date & Time	8 Aug 2025 (11:00 AM)
Technical Bid Opening Date & Time	8 Aug 2025 (3:00 PM)
Feasibility Visit/ Survey of Premises	Will be intimated later to respective bidder
Financial Bid Opening Date	Will be intimated to technically qualified firms

## 2. Bid Submission Process

(i) **Physical Submission:** Bids shall be submitted physically or registered post. Tenderers are advised to follow the instructions provided on the portal. **Manual submissions will not be accepted.**

(ii) **Multiple Bids:** A bidder can submit **only one bid per property**. If a bidder owns multiple premises and wishes to submit separate bids for each, they must submit **separate technical and financial bids** for each property.

(iii) **Earnest Money Deposit (EMD):** A **Bank Guarantee / Fixed Deposit Receipt (FDR) / Demand Draft (DD)** of ₹50,000/- (Rupees Fifty Thousand only) in favor of " **DDO, Regional Office, NSO (FOD), Jaipur**" must be submitted before the **Bid Submission End Date**. Public Sector Undertakings / Government firms are exempted from EMD payment. EMD will be refunded to unsuccessful bidders after the selection process but **will be forfeited** if the bidder provides false information or any act of Malpractice/default/illegality.

(iv) **Bid Modification:** The tender form, including the Financial Bid template, must not be tampered with or modified. Any such action will lead to **rejection of the bid and forfeiture of the EMD**.

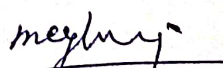
(v) **Corrigendum/Addendum:** Bidders must visit the **MoSPI website** <https://www.mospi.gov.in/tender-notification> regularly for any updates, amendments, or corrigenda.

## 3. Submission of Bids

### A. Technical Bid

The following documents must be uploaded with the **Technical Bid**:

- **Proof of EMD payment**
- **Technical Data Sheet (Annexure-II)**
- **PAN Card copy**
- **Letter of authorization** (if the bid is submitted by a person other than the owner)
- **Ownership Proof** (Title Deed / Power of Attorney)

  
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- Affidavit confirming that the premises are free from litigation, encumbrances, and no pending dues and comply with other obligatory/mandatory clearance/approval from concerned deptt.
- Drawings of the premises offered for rent/hiring
- Location Map and layout plan with **exact carpet area measurement**
- Undertaking on **non-judicial stamp paper** stating that the bidder will not withdraw the offer during the validity period
- Fire safety clearance / No Objection Certificate (NOC) (for multi-story buildings or non-ground floor premises)
- Any other documentary prod relevant for hiring of the offered premise

## B. Financial Bid

The Financial Bid should contain:

- **Financial Bid document (Annexure-III), duly signed. Financial bid should be in a separate sealed envelope and its should not be clubbed with technical bid envelop/cover.**
- **Rent per square foot of carpet area, inclusive of maintenance charges and taxes (except GST), should be quoted in the BoQ Format**
- **No financial details (quoted rate) should be mentioned in the Technical Bid. If found, the bid will be rejected at that stage.**

## 4. Important Notes

**(A) Rent Finalization:** The finalization of rent will depend on **location, quality of construction, interior setup, furnishing, parking space, and other amenities**, and will be subject to certification by **CPWD / and/or Hiring Committee** and final approval by the Government of India.

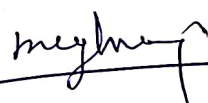
**(B) Bid Opening:** Bids will be opened at **Regional Office, NSO (FOD), Jaipur** as per the **Critical Date Sheet**. No separate communication will be sent unless there is a change in schedule.

**(C) Verification of Documents:** Original copies of EMD, affidavits, ownership proof, and other relevant documents must be submitted before the last bid submission date. The office reserves the right to verify the authenticity of the premises and documents at any stage of the tender process.

