



रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उपक्रम)

19वीं मंजिल, अरोरा वाटरफ्रंट बिल्डिंग, प्लॉट नंबर 34/1, ब्लॉक-जी एन, सेक्टर-V, साल्ट लेक सिटी,
कोलकाता-700091, पश्चिम बंगाल

RAILTEL CORPORATION OF INDIA LIMITED

(A Govt. of India Undertaking)

(CIN: L64202DL2000GOI107905)

19th Floor, Aurora Waterfront Building, Plot no. 34/1, Block -GN. Sector - V, Salt
Lake City, Kolkata - 700091, West Bengal.

RailTel Website: www.railtelindia.com

"देवघर, झारखंड में पट्टे के आधार पर कार्यालय परिसर"

के लिए

रुचि की अभिव्यक्ति दस्तावेज

EXPRESSION OF INTEREST DOCUMENT
FOR

"Office premises on lease basis at Deoghar, Jharkhand"

ईओआई संख्या (Eoi No.): RailTel/Tender/EOI/ER/HQ/2025-26/1571, Dt. 14.10.2025

खुलने की नियत तिथि(The due date for opening): 04.11.2025

ईओआई दस्तावेज की लागत (EOI Document Cost): Rs. 590/- (Incl. GST)



रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उपक्रम), पूर्वी क्षेत्र,
19वीं मंजिल, ऑरोरा वाटरफ्रंट बिल्डिंग, प्लॉट नंबर- 34/1, ब्लॉक- जी एन, सेक्टर- V,
साल्ट लेक, बिधाननगर, कोलकाता-700091

RailTel Corporation of India Limited

(A Govt. of India Undertaking), Eastern Region,
19th Floor, Aurora Water Front, GN 34/1, Block GN, Sector-V,
Salt Lake, Bidhannagar, Kolkata – 700 091.

Phone: 033-44009950

ईओआई सं. (EOI No.): RailTel/Tender/EOI/ER/HQ/2025-26/1571, Dt. 14.10.2025

रुचि की अभिव्यक्ति सूचना (Expression of Interest Notice)

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड, पूर्वी क्षेत्र (बाद में आरसीआईएल के रूप में संदर्भित) “देवघर, झारखंड में लीज के आधार पर कार्यालय परिसर” के लिए सील बंद लिफाफों में (ऑफ़लाइन मोड) में रुचि की अभिव्यक्ति आमंत्रित करता है। व्यापक आवश्यकताएं, नियम और शर्तें रुचि की अभिव्यक्ति दस्तावेज़ में प्रदान की गई हैं।

RailTel Corporation of India Ltd, Eastern Region (hereinafter referred as RCIL) invites Expression of Interest in sealed envelopes (offline mode) for “Office premises on lease basis at Deoghar, Jharkhand”. Broad requirements, Terms and Conditions are provided in the Expression of Interest Document.

विवरण इस प्रकार है:

The details are as under:

a)	ईओआई दस्तावेज़ उपलब्धता EoI Document Availability	At https://www.railtel.in and https://eprocure.gov.in from 14.10.2025
b)	ईओआई के लिये प्रस्ताव प्रस्तुत करने की आरंभ तिथि और समय Start date and time for submission of offer to EoI	From 14.10.2025
c)	ईओआई के लिये प्रस्ताव प्रस्तुत करने की अंतिम तिथि Last date for submission of offer to EoI	04.11.2025 up to 15:00 Hr.
d)	स्पष्टीकरण मांगने की अंतिम तिथि और समय, यदि कोई हो Last date and time for seeking clarifications, if any	21.10.2025 up to 17:00 Hr.
e)	प्रस्ताव खोलने की तिथि और समय Opening Date & Time of Offers	04.11.2025 at 15:30 Hr.
f)	ईओआई का अनुमानित मूल्य (जीएसटी को छोड़कर) Estimated Value of EOI (Excl. GST)	Rs. 5,40,000/- (Rs. Five Lakh Forty Thousand only)

g)	बयाना राशि जमा (ई एम डी) Earnest Money Deposit (EMD)	Rs. 10,800/- (Rs. Ten Thousand Eight Hundred Only)
h)	कार्यालय परिसर पट्टे पर ली जाने वाली अवधि Period of Office Premises to be taken on lease	1 (One) Year
i)	प्रस्ताव की वैधता Validity of offer/	60 days from the date of opening of Offers
j)	ईओआई दस्तावेज की लागत EOI Document Cost	Rs. 590/- (Incl. GST) #Non-refundable

पात्र एमएसई/स्टार्टअप फर्म को केवल ईओआई दस्तावेज की लागत और ईएमडी जमा करना से छूट दी गई है। कोई अन्य छूट नहीं दी जाएगी, अधिक विवरण संबंधित खंड में दिया गया है।

Eligible MSE/Startup firms are exempted from submission of cost of EOI Document and EMD only. No other exemption will be given; more details are given in the respective clause.

