

## **REQUEST FOR PROPOSAL (RfP) FOR FURNISHED OFFICE SPACE**

The **Coal Controller Organisation (CCO)**, a subordinate office under the Ministry of Coal, Government of India, presently functioning from SCOPE Minar, 5th Floor, Core-I, Laxmi Nagar, Delhi – 110092, invites Proposals -[**Annexure-1**] from eligible property owners or their authorized agents (public/private) for hiring fully furnished office space on lease basis.

Established in 1916, the Coal Controller Organisation (CCO) is one of the oldest institutions in India's coal sector, with seven field offices across the country and is entrusted with monitoring captive coal/lignite mines.

The CCO, along with certain Divisions of the Ministry of Coal, proposes to shift its offices from the present premises at SCOPE Minar, Laxmi Nagar, Delhi – 110092 and Loknaya Bhawan, Khan Market to a suitable leased office space at the World Trade Centre, Nauroji Nagar or NBCC building / East Kidwai Nagar, New Delhi.

### **Preliminary requirements:**

The Coal Control Organization (CCO) requires a fully furnished office space for Divisions of Ministry of Coal (MoC) and for the Coal Controller Organisation (CCO), to be located at the World Trade Centre, Nauroji Nagar or NBCC building, East Kidwai Nagar, New Delhi.

The office space to be provided for CCO and the Ministry of Coal shall have a usable carpet area of not less than 12000 sq. ft., comprising 7000 sq. ft. for CCO and 5000 sq. ft. for the Divisions of the Ministry of Coal, with a permissible variation of  $\pm 10\%$ . Any additional cost for area exceeding the specified carpet area shall be borne by the bidder. For this purpose, two separate agreements shall be executed, one each with CCO and the Ministry of Coal for the respective space.

The required office space for the Coal Controller Organisation and the Ministry of Coal at the World Trade Centre, Nauroji Nagar or NBCC Building, East Kidwai Nagar, New Delhi shall be located at a single, continuous, and spacious common floor within the same building. The aforesaid office space shall be provided in ready-to-move fully furnished condition with all facilities as given in the RFP within a maximum period of three months of the award of contract.

The applicants shall send both the technical and the financial bids in separate sealed envelopes to the address given below before the due date indicated in the RFP:

Dy. Asstt. Coal Controller,  
Coal Controller Organisation,  
Ministry of Coal,  
5<sup>th</sup> Floor, Core-I  
SCOPE MINAR, Laxmi Nagar, Delhi-110092,

The technical bid shall be accompanied with all the documents prescribed in the RFP. The financial bid shall clearly indicate the monthly rent (Rs. per sq. ft.), as per **Annexure-3**.

**Facility requirement:**

1. Dedicated Elevators
2. Fire fighting system
3. CCTV & Security personnel in common areas
4. Adequate Power backup
5. Access to 24\*7 dedicated parking space (For officers/staff/guest for cars and two-wheelers)
6. Standby generator of sufficient capacity for uninterrupted power supply.
7. Internet, telephone etc. facilities.

**Furnishing requirement:**

1. False ceiling with adequate lighting
2. Air Conditioning (centralized/split as applicable)
3. Complete Furniture as required with full seating arrangements
4. Provisions for automatic gate entry
5. Continuous Water Supply including drinking water
6. Housekeeping including cleaning and sanitation for the said premise.

**Floor Layout**

1. 03 Chambers/ Rooms for JS Level officers
2. 05 Chamber/Room for DIR level Officers (03 CCO& 02 MoC)
3. 07 Chamber OSDs/CSs (CCO)
4. 23 Cabins for mid-level officers (CCO-18 and 05 MoC)
5. Workstations for around 100 Personnels of MoC and CCO, along with Adequate Guest Seating Arrangements
6. 1 large Conference Hall with 25 seating capacity with all necessary facilities.
7. Sufficient space for record keeping
8. Separate washrooms for men, women and persons with disabilities
9. Reception area
10. Space for kitchen/pantry
11. Or any other modifications as required by the CCO/MoC

The office spaces should project a professional & aesthetically pleasing appearance and should be **approved for office use**. The initial period of the agreement shall be for three (03) years with uniform rate, along with a provision for extension for a further period of two (02) years or more with the approval of the competent authority on mutually agreed terms and conditions. Agreement can be renewed on fresh terms and conditions at the end of three years.

Premise shall be ready for possession and occupation with all necessary permission and approval. **Interested parties possessing built up area** as stated above, **having clear title** are invited to submit their Proposals in the prescribe Proforma.

The last date for submitting the application for the RFP is 10.04.2026 (05.00 PM) and the bid received after due date shall be rejected.