## 5. Tender Annexures

The following annexures form part of this tender document:

1. **General Instructions and Terms & Conditions (Annexure-I)**
2. **Technical Bid Format (Annexure-II)**

  
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3. **Financial Bid Format** (Annexure-III)
4. **Declaration** (Annexure-IV)
5. **Tender Acceptance Letter** (Annexure-V)
6. **Assistance to Bidders** (Annexure-VI)

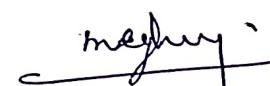
#### **ANNEXURE-I (GENERAL INSTRUCTIONS AND TERMS & CONDITIONS)**

1. In addition to the below tentative requirement of cabins, the remaining space should be suitably partitioned to accommodate a large conference room, visitor room, reception area, canteen, dining/lunch room, ladies' common room, classroom, caretaker room, storage rooms, and a driver's room. Additionally, a security room should be provided at entrance.

Sl. No.	Name of the Post	No. of rooms/cabin required	Size per room/cabin(in sq feet)	Total Area
1	Deputy Director General (SAG Level)	1	360	360
2	Assistant Director (JTS Level)	2	60	120
3	SSO/JSO	81@	40	1640
3	Sr. Admn. Officer	1	60	60
4	Others(Adm/Ministerial)	13@	40	520
5	Library/old records (approx.)	1	170	170
5	Other Rooms/Spaces	11	As per Table inserted below	2744
	TOTAL AREA Finalized after adjusting austerity cut			5468

@Officer/Officials to be accommodated in suitable no of cabins/rooms as per their entitled space.

प्रमाणित किया जाता है कि  
यह दस्तावेज़ (FOD) जायज़ है  
महाराष्ट्र सरकार द्वारा जारी  
किया गया है।

  
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Sl. No.	Name Of the Items	Space Already Occupied (In Sq. Ft.)	Space Required (In Sq. Ft.)
1.	Conference Room	280	474
2.	Visitors Room	-	474
3.	Receptionist	-	120
4.	Security Room at Every Entrance	-	120
5.	Canteen	-	122
6.	Dining/Tiffin Room for Lunch	-	400
7.	Ladies Common Room	-	120
8.	Class Room	-	474
9.	Caretaker Room	-	120
10.	CPWD, Maintenance Staff Room (As of now not required)	-	-
11.	Stores	160	200
12.	Drivers Room (2 Drivers)	-	120
13.	Total	440	2744

2. **Location:** Building/premises being offered should be at good location/locality and it should not be 8 Kms from Gandhi Nagar Railway Station or 8 Kms from NSSO Bhavan, 55 Kesav Marg, Lane no 3, Hawa Sadak, Jaipur where Zonal Office is located.

3. The building should be fitted with lights, fans, and other necessary electrical and civil fittings and fixtures.

4. Besides, 4 separate rooms for the officers (mentioned at SN 1,2 and 3 in above table), Office will require sufficient cabins/rooms/partitioned area to accommodate its regular officers/official of around 100 Officials.

5. NSO Jaipur shall install its own ACs both window and split and Coolers and lessor shall allow such installations.

6. The office should have adequate toilet facilities separately for Ladies and Gents to meet the requirement. One room shall have an attached toilet. If, toilets that are for exclusive use of NSO Office and not shared with any other than NSO, its area shall be included in the offered/bid area. Toilet shared with other office/occupant(s) shall not be covered in the office area that is being quoted by the bidder.

7. The premises should have infrastructure (electricity load) that supports installation of a suitable power supply for office operations.

8. All internal and external walls should be painted with good quality paint at the time of handing over the premises. Office shall be painted after every 12 month span.

9. Throughout the period of the lease, cleaning in common areas and maintenance (civil, electrical, mechanical, plumbing, including consumables, etc.) shall be the responsibility of the Owner. The Owner shall also carry out need based periodical repairs. No additional or separate charges shall be paid for the same by the Department. Any fault/maintenance issue reported should be addressed on priory but not later than 3 days form the reporting. In case of any emergency, if issue need immediate action and lessee fails to get it rectified/attended, office shall be free to rectify such faults and charges will be borne by the lessor. Both the party may decide on such items.