प्रस्ताव जमा करने की अंतिम तिथि 04.11.2025, 15:00 बजे है। कृपया ध्यान दें कि प्राप्त प्रस्तावों की समीक्षा के बाद, लघु सूचीबद्ध पार्टियों को आगे की आवश्यक कार्रवाई के लिए उपयुक्त रूप से सूचित किया जाएगा। आरसीआईएल बिना किसी कारण के प्रस्तावों को स्वीकार/अस्वीकार करने का अधिकार सुरक्षित रखता है।

The last date for submission of the offer 04.11.2025 by 15:00 Hr. Please note that after review of offers received, short listed parties will be suitably conveyed for further necessary action. RCIL reserves the right to accept/reject the offers without any reason.

बोलीदाता रुचि की अभिव्यक्ति की तैयारी, प्रस्तुत करने/भाग लेने से संबंधित सभी लागतों को वहन करेगा। रेलटेल किसी भी तरह से इन लागतों के लिए जिम्मेदार या उत्तरदायी नहीं होगा, चाहे बोली प्रक्रिया के आचरण या परिणाम कुछ भी हो।

The Respondent shall bear all cost associated with preparation, submission/participation of the Expression of Interest. RailTel in no way will be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

प्रस्तावों की वैधता (Validity of offers):

ईओआई प्रस्तावों को ईओआई खोलने की तिथि से 60 दिनों की अवधि के लिए स्वीकृति के लिए वैध माना जाता है। अपूर्ण प्रस्ताव तथा ईएमडी एवं ईओआई दस्तावेज की लागत के बिना प्रस्ताव को सरसरी तौर पर अस्वीकार कर दिया जाएगा।

The EOI offers are deemed to be valid for acceptance for a period of 60 days from the date of opening of the EOI. Incomplete Offers and Offers without EMD & Cost of EOI Document will be summarily rejected.

प्रस्ताव उपर्युक्त तिथि को उन बोलीदाताओं की उपस्थिति में खोले जाएंगे जो उपस्थित होना चाहते हैं। यदि बोली प्राप्ति/खोलने की तिथि को अवकाश होता है, तो इसे अगले कार्य दिवस में किया जाएगा।

The offers shall be opened on the above-mentioned date in the presence of those Respondents who choose to be present. If the receipt/opening bid date happens to be a holiday, the same shall be done on the next working day.

इस ईओआई के लिए भविष्य के सभी परिशिष्ट/शुद्धिपत्र केवल रेलटेल वेबसाइट एवं सीपीपी पोर्टल पर अपलोड किए जाएंगे।

All future Addendum/corrigendum against this EOI will be uploaded on RailTel website & CPP Portal only.

बोलियां जमा करने का पता:

प्रधान कार्यकारी निदेशक,
रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड, पूर्वी क्षेत्र,
19वीं मंजिल, ऑरोरा वाटरफ्रंट बिल्डिंग, प्लॉट संख्या 34/1,
ब्लॉक - जीएन, सेक्टर V, साल्ट लेक, कोलकाता - 700091

Address for submission of Bids:

Principal Executive Director,
RailTel Corporation of India Limited, Eastern Region,
19th Floor, Aurora Waterfront Building, Plot No. 34/1,
Block – GN, Sector V, Salt Lake, Kolkata – 700091

इस ईओआई के संबंध में ईओआई दस्तावेज लागत एवं बयाना राशि (ईएमडी) का भुगतान ऑनलाइन हस्तांतरण/ डिमांड ड्राफ्ट/पे ऑर्डर/बैंकर्स चेक के माध्यम से स्वीकार किया जाएगा।

Payment of EOI Document Cost and Earnest Money Deposit (EMD), in respect of this EOI, will be accepted through Online transfer/ Demand Draft/Pay Order/ Banker's Cheque.

