



**CENTRE FOR DEVELOPMENT OF TELEMATICS,**  
(Autonomous Body of Department of Telecommunications, Government of India)

**INVITING PROPOSAL FOR PURCHASE OF RESIDENTIAL ACCOMMODATION FOR CEO OF C-DOT**

**PROPOSAL No. Adm/01/2025**

**CENTRE FOR DEVELOPMENT OF TELEMATICS**  
**MANDI ROAD, CHHATARPUR**  
**NEW DELHI-110030**

1. **Center for Development of Telematics (C-DOT)** is a society under Ministry of Communication, Government of India with its head office at **Mandi Road, Chhatarpur, Mehrauli, New Delhi-110030**. **C-DOT** is in process of purchase of **Residential Accommodation** for its Chief Executive Officer (CEO). For this purpose, **sealed property specification and financial quotes** are invited as per the terms and conditions given hereunder.

## 2. Eligibility Criteria

The Property Owners/ Developers/ Corporates/ their Authorized Representatives having ready to move Independent House/ Independent Floor, with all statutory and regulatory approvals in place, can submit the detailed proposal (Property specification and Financial quotes) as per annexed proforma (Property Specifications as per Annexure 1 to 4 and Financial Quote as per Annexure 5).

## 3. General Conditions

- a) The Proposed Independent House/ Independent Floor herein called as “**Proposed Property**”.
- b) The Proposed Property should be located in **South Delhi**, preferably in **close proximity to C-DOT Head Office in Mehrauli and Department of Telecommunication (DoT)** located at Sansad Marg, New Delhi.
- c) The Proposed Property must be free from all encumbrance at time of submitting proposal. The owner must submit an undertaking for this effect and show the clear Title of the Paper, as and when required during the processing of the proposal.
- d) The Proposed Property should not be subject to any kind of dispute.
- e) The Proposed Property should be situated in peaceful environment, suitable for residential purpose.
- f) The Proposed Property must have well connectivity from main road/public transport/Metro station (preferably within 500 meters from Metro Station).
- g) The Proposed Property with some open space/Lawn/Terrace will be preferred.
- h) The Proposed Property must have all the statutory approvals and necessary connections such as Water, Sewage, PNG, Electricity etc. as per building standard.
- i) Presence of a good sized community park in the area will be preferred
- j) The area should be free from any unauthorized cluster/slum dwellings.

#### 4. Essential Requirements

- a) The Plot size of the Proposed Property should be **minimum 3,600 square feet**.
- b) The Carpet Area should be **minimum 2500 Square feet**.
- c) Number of Rooms: 1 Drawing Room, 1 Dining Room (Drawing and Dining Room may be combine), **minimum 4 bed rooms** of decent size with attached washrooms. Accommodation having Rooms with attached Balconies will be given preference.
- d) Decent big size well-ventilated Drawing/Dining Room with proper Natural Light/Sun Light. The accommodation having separate drawing room and Dining Room will be given preference. Attached Balcony with Drawing/Dining Area will be an added advantage.
- e) Decent size kitchen with latest amenities like modular kitchen, chimney etc.
- f) The Proposed Property **must have a lift** of a reputed company, if Proposed Property is an independent floor.
- g) There should be **minimum 1 separate servant** room with washroom .
- h) The area **must be free** from any unauthorized habitats/ Clusters/ Slums.
- i) The Proposed Property must be well-ventilated with **three side opening**. All the Rooms must have proper Sun Light/ Natural Light during day time.
- j) **Minimum 2 Dedicated Covered Parking** for Sedan/ SUV Cars.

#### 5. Submission Guidelines and Last Date of Submission

- a) Interested parties may submit their detailed proposal in **single stage two envelopes system**.
- b) One sealed Envelope should contain the “**Property Specification**” and second sealed envelope to contain “**Financial Quote**”. **Finance Quote should not form part of Property Specification** .
- c) **All queries from the applicant are required to be submitted by 10.00 hrs on 8<sup>th</sup> June 2025 to [deputy.registrar@cdot.in](mailto:deputy.registrar@cdot.in).**
- d) Envelopes should be superscribed as **Proposal in response to C-DOT Proposal No. Adm/01/2025 Property Specification/ Financial Quote (as the case may be)**.
- e) The Property Specification will be opened by a duly constituted committee at **10.00 hrs on 16<sup>th</sup> JUNE 2025** i.e. the next day of the Proposal closing date in the presence of Property Owners/ Developers/ Corporate/ their authorized representatives. No separate communication will be sent for this. However, if the proposal opening day happens to be holiday, the same will be opened on the next working day, which will be announced through website. Bidder are requested to be updated through the website of the C-DOT.

- f) The list of qualified applicants will be announced through website of the C-DOT.
- g) Financial Quote of only qualified applicants will be opened in their presence. The date and time for opening of the financial quotes will be announced on website of C-DOT and conveyed to them through email.
- h) **Each page of the documents should be signed** by the Property Owners/ Developers/ Corporate/ their authorized representatives.
- i) Complete address of the property with nearby landmark should be clearly mentioned.
- j) Property layout/ floor plan must be enclosed with the proposal.
- k) The financial quote must be **valid for a period of 3 months** from the last date of submission
- l) The proposal must be submitted in a sealed envelope at the following address by **17.00 hrs on 15th June 2025** through courier/ post/ by hand :-