10. The scope of security and maintenance would be broadly as under:

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- Round-the-clock general security to the premises, access control, and regulating visitor movement. Lessor shall provide round the clock security personnel from authorized service providers.
- Periodical maintenance of the building, including painting/cleaning of the exteriors and all common areas.
- Maintenance of all common areas, including parking, passages, and common garden areas, along with provisions of consumables.
- Maintenance of all elevators, including payment of AMC.
- Lighting of common areas and provisions of consumables.
- Uninterrupted round the clock water supply and maintenance of the water supply system.
- Maintenance of main building electrical installations, common electrical, plumbing, and sanitary lines.
- Provision of signage for common services.
- Maintenance and running of motors and water pumps installed at the premises, if any.
- Any expense in the bidder installed equipment/machines, shall be borne by the owner.

10. Cleanliness of the common area/area shared with others shall be responsibility of the successful bidder and all necessary arrangements will be made to keep the common areas clean and hygienic.

11. Office needs large space for monthly meetings/training sessions and reserves the right to get the suitable alterations by re-arranging cabin partitions, office fixtures, fittings, etc., for the effective use of the office space (or accommodating the teams at one place/cabin) during the lease period/extended lease period at the owner's cost. Such change/altercation requirement shall be conveyed before finalizing the bidding and lesser/owner has to agree these requirement and compliance shall be made at the cost of lesser/owner. Before handing over the premises to NSO, the bidder shall obtain prior approval from NSO for the cabin arrangement.

12. The owner should be willing to make alterations/additions as per the requirements of the hirer, with suitable provisions for physically challenged persons.

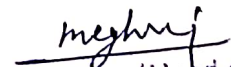
13. The layout of the offered space should align with the requirements as decided by NSO RO Jaipur for various rooms as per staff strength. The owner may be required to carry out alterations to existing partitions/fixtures and fittings to make the premises suitable for use.

14. There should be a continuous water supply in the premises for various usages and a DG Set/Power back up/Inverter for an uninterrupted power supply. Expenses of fuel for DG set will be borne by the office. General maintenance and upkeep of the DG set or Inverter as, the case may be, will be the responsibility of the lessor.

15. The premises offered should be secure and in a reasonably ready condition, and the owners/power of attorney holders will have to hand over possession within 30 days from the date of acceptance of their offer.

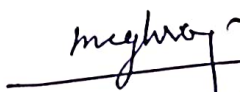
16. During the validity period of the offer, the Bidder should not withdraw or modify the terms of the area, price, or other conditions quoted in Technical or Financial Bids. An undertaking on non-judicial stamp paper of requisite value, duly signed by the legal owner or power of attorney holder, must be submitted to ensure compliance.

17. All individual pages of the offer must be duly signed/initialed by the owner/landlord/power of attorney holder or their authorized signatory.