सहायक महाप्रबंधक/निविदा
Asstt. General Manager/Tender
रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड/पूर्वी क्षेत्र
RailTel Corporation of India Ltd./ Eastern Region

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1. Definitions:

Unless the context otherwise requires, the following terms whenever used in this EOI and contract have the following meanings:

- i. “RCIL” means RailTel Corporation of India Ltd., Eastern Region
- ii. “Leasee” refers to RailTel Corporation of India Ltd., Eastern Region
- iii. “Office Premises” may refer to any or all of the following:

office premises means a building or place used for the purpose of administrative, clerical, technical, professional or similar activities that do not include dealing with members of the public at the building or place on a direct and regular basis, except where such dealing is a minor activity (by appointment) that is ancillary to the main purpose for which the building or place is used.

- iv. “Respondent” means firm/company/business entity that submits Offer in response to this Expression of Interest.
- v. “Offer” means a proposal submitted by Respondents in response to this Expression of Interest issued by RailTel for selection of “Lessor”.
- vi. “Committee” means the committee constituted by RailTel for evaluation of Offers.
- vii. “Lessor” means the firm/company/business entity, selected through the competitive process in pursuance of this EoI, for providing The Office Premises to RailTel of Lease basis.
- viii. “EMD” means “Earnest Money Deposit”.
- ix. “PBG” means “Performance Bank Guarantee”.
- x. “Lease Agreement” refers to the contract agreement to be signed between RCIL and the Lessor.

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

RailTel Corporation of India Ltd., Eastern Region (hereinafter referred to as *RCIL*), invites Expression of Interest (EOI) for taking office premises on lease at Deoghar, Jharkhand. The broad requirements, terms, and conditions are as follows:

Broad Requirements:

1. **Preferred Location:** Bajla Chowk/Tower Chowk/VIP Chowk/Subhash Chowk. The premises should be well connected to bus and railway stations and should be located on a main arterial road.
2. **Area Requirement:** Super built-up area of 1000 sq. ft. ($\pm 15\%$). The entire area should be available on a single floor under one roof, preferably semi-furnished or furnished.
3. **Age of Building:** The building should not be more than 4 years old as on the date of opening of the EOI. The date of issuance of the Occupancy Certificate (OC) will be considered for this purpose.
4. **Preferred Floor:** Ground floor or first floor.

Submission details:

The last date for submission of offers is 04.11.2025 up to 15:00 hrs.

After review of the offers received, shortlisted parties will be informed separately for further necessary action. RCIL reserves the right to accept or reject any or all offers without assigning any reason.

2. Terms and Conditions

1. The successful will be declared as the 'the lessor' which means and includes not only the party but also his legal heirs, successors in office, legal representatives.
2. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
3. In case of co-owners/joint owners, the technical document and Price quotation should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the EOI documents, he should submit a legal power of attorney.
4. The building in which office space is offered shall have all basic amenities like proper water connection, adequate fire protection system with fire clearance certificate from the authority.
5. The offered premises shall be bare shell, and the Respondent should get it furnished as per the requirement/specification of RCIL.
6. The offered rate of lease (Rs. Per Sq. ft/month) shall include the rental towards furnishing cost also.
7. Agreed rent will have an increment of maximum 2% per annum. Lessee shall deposit two (2) months' rent, two (2) months Common area Maintenance (CAM) & two (2) months estimated electricity charge in advance as deposit.
8. Common Area Maintenance (CAM) shall be paid extra at actual.
9. The agreement shall be **with 1 year lock in period**. In case either of the party wishes to terminate the lease, **before 1 year**, the complete rent payment of the remainder of lease period should be paid by the party wishing to terminate the agreement.
10. The offer shall include **2 (two) cars park free of cost**. Any additional car parking can be given on payment basis. (Rates to be quoted).
11. The expenditure towards registration of Lease deed shall be borne equally by both the parties.
12. Not Applicable.
13. In case of damage to the leased property due to any natural calamities, rioting etc. RCIL will not undertake to compensate the loss of damage incurred by the owner of the Property.