### **Documents to be submitted along with the Proposal for Technical Evaluation**

- a. Documents in support of ownership of the building/ land and construction there on.
- b. Copy of PAN and GST registration certificate of the owner of the premises. If the owner is a company or any other legal entity, they should submit copies of valid PAN, GST and TAN registration certificate of the legal entity.
- c. Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
- d. Certificate of authorized signatory from owner of a firm, society etc.
- e. An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there are no pending payments against the same.
- f. No objection certificate/clearance certificate from all relevant Central/State Government and Municipal Authorities, including Fire Department, for commercial /Institutional/ Office/ dual use of the property.
- g. Copies of approved plan for the space offered.
- h. Attested/self-certified copy of completion certificate used by the competent authority.
- i. Updated copies of all Municipal/other applicable tax receipts.
- j. Proof/Certificate from an authorized registered Architect certifying the carpet area of the space offered.

The applicants are required to submit all the documents as attached at **Annexure-2**

### **Technical Evaluation:**

1. A Technical Committee will evaluate the applications received in response to the RFP. The Committee shall scrutinize the documents submitted by the applicants to verify eligibility, compliance, and conformity with the technical criteria specified in the RFP.
2. Selection of property shall be based on details submitted in the RFP. This would also include physical inspection and valuation of the premises.
3. The offered premises will be inspected by the Officers of CCO and the Ministry of Coal for the suitability, and the names of the bidders who are qualified based on the technical evaluation and the inspection will be published by the CCO.
4. In case the bid submitted by the applicant are not found to be suitable, bid will be summarily rejected.
5. The financial bid of qualified bidders only will be opened.

## **Financial Evaluation:**

The financial bid of Technically Qualified bidders only will be opened. The financial evaluation will be done as per the financial bid given in the Annexure-3.

The financial evaluation will be conducted on a Least Cost (L-1) basis. The applicant quoting the lowest price will be awarded the contract/agreement.

The successful bidder shall execute the lease / rental agreement with the MoC and CCO respectively for the respective spaces and handover the possession of the building for their use with all the furnishing, facilities etc as described in the RFP and in accordance with the layout plan within 3 months of the award of the contract. CCO/ MoC will have the right to cancel the Contract if the conditions prescribed in the RFP are not met by the successful bidder.

For any query/clarification with respect to the above RFP, please contact through Email Id [coordination-cco@gov.in](mailto:coordination-cco@gov.in) latest by 01.04.2026.

CCO and MoC reserves the right to reject any or all the bids received at its discretion without assigning any reason.

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The format for RfP is attached in **Annexure-1**, Documents required to be submitted by the applicant is attached in **Annexure-2** and Financial Bid format is attached in **Annexure -3**.

**RfP**  
**for**  
**Procurement of fully furnished Office Space**

Date:

To,

Dy. Asstt. Coal Controller,  
Coal Controller Organisation,  
Ministry of Coal,  
5<sup>th</sup> Floor, Core-I  
SCOPE MINAR, Laxmi Nagar, Delhi – 110092

**Subject:** RfP for offering Office Premises on Lease/ Rent basis at World Trade Centre (or NBCC building / East Kidwai Nagar, New Delhi).

Sir,

This offer is with reference to taking office space on Lease/ Rent basis.

The details of the premises offered are as under:

**DETAILS OF THE PREMISES OFFERED**

| <b>Sr. No.</b> | <b>Particulars</b>  | <b>Details</b>                                      |
|----------------|---|---|
|                | <b>DETAILS OF VENDOR/FIRM / BULIDER/ OWNER / REPRESENTATIVE</b>   |   |
| 1.1            | Name  |   |
| 1.2            | Address & Phone No:<br>FAX No. & E-mail address:  |   |
| 1.3            | Constitution of vendor/ firm.<br>(Whether Proprietary/ Partnership/ Pvt. Ltd./<br>Public Ltd./ PSU/ Individual etc.): |   |
| 1.4            | In case of a Company, details of<br>Incorporation of Company and<br>Commencement of Business.                         | Incorporation Date: Ref:<br>Commencement Date: Ref: |
| 1.5            | Permanent Account Number<br>(PAN) & TAN   |   |
| 1.6            | Valid GST no.   |   |

|          |   |                               |
|----------|---|-------------------------------|
| 1.7      | Name & Designation of the contact person to whom all references shall be made regarding this EOI  |                               |
| <b>2</b> | <b>DETAILS OF PROPERTY</b>  |                               |
| 2.1      | Location & Address of the property  |                               |
| 2.2      | Usage of property (as approved by Competent Authority)<br>a. Commercial<br>b. Shopping Complex  |                               |
| 2.3      | Tenure of the land<br>a. Freehold<br>b. Leasehold<br>c. If leasehold give residual period of lease and name of the title holder   |                               |
| <b>3</b> | <b>BUILDING</b>   |                               |
| 3.1      | Type of Property: (Commercial)  |                               |
| 3.2      | Type of Construction:<br>(Load Bearing/RCC/Steel framed)  |                               |
| 3.3      | Clear floor height from floor to ceiling  |                               |
| 3.4      | Floor on which the offered premises is located  |                               |
| 3.5      | Area of premises offered per unit.<br>a) Super built-up Area<br>b) Built-up Area<br>c) Carpet area  | Sq. ft.<br>Sq. ft.<br>Sq. ft. |
| 3.6      | Detailed floor plan/ drawing demonstrating the total carpet area offered with details of all facilities.<br>No. of rooms, Conference Hall, Pantry, no of toilets & details of seating plan, rooms, furnishing plans, with TV, CCTV and other facilities including securities, cleaning etc. (Layout plan to be submitted) |                               |
| 3.7      | Ready to occupy (Yes / No)<br>Lead time for possession in months<br>(Maximum 3 months)  |                               |
| 3.8      | Furnished (Yes/ No)<br>Complete in all respect e.g. office, furniture, lighting, flooring, AC, firefighting, LAN connection etc.  |                               |
| 3.9      | In not furnished, lead time for furnishing<br>(maximum 2.5 months)  |                               |
| 3.10     | Availability of Electricity connection (Three phase)  |                               |