  
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18. The Financial Bids will be opened on the specified date and time. Only the Financial Bids of those shortlisted after assessing the suitability of the offered premises, compliance with technical specifications, verification of credentials, and survey of premises will be considered.
19. The lessor shall be the owner or should have a legal and non-repudiable right over the property and shall be solvent, creditworthy, and free from any indebtedness. The offered premises shall be free from any dues or liabilities.
20. Tenders not accompanied by the Earnest Money Deposit (EMD) will be treated as non-responsive and rejected at the initial stage. After the tender process, EMD will be refunded to unsuccessful Bidders. In case of refusal to give possession, the EMD will be forfeited.
21. The Technical Bids shall be opened first, and a physical inspection of the premises will be conducted to verify its suitability (based on location, surrounding, approach, condition of building, Safety & security, partitioning and accommodation of the officials, ventilation and other related criteria) of the offered building for office purpose. Premises found suitable after physical inspection and meeting eligibility criteria in all respects shall be proceeded for opening of Financial Bid. With respect to suitability of the building, the decision of the Hiring/Technical Committee of the NSO, Regional Office Jaipur shall be final. To meet the office functional requirements, it is possible that offered building requires some Minor modification/partitioning, re-arrangement, shifting of temporary structure/walls etc. Such modification will be conveyed in writing to the lessor after physical verification/inspection of the building and the lessor has to agree to such requirements otherwise NSO RO Jaipur will disqualify the bidder and their financial bid will not be processed.
22. Possession of the premises shall be handed over to NSO RO Jaipur after completing all necessary work/modification/repair/maintenance requirements.
23. The owner/power of attorney holder must insure the rented premises/assets against risks like fire, natural calamities or any damage at their own cost. NSO RO Jaipur will not be liable for any losses sustained.
24. The owner/landlord shall obtain all statutory clearances and permissions required for construction, modification, additions, or leasing of the premises at their own cost. NSO RO will not be making any payment for any desired clearance/NOC/approval or its renewal.
25. Finalization of rent based on location and quality of construction is subject to certification by CPWD and final approval by the Government of India.
26. The lease agreement will be executed after legal verification of all property-related documents. The registration charges and stamp duty for lease registration shall be borne by the owner/landlord/lessor.
27. The Bidder must enter into a Standard Lease Agreement (SLA) in the prescribed format approved by the FOD HQ (Annexure-VII).
28. The lease period shall be a minimum of three (03) years from the date of the lease agreement and can be further extended on similar terms & conditions.
29. NSO RO Jaipur reserves the right to amend these terms and conditions as necessary.
30. Participation in the tender does not entail any commitment from NSO RO Jaipur, which reserves the right to reject any or all offers, including the lowest bid.
31. The bidder shall quote the expected rent per sq. ft. per month in the Financial Bid. Payment shall be subject to the issuance of a Fair Rent Certificate by CPWD as per Government procedures. In case the rent assessed by CPWD is lower than the rent offered, the lessor/owner shall be required to match the rent assessed by CPWD, failing which the proposal shall be treated as null and void, and the opportunity shall be extended to the L2 bidder on matching L1 rate (or

  
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- rent assessed by CPWD, if it is lower than L1 rate). Failing this, the same process shall be repeated for other technically successful bidders in the sequence of L3, L4, and so on.
32. No security deposit or advance rent shall be paid. Payment of rent will be made on a monthly basis, subject to budget availability.
33. Maintenance charges shall be borne by the owner/lessor. All Corporation/Municipal taxes, cess, or other applicable taxes during the lease period shall also be borne by the owner. These charges are deemed to be included in the monthly rent per sq. ft. quoted by the Bidder. Rent shall be exclusive of GST, which will be paid separately.
34. Electricity, telephone, and internet bills shall be borne by the NSO as per actual consumption.
35. No brokerage shall be paid by the NSO RO Jaipur. Any attempt to influence any of the officers associated with bidding process or bring any pressure from outside shall be deemed illegal and such proposal may be disqualified summarily at any stage of the bidding.
36. Bidder shall have to give an undertaking of no conflict of interest, association, relation with any of the employee of NSO RO Jaipur or with any of the employee in Ministry of Statistics and PI or if there is any association/relationship it should be disclosed in the undertaking.
37. The payment terms mentioned in the Financial Bid shall be strictly followed.
38. If at any stage it is found that any details/documents furnished by the Bidder are false/misleading/fabricated, the bid will be canceled at that stage.
39. Expenses related to drafting, execution, and registration of the lease agreement shall be borne by the lessor.
40. NSO RO Jaipur reserves the right to terminate the lease prematurely or surrender the whole or part of the premises by giving three months' notice. The owner/power of attorney holder shall not claim compensation or rent for the unexpired lease period.
41. NSO RO Jaipur shall return possession of the rented premises at the end of the lease term, there may be reasonable wear and tear or damage over a the period of occupying the premises or due to natural calamities or force majeure events and bidder/ lessor shall not claim any damage for the same.
42. The owner/power of attorney holder should provide written intimation regarding the likely date of handing over the premises.
43. If the owner/power of attorney holder backs out after accepting the offer, they shall be liable to pay all expenses incurred by NSO RO Jaipur in finalizing the premises, including advertisement and administrative costs.
44. The most competitive rent per sq. ft. per month for the entire lease period of three (03) years should be quoted in the Financial Bid. No separate rent shall be paid for parking, internal roads, or garden areas within the premises. Rent offered per sq feet shall be for the carpet/floor area and common area such as balcony, open area, staircase, lift, common passage outside/shared with other incumbent other than NSO RO Jaipur, parking etc shall not be included/apportioned in the floor area. On peak days, NSO office will require space for parking of approx. 20 cars and 50 two wheelers.
45. During physical verification or at any stage later, in case usable floor area of the building is altered than the area offered in financial bid NSO RO jaipur shall be free to vacate the building or pay the proportionate rent for usable area.
46. The rent quoted per sq. ft. per month in the Financial Bid shall be deemed inclusive of all charges/taxes, except GST.
47. Offered premise/building should be safe/secure for a govt office.