14. The EOI will be acceptable only from the original owner of the property or through their authorized agent. However, the leased deed would be executed by the original owner.
15. The lease rental shall be subject to TDS as per the provision of the Income Tax act in force along with all statutory laws as applicable from time to time.
16. A certificate from the registered Architect for the floor area measurement and the structural stability certificate from a qualified structural engineer should be submitted along with the technical bid document.
17. After opening of the technical document and before evaluation of the same the committee constituted by the lessee shall inspect the premises and ascertain its suitability for the purpose of setting of the office in case the committee finds the premises not suitable for the purpose of setting up of the office the technical document submitted by such a owner will not be evaluated and the price quotation of the owner will not be opened. The decision of the committee in this matter will be final.
18. Possession of the accommodation in the ready to move condition as per the requirement/specification of RailTel/ER will be handed over **within fifteen (15) days** from the date of signing of the contract. The rent would be payable from the date of actual possession of the hired property.
19. Bills pertaining to municipal taxes, water and electricity for the building should be regularly paid and updated. Any arrear tax or electricity shall be the responsibility of the owner/ lessor, RailTel shall not take any liability of the same.
20. Lessor should provide an adequate passage space, safe lift facility and sufficient parking space.
21. All charges for electricity for both light and power consumed on the lease premises as shall be registered in the meter/meters and billed by the electricity distribution company shall be paid by the lessee. Similarly, the actual water charges will be paid by lessee on actual billing/consumption.
22. The lessor /lessee shall have the right to terminate the lease at any point of time during the lease period, by giving a written **notice of 2 months**.
23. In all dispute and/or differences arising out of or relating to or concerning this offer and the contract, if any, between RailTel and others concerning and /or relating to the above-mentioned premises civil courts in Kolkata shall have exclusive jurisdiction.

METHOD OF QUOTING OF RATES:

1 Tenderer will indicate their rates in percentage in the space provided on the price bid and should be indicated both in figures as well as in words.

2 In case the tenderer intends to offer a discount/incentive then it must be offered on overall basis (rather than item-wise) and must be free from any condition(s) i.e. the discount must not be linked to any condition). In such a case, cognizance of the discount, linked to a condition, which, in the opinion of RailTel, is unworkable & therefore unacceptable, shall not be taken in the evaluation of their tender offer. Also, the tenderer can indicate the discount only at the earmarked space for quoting his offer in the Schedule of Rates. Cognizance of the discount offered elsewhere shall not be taken in evaluation of tender offer.

3. All corrections and over writing must be signed/attested.

4. Tenderer must sign along with seal on all pages of their tender offer.

5. Tender forms not accompanied by requisite EMD will be summarily rejected. For MSEs/Startups registered with Udyam/NSIC under single point registration scheme or with MSME/DPIIT Deptt. and participating in this tender, following exemptions shall be available:

- (i) They shall be exempted from cost of EOI document.
- (ii) They shall also be exempted from depositing EMD.

These exemptions shall be applicable provided units are registered with Udyam/NSIC/DPIIT for tendered item and registration is current and valid. Firms, claiming these exemptions, are required to submit along with their offer, a copy of their current & valid Udyam/NSIC/Startup registration certificate for the tendered item/items and Bid Security Declaration as per Attached format; otherwise, their offer would not be considered.

6. As mentioned in Section 7(4) of Ministry of MSME's Notification No. S.O2119 (E) dated 26th June,2020, an enterprise registered with any other organization under the Ministry of MSME shall register itself under Udyam Registration. With effect from 01.07.2020, MSEs registered under Udyam Registration are eligible to avail the benefits under the Policy.

7. However, traders/ distributors/ sole agent/ Works Contract are excluded from the purview of Public Procurement Policy for MSEs Order, 2012. Further, as mentioned in O.M. No. 5/2(2)/2021- E/P & G/Policy dated 02.07.2021, Retail and Wholesale traders can register on Udyam Registration Portal for the purpose of Priority Sector Lending (PSL) only. Accordingly, in Udyam site if it is mentioned as “TRADING” “[For availing benefits of Priority Sector Lending]” Then, the tenderer submitted Udyam certificate showing above in Udyam site will

not be considered for exemption of cost of tender Document and EMD and their tender will be summarily rejected.

a) RailTel is registered with m1xchange TReDS platform having buyer registration number “BUYER00001496”. The URL for m1xchange platform is <https://m1xchange.com>. MSE suppliers/vendors are required to register themselves on m1xchange platform for availing the facility of bill discounting on TReDS portal. The bidder is mandatorily required to submit its TReDS registration number (as provided by m1xchange portal) and GRN (Goods/Service Receipt Note) Number (as provided by RailTel on delivery of Goods/Service) while submitting the invoices if requires to avail TReDS facility.