|          |  |                |
|----------|--|----------------|
| 3.11     | Capacity of Electricity connection (kVA)   |                |
| 3.12     | Power Backup (Yes / No)<br>% power backup w.r.t electrical load provided   |                |
| 3.13     | Server Room (Yes / No)   |                |
| 3.14     | Details of LAN connection  |                |
| 3.15     | Central AC (Yes / No)<br>If yes capacity in BTU  |                |
| 3.16     | Latest Electricity Bill payment receipt and Property Tax Bill of the premises to be submitted  |                |
| <b>4</b> | <b>AGE/ CONDITION OF THE CONSTRUCTION/BUILDING</b>   |                |
| 4.1      | Newly constructed (within 3 years)   |                |
| 4.2      | Old construction – mention year of completion  |                |
| 4.3      | Under-construction – mention date of possession  |                |
| <b>5</b> | <b>DETAILS OF BOUNDARIES AND ADJACENT BUILDING</b>   |                |
| 5.1      | Boundary of the property<br>a. North<br>b. East<br>c. South<br>d. West   |                |
| <b>6</b> | <b>CAR PARKING SPACE</b>   |                |
| 6.1      | a. Car parking spaces<br>b. No of Car Parking<br>c. No. of Two-wheeler Parking   | Reserved/ Open |
| <b>7</b> | <b>COMPLETION / OCCUPATION CERTIFICATE</b>   |                |
| 7.1      | Whether completion / occupation certificate is issued by the competent authority (Copy to be enclosed)   |                |
| 7.2      | Designation of the authority which has issued the completion/ Occupation certificate   |                |
| <b>8</b> | <b>OTHER INFORMATION</b>   |                |
| 8.1      | Whether readymade office premises have been constructed and leased to any Government/ Semi- Government Institutions /Financial Institutions etc.? If so names and addresses of such clients to be given. |                |

I undertake to provide ready-to-move condition of the office premise with all the facilities prescribed in the RfP within a maximum period of three months.

I hereby confirm that, all the terms and conditions specified with respect to this RfP are acceptable to me. I further confirm that all the required details have been furnished and if this RfP form is incomplete in any respect on my part, then the same is liable to be rejected at the discretion of CCO

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this RfP

Yours faithfully,

(Signature of the Offeror)

Printed Name

Designation

Seal Date:

Business Address:

**Documents to be submitted along with RfP:**

- a. Documents in support of ownership of the building/ land and construction there on.
- b. Copy of PAN of the owner of the premises.
- c. Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
- d. Certificate of authorized signatory from owner of a firm, society etc.
- e. An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there are no pending payments against the same.
- f. No objection certificate/clearance certificate from all relevant Central/State Government and Municipal authorities, including Fire department, for commercial /Institutional/ Office/ dual use of the property.
- g. Copies of approved plan for the space offered.
- h. Attested/self-certified copy of completion certificate used by the competent authority.
- i. Updated copies of all Municipal/other applicable tax receipts.
- j. Proof/Certificate from an authorized registered Architect certifying the carpet area of the space offered.
- h. Detailed layout plan with rooms, furnishing, seating, other facilities, and services including internet, security, cleaning, pantry etc along with any other requirement specified in the RfP.

**FINANCIAL BID**

Title: Hiring of Fully Furnished Office Space

Name of Bidder: \_\_\_\_\_

Address of offered Property:

| Carpet Area Offered (sq. feet)                             | Unit Rate per month per sq. feet carpet area (Rs.) charges | Total rent per month (without GST) (Rs.) | Applicable GST @ 18% (Rs.)   | Maintenance charge or other charges, if any | Total rent per month (incl. GST) (Rs.) |
|--|--|--|------------------------------|---|--|
| A  | B  | $C=A*B$                                  | $D=C* \text{Applicable GST}$ | E   | $F= C+D+E$                             |
|  |  |  |                              |   |  |
| Total Rent amount per year (Including GST) $-(F* 12)$ :Rs. |  |  |                              |   |  |

|  |
|--|
| Total Rent amount per year [In figures]: |
|--|

1. No Brokerage charges /other charges shall be borne by the Lessee i.e. CCO and MoC
2. There shall be no provision for escalation of monthly rent every year and rent quoted will be applicable for three years.
3. The rent will be paid only for the carpet area.
4. Only the electricity charges will be paid on actual basis by the CCO/ MoC.

Date:

Seal and Signature of Bidder