*Signature*  
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48. Building should have the requisite carpet area. In case offered building have more carpet area than payment shall be made for the desired carpet area rather than the available/offered area.
49. Bidder shall have to comply with all the instructions/rules/regulation of local body, state and central government applicable on a rented building at own cost and no additional payment shall be demanded/claimed from the NSO RO Jaipur for meeting any regulatory compliance.
50. Total Area offered should be minimum 5468 sq feet (if its is more than this, rent will be paid for 5468 sq ft by multiplying per sq ft quoted rate). There may be slight/agreeable deviation in sizes of various rooms/cabin than the room/cabin size mentioned in this bid document. However, the variation should not affect the seating arrangement/functioning of the office, in case variation is so that it affects the effective occupation in the premise the proposal may get rejected at the technical qualification stage.
51. Bid shall be submitted in two separate sealed covers (1) Technical bid (2) Financial bid and both the envelopes should be put in a single cover/envelop. Seal cover/envelop of Technical bid should have bold caption of "Technical Bid for Hiring of Office Premises for Regional Office, NSO, Jaipur" and Seal cover/envelop of Financial bid should have bold caption of "Financial Bid for Hiring of Office Premises for Regional Office, NSO, Jaipur". On the designated date and time Bids will be opened in the presence of bidders available in office. In case no bidder attends to opening of the (technical/financial) bid, bids shall be opened by committee constituted by Regional office in the presence of an independent member from some other office.


## ANNEXURE-II (TECHNICAL BID)

### TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS:

#### PART I

##### S. Item No.

- Full particulars of the legal Owner / holder of Power of Attorney of the offered premises:** i) Name ii) Address of Office & Residence iii) Telephone No./Mobile No. iv) Tele Fax v) E-Mail Address vi) Permanent Account Number (PAN) vii) The exact location and postal address of the premises/accommodation with map
- 1
- 2 Full particulars of person(s) offering the premises on rent/lease and submitting the tender
- 3 Status of the applicant with regard to the accommodation offered for hiring (enclose Power of Attorney also if the applicant is other than the Owner)
- 4 Type of building — Newly constructed or Old construction
- a) Complete Address and location of the Building. b) Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor-wise area) (Enclose Certified Sketch/Layout Plan also)
- 6 Detailed plan of the Accommodation with exact measurement of carpet area
- 7 Date of Construction
- 8 Exact carpet area offered for rent (Carpet area offered for rent does not include area of verandah, corridor and passage, staircases, basement/covered parking, toilets,

  
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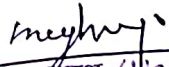
walls/columns, balcony, portico, shafts, lift arches, air-conditioner ducts, lofts etc. Or area which is shared with any other incumbent then NSO RO Jaipur residing in the building.)

- 9 Exact built-up area
- 10 Number of Floor(s) being offered
- 11 Number of floors in the building
- 12 Other facilities and amenities available with the building
- 13 Number of lifts available/carrying capacity, provide details of its make, type, model, and company
- 14 Parking space available for exclusive use of the department - Whether covered/open, location/number of vehicles that can be parked
- 15 Whether accommodation offered for rent is free from litigation, including disputes regarding ownership, pending taxes/dues, or the like (enclose a copy of Affidavit from Owner or Power of Attorney holder)
- 16 Clearances/No-Objection Certificate from Fire Department, if it is a multi-storey building & space is not on the ground floor.
- 17 a) Whether running water, drinking and otherwise, is available round the clock. b) Whether sanitary and water supply installations have been provided for?
- 18 Whether separate electricity and sufficient installed capacity has been provided for?
- 19 Whether space/infrastructure has been provided for window AC installation, split AC installation, centralized AC installation, solar panels installation?
- 20 Whether electrical installation and fitting, power plugs, switches, etc., are provided or not?
- 21 Whether the building has been provided with fans in all rooms or not?
- 22 Specify the lease period (minimum three years and provision for extension)
- 23 Whether the building is earthquake-resistant? (Show proof)
- 24 Specify if there are ready-built rooms/cabins suitable or undertake to make cabins as per requirement as shown at Sl. No. 7 (viii) of terms & conditions.
- 25 Any other salient aspect of the building, which the Owner/Power of Attorney holder may like to mention

