



SECURITIES AND EXCHANGE BOARD OF INDIA

Northern Regional office, 5th floor, Bank of Baroda building
16-Sansad Marg, New Delhi-110001

Premises for Office

Securities and Exchange Board of India (SEBI) intends to purchase suitable premises in Delhi for its Northern Regional Office. The premises should have built up area of approximately 20,000 sq ft, preferably be ready for occupation and should be free from all encumbrances. **The premises should be located in Central Delhi or within 15 km from Connaught Place area. The premises should have easy access to public transport, water and electricity connection / electricity load of adequate capacity. The premises should also have sufficient parking space. The space should have all local authorities and other statutory approvals for use as office premises.**

Interested parties must send their offers **in two sealed envelopes**.

Envelope I shall contain the details regarding property i.e., the name of the building, area of the premises, location, site plan, floor plan, built-up area and carpet area of the space, parking details, copy of the approved plan by the local authorities, broad specifications of the space / building and other terms and conditions relevant to the premises **other than PRICE**.

Envelope II shall contain only financial details i.e. price and other financial implications, if any.

Payment shall be made by cheque only and no brokerage shall be paid by SEBI.

Both the above mentioned sealed envelopes (envelopes marked I & II) should be placed in another envelope to be sealed and super scribed as "**Offer of premises for Office**" and should be sent to "The Regional Manager, Securities and Exchange Board of India (SEBI), Northern Regional Office, 5th Floor, Bank of Baroda Building, 16, Sansad Marg, New Delhi – 110 001 within 21 days from the date of publication of this advertisement.

By submitting the offer, it shall be presumed that the owner has permitted SEBI or its representative, with prior appointment to inspect the property offered as well as property documents and to carry out the measurements, valuations thereof.

The property should have clear and marketable title. The owners of the short listed parties should be able to give a certificate to the extent that the title of their property is clear, marketable and the property could be transferred to Securities and Exchange Board of India. The owners should produce all approvals from statutory authorities to make use of the offered premises as office premises.

Preference would be given to the suitability of location of the premises. Premises in better maintained buildings, having good view would be preferred to others. Similarly, premises in comparatively new

buildings with better amenities like lift, backup power/ DG set, fire fighting installations, etc., would be preferred.

Please note that SEBI reserves the right to reject any or all the offers without assigning any reasons whatsoever.

Tender for offer of Office Premises

Part I – Technical Bid (to be kept in Envelope marked 'I' to be superscribed as Technical Bid)

Instructions:

1. The bid can be forwarded by Owner or owner's representative. Representative will have to enclose the letter of authority along with this offer otherwise the offer will be considered null and void at any stage.
2. The requirement is of suitable premises with statutory approvals to make use of the premises as office in a good locality with built up area of approximately 20000 sq ft.
3. The tender document can be freely downloaded from the website www.sebi.gov.in or can be obtained from the above office.
4. The intending bidder has to purchase three envelopes and mark the envelopes as I, II and III. Usage of Envelopes will be as under:
 - i) **Envelope marked as I:** The duly completed technical bid be put in this envelope and sealed. This envelope would be super scribed as **Technical bid**.
 - ii) **Envelope marked as II:** The Financial bid be put in this envelope and sealed. This envelope would be super scribed as **Financial Bid**.
 - iii) **Envelope marked as III:** The above two sealed envelopes No.I and No.II be placed in Envelope No. III and sealed. (i.e. Envelope marked as III will contain two envelopes marked as I & II). This envelope marked as No.III would be super scribed as **Tender for Offer of Office Premises**.

From: _____

To
The Regional Manager,
Securities and Exchange Board of India
Northern Regional Office
5th floor, Bank of Baroda building
16-Sansad Marg, New Delhi 110001

Sir,

Offer for office premises for sale to Securities and Exchange Board of India (SEBI)

This offer is with reference to the advertisement released on _____ in the newspapers / put up on the website of Securities and Exchange Board of India, for purchasing of premises by Securities and Exchange Board of India (SEBI) **preferably located in Central Delhi or within 15 km from Connaught Place area.**

We understand that:

- a) No brokerage is payable by SEBI to us or our representative in this transaction.
- b) All payments would be made by SEBI through cheque payable in New Delhi.
- c) Preference would be given to the suitability of location of the premises. Premises in good localities and better maintained buildings having good view and well connected with local transport would be preferred to others. Premises with better amenities like lift, backup power/ DG set, etc. would also be preferred. Similarly, premises with relatively new construction would have preference.
- d) Premises should be ready for possession and occupation with all the necessary documents required for the transfer of the premises in the name of SEBI along with occupation certificate.
- e) The area of the premises should have approximately 20,000 sq.ft. built up area. Sufficient car/ Two wheeler parkings are essential.
- g) The advertisement released in this context will form part of the contract.