(b) MSE vendor will bear all costs relating to availing the facility of discounting on TReDS platform including but not limited to Registration charges, Transaction charges for financing, Discounting charges, Interest on financing, or any other charges known by any name shall be borne by MSE vendor.

(c) MSE vendor hereby agrees to indemnify, hold harmless and keep RailTel and affiliates, Directors, Officers, representative, agents and employees indemnified, from any and all damages, losses claims and liabilities (including legal costs) which may arise from Sellers submission, posting or display, participation, in any manner, on the TReDS platform or from the use of Services from the Buyer’s breach of any of the terms and conditions of the Usage terms or of this agreement and any applicable Law on a full indemnity basis.

(d) RailTel shall not be liable for any special, indirect, punitive, incidental or consequential damages or any damages whatsoever (including but not limited to damage for loss of profits or savings, business interruption, loss of information), whether in contract, tort, equity or otherwise or any other damages resulting from using TReDS platform for discounting their (MSE Vendor’s) invoices.

3. The following documents should be submitted along with EOI Document:

1. Expression of Interest as per Annexure-I
2. Price Bid as per Annexure-II
3. Filled and signed & stamped Offer Letter as per Annexure-III
4. Completely signed and stamped EOI Document
5. Cost of EOI Document /documents in support of exemption (Udyam/Startup Certificate) from submission of Cost of EOI Document.
6. Earnest Money Deposit /documents in support of exemption (Udyam/Startup Certificate) from submission of EMD.
7. Bid Security Declaration as per Annexure-IV (for MSE/Startup only) claiming exemption from submission of Cost of Tender Document and EMD as per Annexure-IV
8. Declaration of Clean Track Record/No Blacklisting Annexure-V
9. Vendor Data Sheet as per Annexure-VI
10. Notarized Affidavit as per Annexure-VII
11. Power of Attorney/Authorization
12. Documents in support of ownership of building and construction thereon.
13. Copy of PAN & GST number of original owner of Premises.
14. An affidavit swearing that the space offered is free from any litigation with respect to its ownership.
15. No Objection certificate/clearance certificate from all relevant Central/ State Government and Municipal authorities, including Fire Department, for commercial/institutional use of the property.
16. Copies of approved plan of the accommodation offered.
17. Attested/self-certified copy of completion certificate issued by the Competent Authority.
18. Updated copies of all Municipal /other applicable tax receipts.

Annexure-I

Format of Expression of Interest

1. Address of the building:
2. Name of the builder/owner contact
Address/Telephone no.
3. Area of space offered
Carpet area/Built up area
Plan/sketch to be enclosed
4. Age of building (OC to be furnished)
5. Type of flooring
6. No. of Toilet blocks
7. No. of cars and two-wheelers parking space offered
8. Water supply
9. Electric power supply (Load details)
10. Generator back up
11. No of lifts
12. Firefighting facilities
13. No. of staircases
14. Photo copy of document establishing the ownership

ANNEXURE-II**RailTel Corporation of India Ltd.****Eastern Region****19th Floor, Aurora Waterfront Building,****Plot No. 34/1, Block -GN, Sector – V,****Salt Lake City, Bidhannagar, Kolkata -700091, West Bengal****Name Of Work:-** Office Premises on lease basis at Deoghar Jharkhand.

Price Bid
(Financial Part of EOI)

To,
Principal Executive Director,
RailTel Corporation of India Ltd. Eastern Region,
19th Floor Aurora Waterfront Building,
Plot No. 34/1, Block GN, Sector-V, Salt Lake City, Kolkata – 700091.

EOI No:- RailTel/Tender/EOI/ER/HQ/2025-26/1571, Dt. 14.10.2025**Name of Participant Company/Firm:**

Dear Sir,

Having examined the EOI Document (and amendments, if any), the receipt of which is hereby duly acknowledged, I/we submit my/our Price for the work of “Office premises on lease basis at Deoghar, Jharkhand” as indicated below:

Sl. No.	Description of work	Estimated Annual Rate (Ex. GST)	Rate Quoted in Percentage (At Par/Above/below) (In Fig & Words)
1	Office premises on lease basis at Deoghar, Jharkhand	Rs. 5,40,000.00	() % (At Par/ Above/ below)* Strikeout Whichever not Applicable

