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**क्षेत्रीय यूनानी चिकित्सा
अनुसंधान संस्थान, कोलकाता**

**Regional Research Institute
of Unani Medicine, Kolkata** علاقائی ادارہ برائے تحقیقات طب
یونانی، کولکاتا
(CCRUM, Ministry of AYUSH, Govt. of India)
First Floor, 250A/29, G. T. Road (North)
Near Jaiswal Hospital, Liluah, Howrah -711204.

OFFICE PREMISES REQUIRED

Director General, CCRUM, New Delhi invites proposals for hiring approximate 2500 sq. ft. covered area from the owners of premises in commercial/mixed land use in Kolkata for shifting of its Regional Research Institute of Unani Medicine, Kolkata from existing premises to Rippon Street area, Maula Ali area or Park Street area in Kolkata. The owners/their duly authorized representatives may furnish Technical and Financial bids in separate sealed covers as per the Govt. of India specified rates, **so as to reach this office before 12th February, 2025 upto 4.30 PM.** Bids received late shall not be entertained. The premises should have adequate parking facilities. The details can be obtained from ccrum website www.ccrum.res.in and from this Institute.

**डॉ. मो. मसीहुज्जमा अंसारी
अनुसंधान अधिकारी प्रभारी**

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संस्थान को परिसर की आवश्यकता

महानिदेशक, सीसीआरयूएम, नई दिल्ली अपने क्षेत्रीय यूनानी चिकित्सा अनुसंधान संस्थान, कोलकाता को मौजूदा परिसर से कोलकाता के रिपन स्ट्रीट क्षेत्र, मौला अली क्षेत्र या पार्क स्ट्रीट क्षेत्र में स्थानांतरित करने के लिए कोलकाता में वाणिज्यिक/मिश्रित भूमि उपयोग परिसर के मालिकों से लगभग 2500 वर्ग फुट कवर्ड क्षेत्र किराए पर लेने के लिए प्रस्ताव आमंत्रित करते हैं। मालिक/उनके विधिवत अधिकृत प्रतिनिधि भारत सरकार द्वारा निर्दिष्ट दरों के अनुसार अलग-अलग मुहरबंद लिफाफों में तकनीकी और वित्तीय बोलियाँ प्रस्तुत कर सकते हैं, जोकि 12 फरवरी, 2025 को शाम 4.30 बजे तक इस कार्यालय में पहुँच जाए। विलम्ब से प्राप्त बोलियों पर विचार नहीं किया जाएगा। परिसर में पर्याप्त पार्किंग की सुविधा होनी चाहिए। विवरण सीसीआरयूएम की वेबसाइट www.ccrum.res.in और इस संस्थान से प्राप्त किया जा सकता है।

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DETAILED INFORMATION REGARDING REQUIREMENT OF SPACE FOR REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, KOLKATA

1.	The accommodation required should be on the main road and having easy accessibility from the main road. Same must have proper fire exit provision.
2.	Lift facility is preferable
3.	It should be located in a commercial or mixed land use area.
4.	The accommodation should be located in the colony/area duly approved by the competent authority and must be free from any legal/ dispute. Undertaking of the same will be required from the owner before agreement.
5.	Preference will be given to Ground/ 1st floor
6.	The landlord should agree to accept the minimum rent prescribed by the competent authority on the basis of competitive bidding/tender.
7.	The landlord shall allow free/unconditional movement of the officers and staff of the Institute and its patients/visitors etc.
8.	The accommodation offered shall be for a minimum period of three years which may be extended on mutual agreement and curtailed by giving notice to the other party for a minimum period of three months.
9.	The accommodation offered should have separate electricity and water connection with sufficient water supply and storage capacity.
10.	Major repairs/renovation should be carried out by the landlord on his/her own cost.
11.	All internal partitioning work etc. required in the premises will be done by RRIUM Kolkata.
12.	Interested landlords may submit their offer stating area offered, expected rent and other conditions of the offer, if any.
13.	The Director General, CCRUM, reserves the right to reject any or all the offers received, without assigning any reason thereof.
14.	DD/Pay order for Rs. 20,000/- (Rupees twenty thousand only) in favor of "Research Officer In-charge, Regional Research Institute of Unani Medicine, Kolkata" payable at Howrah, as Earnest Money Deposit (Refundable & no interest payable) is to be enclosed along with filled tender form
15.	Officials will visit the premises after last day of submission and before opening of tender
16.	Tender opening date will be intimated later.

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Annexure-I

TENDER DOCUMENT FOR HIRING OF OFFICE SPACE FOR

REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, KOLKATA

TECHNICAL BID

Sr. No	Particulars	Details(Please tick/fill up with relevant answers, wherever required):
1.	Name of the person/party submitting the bid; Permanent Account No. (PAN); whether assessed to tax, and if so, particulars thereof. (herein after referred to as the bidder)	
2.	Status of the bidder(Individual/ Partnership Firm/ Company/Society/Any other)(Specify)	
3.	Name of the personal/party holding title to the property (both land and super structure) Permanent Account No.(PAN), whether assessed to tax, and if so, particulars thereof(hereinafter referred to as the owner)	
4.	Status of owner (Individual/Partnership Firm/ Company/Society/Any other (Specify)	
5.	Whether the bidder is himself the owner of the building/property offered on rent or Power of Attorney holder/duly Authorized signatory of the owner	
6.	Contact details of the bidder	
6.1	Name	
6.2	Complete Postal Address	
6.3	Telephone Nos. with STD code, including Mobile Number	
6.4	Fax Nos. with STD code	
6.5	Correspondence E-mail address	