The details of the premises offered are as under:

Sr. No.	Description	Details
1.	Details of the premises / offered including floor and address	
2.	Name of the Owner (in case of the Joint ownership, please specify all the names, with whom the agreement would be signed and payment would be made).	
3.	Name of owner of land (or society) on which building / premises is situated	
4.	Address of the owner who is selling the Premises where the correspondence will have to be made	
5.	(a) Telephone no. with STD code (b) Mobile No. (c) Fax No (d) email	
6.	PAN no. of the owner / owner's selling the premises.	
7.	Built up area of the premises offered in sq.ft./ sq. mtrs.	
8.	Carpet area of the Premises offered in sq.ft./sq. mtrs.	
9.	Details of Municipal approval number (Municipal approved plan to be enclosed/ provided before opening of the Financial Bids)	
10.	Completion / occupation certificate to be enclosed / provided before opening of the financial bids.	

Signature of the Tenderer

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11.	Structural stability certificate from a structural engineer would have to be enclosed / provided before opening of the financial bids.	
12.	<p>Details of the Building</p> <p>a) Year of construction</p> <p>b) No. of floors</p> <p>c) Any other details</p> <p>d) Nearby landmark</p>	
13.	<p>Open car parking space, which can be exclusively earmarked for SEBI or covered / stilt parking space proposed to be sold along with the premises. The consideration for this would have to be included in the total consideration for the Premises to be given in the financial bid only.</p>	<p>Give the parking number/stilt number or garage number or explain the availability. Cost if any, need not be given here but to be included in the Financial bid.</p>
14.	Other remarks, if any.	

Procedure

- a) SEBI reserves the right to give preference to Public Sector Enterprises / Government undertakings.
- b) The financial bid envelopes (without opening) of the bidders, which have not been short listed, will be returned.
- c) By submitting the offer the owner has permitted SEBI or their representatives, with prior appointment, to inspect the property offered as well as property documents and to carry out the measurements, valuations thereof.
- d) The owners of the short listed offers would be asked to give a certificate to the extent that the title of their property is clear, marketable and the property could be transferred to Securities and Exchange Board of India.
- e) As also owners of such short listed offers would be required to get their property documents examined by the Solicitors appointed and paid by the Securities and Exchange Board of India and the decision of SEBI solicitors in this matter would be final.
- f) The unopened financial bids for the short listed offers which do not qualify for legal transfer would be returned.
- g) After the transferability of the short listed premises is ascertained, the purchasers reserve the right to call for an Earnest Money Deposit (EMD) of Rs.5,00,000/- (Rupees five Lakhs Only) or any such amount as decided, from such bidders which would qualify to open their financial bids. This EMD of unsuccessful bidders would be returned within a period of 10 days from the date of opening of financial bids to the owners as mentioned at Sr. No. 1 in the Technical bid. However, in case of a successful bidder the EMD would be retained and returned at the time of registration. In case the successful bidder refrains from transferring the said property or delays beyond a period of six months then the EMD would be forfeited. The EMD would be non-interest bearing.
- h) This period of six months reckoned from the date of opening of the financial bid for effective transfer would be the essence of the contract.
- i) The financial bids of only those properties, which qualify for transfer, would be opened in front of the bidders. The date for opening of the financial bids will be intimated at the address given by the offerer.
- j) After the financial bids are opened requisite decisions would be taken by the purchasers and only successful bidders would be intimated. The EMD of the unsuccessful bidders will be returned as stated above.

I/ We further declare, confirm and undertake:

- (A) I/We undertake to provide a structural stability certificate from a qualified Architect/Chartered Engineer before opening of the financial bids.
- (B) I/We declare that the premises have a clear marketable title.
- (C) I/ We also declare that the property will be delivered mortgage free, (if mortgaged) at the time of registration.
- (D) I am /We are aware that all the outgoing and other expenses will be borne by SEBI from the date of handing over of possession of the Premises or conclusion of the sale transaction, whichever is earlier. Any expenditure /expenses prior to the said date will be borne by us.
- (E) The Transfer Fees or any other charges or contributions or outgo and all other expenses demanded by and/or payable for transfer of the above mentioned premises to Society, or to any entity /authorities etc. in by either parties shall be borne and paid by me/us alone. However stamp duty and registration charges for sale of the above property shall be borne by SEBI.**
- (F) The drafts of all documentation that may be finalized by SEBI and / or its lawyer shall be final and binding on me / us.
- (G) I/ we am/ are aware that SEBI is not bound to accept the lowest or any or all the Tenders and will not be required to give any reason for rejecting any Tender. I/ we are also aware that in case my/our offer is as not as per the consideration decided by SEBI and that SEBI may reject my/ our offer even if I/ we are the lowest bidders.
- (H) In all disputes and/or differences arising out of or relating to or concerning this offer and the contract, if any, between myself/ ourselves and the SEBI concerning and/or relating thereto and/or relating to the above mentioned premises Civil Courts in New Delhi shall have exclusive jurisdiction.
- (I) I/we / am are aware that the car parking (whether covered / under stilts or open) would be as per the measurement at site and would be incorporated in the sale deed before execution of the sale deed or a letter authorizing the said use will be provided by us.
- (J) The form which is downloaded from the website has not been changed or corrected in any manner. I understand that only the conditions as appearing in the original will be

treated as valid. If there are any changes / corrections in the forms my tender is liable to be rejected at the discretion of SEBI.

(K) I / We would provide the following documents:

- I. Sale deed or any other title documents through which the offered premises was purchased by me /us earlier.
- II. All the original chain documents pertaining to the Premises.
- III. Permission of the lessor in case of leasehold land.
- IV. Duly stamped and registered Power of Attorney (if applicable).
- V. Receipt of payment of latest Society charges, electricity bill and any other charges.
- VI. In case of documents in vernacular, English translations thereof.
- VII. Non-encumbrance certificate and any other document required for effective transfer of the premises to SEBI.

(L) My/our offer is open for acceptance for a period of 30 days from the date of opening of the financial bids.

(M) There are 11 pages in this complete offer and I have signed on each page.

Signature of owner / Joint owners/Authorised Signatory

Name of the signatory: _____ Date: _____ Place: _____

Check List

Sr. No.	Enclosures / Activities already done by the tenderer	Please tick to ensure completion of the activity
1.	Entered the sale price in the financial bid of the tender documents and sealed in envelope no. II duly superscribed	
2.	The quoted amount is written in words also	
3.	There is no mention of any financial details in the technical bid which is enclosed in envelope no.I duly superscribed.	
4.	Signed on each page of the tender documents	
5.	All the over writings have been duly authenticated by signing beside such over writings.	
6.	Any cutting made which filling in the forms would have to be authenticated by signing beside such cuttings.	

I / We hereby confirm that, all the terms and conditions specified in this Tender Form are acceptable to me / us. I / We further confirm that all the required details have been furnished in the appropriate blank places and if this tender form is incomplete in any respect on my / our part then the same is liable to be rejected at the discretion of SEBI.

I / We, the undersigned am / are submitting this offer (in a sealed envelope No.III **duly superscribed** and as per directions given in the instructions) for sale of our premises at (give complete address below):

By dropping the same in the Tender Box kept for the purpose at your above office address by 3.00 p.m. on 12th August, 2011.

Signature of owner / Joint Owners / Authorised Signatory name of the Signatory:

Date: _____

Place: _____

Financial Bid to be sealed and put in Envelope No.II to be superscribed as Financial Bid

Details of financial bid and terms and conditions are as under:

Sr. No.	Description	Details
1.	<p>All-inclusive lumpsum price for premises No: _____</p> <p>Address of the premises:</p> <p>a) The society charges and any other charges by whatever name called payable to the Society or any other authority for the transfer of the said Premises in the name of SEBI would be payable by the Seller.</p> <p>b) Stamp duty and registration charges would be paid by the purchaser.</p> <p>c) The property transfer document charges (legal charges) payable to the lawyer would be paid by the purchaser.</p> <p>d) Title search charges would be payable by the purchaser.</p>	<p>Rs (in figures) _____ (Inwords) _____</p> <p>_____</p> <p>(I have noted that apart from the above no other charges except stamp duty, registration charges and legal / title search charges will be payable by SEBI. I understand that this entire amount would be paid to me / my representative / my bank at the time of registration. In case of a discrepancy between the amount quoted in figures and words, the amount quoted in words would be considered.</p>

Signature of owner/ Joint owners / Authorised Signatory

Name of the signatory: _____ Date: _____

Place: _____