## PART II

### 26. Qualification criteria / Essential conditions to meet the suitability for office space:

1. Whether the building is located on a wide road and the approach to the offered building is convenient and non-congested?
2. Whether the entire carpet area offered for rent is for the exclusive use of the hirer? Whether any passage to any other person has been allowed through this area?
3. Whether the entire carpet area offered for rent is in one building?
4. Whether the entire area offered is contiguous?
5. Whether there is earmarked/reserved parking exclusively for the hirer? Whether there is adequate parking space for trainees'/visitors' vehicles?
6. Whether the premises offered are secure and in reasonably ready condition?

  
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7. Whether the building conforms to the firefighting norms and is in possession of the latest clearance/certificate from the Fire Department? (if it is multi-storey & the entire office space for rent is not on the ground floor)
8. Whether the building has the provision for electrically operated lifts with assured power backup? (if it is multi-storey & the entire office space for rent is not on the ground floor)
9. Whether the building is operative 24x7?
10. Whether all the requisite documents mentioned in the tender are submitted?

*Note: The conditions mentioned above are essential and must be met to satisfy the eligibility criteria. In case these conditions are not met, the bid is liable to be rejected.*

**27. Documents to be submitted:**

1. "Title Deed" showing the ownership of the premises and/or copy of Power of Attorney with the land Owner (Copy of proof of Ownership/Power of Attorney).
2. Affidavit from Owners/Power of Attorney holder and if the tender is submitted by the Power of Attorney holder, an Affidavit from such Power of Attorney holder regarding accommodation offered for hiring being free from any litigation/liability/pending dues and taxes.

**ANNEXURE-III (FINANCIAL BID)**

**FINANCIAL / PRICE BID UNDERTAKING & SCHEDULE**

**(a) Price bid undertaking**

**(b) Schedule of price bid**

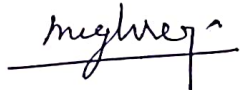
**(a) PRICE BID UNDERTAKING:**

From: (Full name and address of the Bidder)  
To,

The Deputy Director General,  
RO Jaipur,  
NSO(FOD),  
Jaipur-302005 (Raj)

1. I/We submit the Price Bid for (please give the name / address / details of the building) as envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the tender document, and agree to abide by them.
3. I/We offer to rent out accommodation for your office at the rates as indicated in the Financial/Price Bid in excel format, excluding GST.

**(b) SCHEDULE OF PRICE BID:**

  
कार्यालय अध्यक्ष / Head of Office  
रा.सां.का. (क्षे.सं.प्र.) / NSO (FOD)  
भारत सरकार / Govt. of India  
जयपुर / Jaipur

भारत सरकार (रा.सां.का.)  
जयपुर (क्षे.सं.प्र.)  
कार्यालय अध्यक्ष  
रा.सां.का. (क्षे.सं.प्र.)  
जयपुर

S. No.	Item
1	Name & Address of the applicant with Phone Nos.
2	Status of the applicant with regard to Building / Accommodation offered for hire (Owner or Power of Attorney Holder)
3	Full particulars of the owner:
i) Name	
ii) Address of office/Residence	
iii) Telephone No./Mobile No.	
iv) E-Mail Address	
v) PAN(Photocopy)	
4	Complete details of the building offered viz. Complete postal address of the location
5	Net Carpet Area offered (in Sq. Ft.)# as defined in Tender document
6	Rate# (Per Square feet per month excluding GST)

#Please mention in figures and words both e.g 5620 sq ft (in figures) Five thousand six hundred twenty sq feet (in word) and similarly financial quote should also be in figures and words. If area offered is more than area sought, in that case calculation of total payable rent shall be done by multiplying area sought with rate per sq feet.