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7.	Contact details of the owner (if different from bidder)	
7.1	Name	
7.2	Complete Postal Address	
7.3	Telephone Nos. With STD code, including Mobile Number	
7.4	Correspondence E-mail address	
8.	Details of the building/office space offered	
8.1	Location & address of the property offered	
8.2	Building having commercial/mixed use	
8.3	Total Plot area of the property offered (complete land area including open spaces, constructed area Within the boundary of the property offered on rent) (in Sq ft.)	
8.4	Total carpet area of the building permanent structure, along with floor	
8.5	Net Carpet Area offered for rent(excluding basement covered Parking) Net Carpet Area means area of premises less toilets, passage, wall/columns, staircases, verandah, lobby, balcony, kitchen portico, sanitary, shafts, lift arches, air-conditioned ducts, lofts etc.	
8.6	Details of Open area (open parking space, inner roads, garden, etc.)	
8.7	Total built up area/covered area (total of all floors) (excluding underground covered parking areas).Also give the built-up area of each floor/covered structure	
8.8	No. of built up rooms available in the building offered	
8.9	Parking area (Yes/No)	



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9.	Have you enclosed the following documents along with your offer?	
9.1	Documentary proof in respect of ownership of building.	
9.2	Copy of the building plan, duly approved by the competent authority/Govt., as the case may be (for example Municipal Corporation etc. or other competent authority).	
9.3	Proof in support of payment of all taxes, duties, dues regarding payment of water, electricity charges etc.	
9.4	If bidder is Power of Attorney holder of the owner, copy of duly constituted Power of Attorney. If bidder is authorized signatory of company/partnership firm copy of requisite Board Resolution/Authority Letter, etc.	
9.5	If the bidder or the owner is a partnership firm or a company/society etc. copy of the partnership deed of the firm Or Memorandum/Articles of Association of the Company, Registration Certificate/ Bye laws etc. of the society, along with Board Resolution (If bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney Need to be submitted).	
9.6	Permanent Account No.(PAN) and Aadhaar of person/party	
9.7	Any other relevant documents(Please specify)	
9.8	Further general details relating to the Building/Location.	
10.	Whether the proposed property/building is free from all encumbrances, claims, litigations etc.? If yes, attach copies of relevant certificates. If not, give details of the nature and status of the encumbrances, claims, litigations etc	
10.1	Whether the proposed building/ property is physically vacant and available-“Ready To Occupy?”	
10.2	Year of construction. Specify whether the said building was given on lease/hire or occupied earlier? If yes furnish details along with last rent	



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	charged and date of vacation by the earlier lessee.	
10.3	Please specify the details of public transport facilities available to and from the premises.	
10.4	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been imposed by govt. or other authorities if any	
10.5	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation.	
11.	Further technical details relating to the building	
11.1	If the building already has rooms /partitions, give details of each of the room/cabin in terms of its size, specifications.	
11.2	Please specify details of toilet/washroom facilities (Gents/Ladies) available on floor offered for rent.	
11.3	Fire safety and security measures (Yes/No)	
11.4	Whether the owner/bidder is willing to undertake basic maintenance in terms of painting, white washing etc. before occupation by the RRIUM, Kolkata, at his/its cost. (Yes/No)	
12.	Electricity- It shall be responsibility of the owner to ensure minimum electricity load is provided as per the requirement stated in this document.	
13.	Whether, layout plan as mentioned in the terms and conditions of Tender/Offer Document have been attached	
14.	Any other detail /information which the bidder owner may wish to furnish.	

(Attach extra sheets, if required, which should also be signed & stamped on each page)

In case the space in tender document is found to be insufficient, the bidder may use additional sheet or pages to provide required particulars. Regional Research Institute of Unani Medicine, Kolkata reserves the right to reject incomplete tender or in the event of any of the particulars being found to be incorrect.



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Declaration

I/we have gone through the various terms and conditions mentioned in the Tender Document and I/we agree to abide by them. I son /daughter of _____ solemnly declare to the best of my knowledge and belief, the information given above and the enclosures accompanying it are correct, complete and true.

Date:

Signature of the owner/bidder/authorized signatory
with complete Name, Address,
Contact No.(s) including Mobile No(s).
(also indicate the capacity in which
signing, whether on his own behalf
or as Power of Attorney / Authorized
Signatory of the owner.)



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Annexure –II

TENDER DOCUMENT FOR HIRING OF OFFICE SPACE FOR

REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, KOLKATA

FINANCIAL BID

Sr. no.	Particulars	
1	Full particulars of the legal owner of the premises: Name : Address : Telephone & Mobile No. E-mail ID PAN & TAN No.	
2	Total Area offered in Sq. Ft.	
3	Complete details of building viz. postal address of the location.	
4	Rent in Rs. Per month per Sq. Ft.	
5	Total amount per Sq. Ft per month	a) In Figures _____ b) In words

Note: Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes, etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

Date:

Signature of the Legal Owner/ Power of Attorney Holder
Name, Address, Contact No.(s) including Mobile No(s).