ANNEXURE-III

OFFER LETTER

From :

Date : _____

To
Principal Executive Director,
Eastern Region,
RailTel Corporation of India Ltd.,
19th Floor, Aurora Waterfront building plot No 34/1,
block GN Sector-V, Salt Lake City,
Kolkata – 700091, WB

Sub: Offer for providing of Office Premises on Lease basis at **Deoghar, Jharkhand.**

Ref: EoI No. RailTel/Tender/EOI/ER/HQ/2025-26/1571, Dt. 14.10.2025

1. I/We _____ have read the various conditions detailed in EOI document attached here to and hereby agree to ABIDE BY THE SAID CONDITIONS. I/We also agree to keep this offer open for acceptance for a period of 60 days from the date fixed for opening the same and in default thereof. I/We offer to do the work of “**Office Premises on lease basis at Deoghar Jharkhand**” as per Schedule of Requirement for **RailTel/Tender/EOI/ER/HQ/2025-26/1571, Dt. 14.10.2025** for RailTel Corporation of India Limited at the rates quoted in the attached schedules and hereby bind myself/ourselves to provide the premise within 15 (Fifteen) days from the date of issue of Letter of Acceptance/ Purchase Order.

I/We also hereby agree to abide by the Various Conditions of LOA/PO and to carry out the work according to the Specifications for materials laid down by the RailTel for the present contract.

A sum of Rs. _____ (Rupees _____) only is in the form of Online Transfer/ Demand Draft/ Pay Order/ Banker's Cheque No. _____ Dt. _____ submitted herewith as “Earnest Money Deposit” drawn on _____ Bank.

3.. The full value of Earnest Money shall stand forfeited without prejudice to any other rights or remedies if:

a) I/We do not execute the contract agreement within 30 days after receipt of notice issued by the RailTel that such documents are ready or,

b) I/We do not commence the work within 15 days after receipt of orders to that effect.

4 Until a formal agreement is prepared and executed the acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually

agreed to between us and indicated in the “Letter of Acceptance” of my/our offer for this work.

Date
ADDRESS

SIGNATURE OF
CONTRACTOR (S)
CONTRACTOR (S)

SIGNATURE
OF

WITNESS

- 1.
- 2.

ACCEPTANCE OF TENDERS

I accept the tender as above and agree to pay the rate as entered in Schedule of requirements.

for and on behalf of RailTel Corporation of India Limited Eastern Region, Kolkata

Date

SIGNATURE
OF WITNESS

- 1.
- 2.

Format for Bid Security Declaration

Note: Bidders exempted from submission of EMD are required to submit this form.

Bid Security Declaration

(on Company Letterhead)

Bidder's Name _____

[Address and Contact Details]

To

Principal Executive Director,
RailTel Corporation of India Ltd.,
(Complete Address).

Ref: EOI No. RailTel/Tender/EOI/ER/HQ/2025-26/1571, Dt. 14.10.2025

Sir/ Madam,

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this EOI Document, the bid must be supported by a Bid Security Declaration in lieu of EMD.

We unconditionally accept the conditions of this Bid Security Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in RailTel Corporation of India Ltd. for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
 - a. refused to or failed to produce the original documents for scrutiny or the required Performance Guarantee within the stipulated time under the conditions of the Tender Document.
 - b. Fail or refuse to sign the contract.

We know that this bid-Security Declaration shall expire if the contract is not awarded to us, upon:

- 3) receipt by us of your notification
 - a. of cancellation of the entire tender process or rejection of all bids or
 - b. of the name of the successful bidder or
- 4) Ninety days after the expiration of the bid validity or any extension to it.

(Signed by the Authorised Representative of the Firm)

Name of the Authorised Representative:

Name of the Firm :

Date :

Declaration of Clean Track Record/ No Blacklisting
(To be submitted by Respondent on original letterhead)

Date:

To,

Principal Executive Director,
Eastern Region,
RailTel Corporation of India Ltd.,
19th Floor, Aurora Waterfront building plot No 34/1,
block GN Sector-V, Salt Lake City,
Kolkata – 700 091. WB

Subject: Expression of Interest for “Office premises on lease basis at Deoghar, Jharkhand”.