Yours faithfully,

Name & signature with stamp (if any) of Bidder or Authorized Signatory

**Note:** Do not furnish the rent and other amounts here, it should be indicated only in the BoQ (xxx.xls format).

#### ANNEXURE-IV: DECLARATION(on 100 rupee stamp paper)

I / We ..... have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the TENDER documents and agree to abide by the same in totality. It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my / our knowledge and belief and in the event of any of the same being found to be not true, I / We shall be liable to such consequences / lawful action as the NSO RO Jaipur / Department may wish to take.

I/We/M/s, \_\_\_\_\_ <provide name with unique id of lessor >  
resident \_\_\_\_\_ having \_\_\_\_\_ registered \_\_\_\_\_ office  
at \_\_\_\_\_

*Meghna*  
कार्यालय अध्यक्ष / Head of Office  
रा.सां.का. (क्ष.सं.प्र.) / NSO (FOO).  
भारत सरकार / Govt. of India  
जयपुर / Jaipur



having carefully examined the terms and conditions mentioned in the tender documents, do hereby solemnly declare and affirm that:

1. I/We agree to abide by all the terms and conditions stipulated in the tender documents.
2. I/We have no conflict of interest in this tender process.
3. I/We shall not bring any undue pressure or influence in relation to this tender or its evaluation process.
4. I/We agree to accept any minor alterations or changes suggested by NSO RO Jaipur after the physical inspection of the building.
5. I/We do understand that offered proposal may get rejected at the stage of technical qualification and I/We shall not indulge in any undue/unwarranted litigation for disqualification of the proposal.
6. The offered premise/building is free from any type of litigation/dispute and fulfill all the statutory/obligatory compliances/approvals required for renting the premise. I/We shall be fully responsible for any litigation/violation/non-compliance brought/impinged by any third party/Local body/Govt office and abide to bear any such expenses/clearance required and, also to get the dispute/non-compliance settled at own cost.

The information provided in this declaration and the enclosures accompanying it is correct, complete, and true.

Signature with date of Legal Owner/Power of Attorney Holder/Authorised Person

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm/Company Name: \_\_\_\_\_

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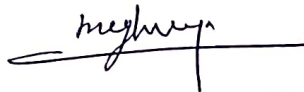
#### ANNEXURE-V: TENDER ACCEPTANCE LETTER

To,  
The DDG,  
NSO RO Jaipur

Date:

**Sub:** Acceptance of Terms & Conditions of Tender (Name of Tender: - HIRING OF OFFICE PREMISES)

Dear Sir,



कार्यालय अध्यक्ष / Head of Office  
रा.सां.का. (ले.सं.प्र.) / NSO (FC),  
भारत सरकार / Govt. of India  
जयपुर / Jaipur

1. I/We have downloaded the tender document(s) for the above mentioned 'Tender' from the website(s) namely:..... as per your advertisement, given in the above -mentioned website.
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / Clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept all the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that I/We/Firm has not been blacklisted/ debarred by any Govt. Department / Public sector undertaking.
6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then your department / organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

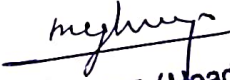
Yours faithfully,

Signature of Legal Owner/Power of Attorney Holder/Authorised Person

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#### ANNEXURE-VI: ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority of this tender or DDG, NSO RO Jaipur.
  2. Any queries relating to the bidding/procurement may be asked at 0141-2395061, email [ro.jpr-fod@nic.in](mailto:ro.jpr-fod@nic.in) or [fodro.jpr@gmail.com](mailto:fodro.jpr@gmail.com) or personal from the office at National Statistics Office (Field Operations Division), Regional Office, 70/149-154, Patel Marg, Mansarovar, Jaipur-20 (Rajasthan).
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कार्यालय अध्यक्ष / Head of Office  
रा.सां.का. (क्षे.सं.प्र.) / NSO (FOD)  
भारत सरकार / Govt. of India  
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