Reference: EoI No. RailTel/Tender/EOI/ER/HQ/2025-26/1571, Dt. 14.10.2025

Sir,

I/We hereby declare that we/my company has not been debarred / black listed as on Offer submission date by any State Government, Central Government, Central & State Govt. Undertakings / Organizations and by any other Quasi Government bodies / Organizations, and any other major Enterprise / Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the firm)

VENDOR DATA SHEET

Supplier Name	
Bank Name	
Bank Branch Name	
Bank Account Number	
IFSC Code	
Address	
City	
State	
GST No.	
PAN No	
Ward No.	
Mobile Number	
Mail ID	
Contact Person	
Service Type (In Case of Execution, Services)	
Working Area (Name of State under Region)	

**FORMAT FOR AFFIDAVIT TO BE SUBMITTED BY TENDERER
ALONGWITH THE TENDER DOCUMENTS**

(To be executed in presence of public notary on non-judicial stamp paper of the value of Rs.100/-.The paper has to be in the name of tenderer) **

I.....(Name and designation)** appointed as the attorney/authorized signatory of the tenderer (including its constituents).

M/s_____ (hereinafter called the tenderer) for the purpose of the Tender documents for the work of _____ as per the tender No.

_____ of RailTel Corporation of India Ltd., Eastern Region do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

1. I/we the tenderer (s), am/are signing this document after carefully reading the contents.
2. I/we the tenderer (s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.
3. I/we hereby declare that I/we have used the tender document received from RailTel Corporation of India Ltd./ER office. There is no addition, no deletion or no alteration to be content of the tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with the RailTel Administration shall be final and binding upon me/us.
4. I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
5. I/we also understand that my/our offer will be evaluated based on the documents/credentials submitted along with the offer and same shall be binding upon me/us.
6. I/we declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us.
7. I/we undersigned that if the certificates regarding eligibility criteria submitted by us are found to be forged/false or incorrect at any time during process for evaluation of tenders, it shall lead to forfeit of EMD besides banning of business for five years on entire IR. Further, I/we (insert name of the tenderer) ** _____ and all my/our constituents understand that my/our constituents understand that my/our offer shall be summarily rejected.
8. I/we also understand that if the certificates submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract, along with forfeiture of EMD/SD and Performance guarantee besides any other action provided in the contract including banning of business for five years on entire RailTel Corporation of India Ltd.

DEPONENTSEAL AND SIGNATURE OF THE TENDERER

VERIFICATION

I/we above named tender do hereby solemnly affirm and verify that the contents of my/our above affidavit are true and correct. Nothing has been concealed and no part of it is false.

DEPONENTSEAL AND SIGNATURE OF THE TENDERER

Place:

Dated

****The contents in italics are only for guidance purpose. Details as appropriate, are to be filled in suitably by tenderer. Attestation before Magistrate/Notary Public.**

Annexure-VIII

CHECK LIST OF DOCUMENT SUBMISSION

S No.	Documents to be submitted	Submitted	Not submitted	Remarks
1	Expression of Interest as per Annexure-I			
2	Price Bid as per Annexure-II			
3	Filled and signed & stamped Offer Letter as per Annexure-III			
4	Completely signed and stamped EOI Document			
5	Cost of EOI Document /documents in support of exemption (Udyam/Startup Certificate) from submission of Cost of EOI Document.			
6	Earnest Money Deposit /documents in support of exemption (Udyam/Startup Certificate) from submission of EMD.			
7	Bid Security Declaration as per Annexure-IV (for MSE/Startup only) claiming exemption from submission of Cost of Tender Document and EMD as per Annexure-IV			
8	Declaration of Clean Track Record/No Blacklisting Annexure-V			
9	Vendor Data Sheet as per Annexure-VI			
10	Notarized Affidavit as per Annexure-VII			
11	Power of Attorney/Authorization			
12	Documents in support of ownership of building and construction thereon			
13	Copy of PAN & GST number of original owner of Premises			
14	An affidavit swearing that the space offered is free from any litigation with respect to its ownership.			
15	No Objection certificate/clearance certificate from all relevant Central/ State Government and Municipal authorities, including Fire Department, for commercial/institutional use of the property.			
16	Copies of approved plan of the accommodation offered.			
17	Attested/self-certified copy of completion certificate issued by the Competent Authority.			
18	Updated copies of all Municipal /other applicable tax receipts.			
19	Latest Income Tax return along with copy of PAN card.			
20	Registration of the firm as Builder/Agent			
21	Credentials of the firm including list of current clients (If applicable)			