**The Dy Registrar**

**Centre for Development of Telematics (C-DOT)**

**C-DOT Campus, Mehrauli – Chhatarpur Road,**

**New Delhi – 110030**

**Email: [deputy.registrar@cdot.in]**

**Phone: 011-26802855**

- m) The **proposal received after the last date of submission will not be considered.**
- n) C-DOT reserves the right to accept or reject any or all proposals without assigning any reason. C-DOT is not bound to go with the shortlisted proposal
- o) For any further assistance, the Dy Registrar may be contacted at  
e-mail :- deputy.[registrar@cdot.in](mailto:registrar@cdot.in)  
Phone: 011-26802855

## **ANNEXURE - 1**

(PROFORMA FOR DETAILD PROPERTY PROPOSAL)

### **DETAILS OF PROPOSAL :-**

		<b>Minimum Essential Requirement</b>	<b>Offered By the Applicant</b>
<b>1.</b>	Type of Applicant (Owners/ Developers/ Corporates/ their Authorized Representatives)	-	
<b>2.</b>	Name of the Owner	-	
<b>3.</b>	Address of the Property	South Delhi	
<b>4.</b>	Nearby Landmark	-	
<b>5.</b>	Size of the Plot	Minimum 3600 sq ft	
<b>6.</b>	Dimension of the Plot (L x B in feet)	-	
<b>7.</b>	Ownership of the Plot offered with property, wherever applicable	Min 20%	
<b>8.</b>	Total Carpet Area	Minimum 2500 sq ft	
<b>9.</b>	No. of Open Sides of the Building/Floor	Minimum Three (03)	
<b>10.</b>	Width of the Road in front of the property	-	
<b>11.</b>	Width of the Road on side/back of the property	-	
<b>12.</b>	Distance of the property from main road	-	
<b>13.</b>	Distance of the Property from Metro Station	-	
<b>14.</b>	Size of Open space/Lawn/Terrace (details there-off:-Earthen/Concreted)	-	
<b>15.</b>	No. of dedicated Parking (with size)	Minimum Two (02) for Sedan Cars	
<b>16.</b>	No. of Servant Quarters (with Size)	Minimum One (01)	
<b>17.</b>	No. of Floors in the Building	-	
<b>18.</b>	Proposed Accommodation situated at Floor No.	-	
<b>19.</b>	Lift (yes/No)	Yes	
<b>20.</b>	Height of the Ceiling	-	
<b>21.</b>	No. of Bed Rooms (Details of Rooms to be provided as per attached proforma-(A)	Four (04)	
<b>22.</b>	Whether Drawing & Dining Rooms are Separate (Y/N)	-	
<b>23.</b>	Undertaking for Non-Encumbrance Attached (Y/N)	Yes	
<b>24.</b>	Authority Letter (if proposal not submitted by owner) Attached (Y/N)	-	
<b>25.</b>	Vintage of the Building	-	
<b>26.</b>	Material of Door (Solid wood/Teak wood/Board/Aluminum)	-	

<b>27.</b>	Material of Window (Solid wood/Teak wood/Board/Aluminum)	-	
<b>28.</b>	Lay-out Plan of the Building/ Floor Attached (Y/N)	-	
<b>29.</b>	Attach latest copy of Electricity / Water / Bill or any other document supporting ownership of the proposed property.	Yes	

**PROFORMA-(A) to ANNEXURE-1 : FOR DETAILS OF ROOMS**

**DETAILS OF EACH ROOMS (FOR CEO RESIDENCE) SHOULD BE PROVIDED HERE.**

Room Details	Size In feet (LxB)	Floor Material Vitrified Tile/ Italian Marble/Wooden etc	Attached Bathroom (Y/N) Size, if yes	Dressing Area (Y/N) Size, if yes	Balcony (Y/N) Size, if yes	Whether sunlight comes anytime during day (Y/N)	Whether Almirah / Wardrobe provided (Y / N) If yes, material thereof
BED ROOM 1							
BED ROOM 2							
BED ROOM 3							
BED ROOM 4							
BED ROOM 5 (if any)							
BED ROOM 6 (if any)							
DRAWING ROOM (if separate)							
DINING ROOM (if separate)							
DRAWING-CUM-DINING ROOM							

**NOTE - DETAILS OF EACH ROOMS SHOULD BE PROVIDED HERE.**

(Signature of the Owners/ Developers/  
Corporates/ their Authorized  
Representatives)

**ANNEXURE - 2**

**UNDERTAKING  
(PREFERBELY ON LETTER-HEAD IF APPLICABLE)**

To

Dated :

**The Dy Registrar  
Centre For Development of  
Telematics  
Mandi Road, New Delhi**

**UNDERTAKING**

Sir,

1. This is to certify that I/We fully understood all the terms and conditions and instructions contained in the Proposal and undertake myself/ourselves abide by the said terms and conditions.
2. I/We also undertake that the proposed property is free from any encumbrance and not under any kind of dispute.

(Signature of the Owners/ Developers/  
Corporates/ their Authorized Representatives)  
Name and Address  
Telephone Number

### ANNEXURE – 3: SUBMISSION OF PROPOSAL DOCUMENTS

To

Dated :

The Dy Registrar  
Centre For Development of  
Telematics  
Mandi Road, New Delhi

**Subject: Submission of Proposal for sale of Residential Property**

Reference: (Proposal No. Adm/01/2025)

Dear Sir,

With reference to the Proposal notice under reference, I / We hereby submit my/ our proposal in a required format. I / We have carefully gone through the terms and conditions and I / We accept the same without any alterations / modifications.

It is certified that I, \_\_\_\_\_ (name of the person) S/o Shri \_\_\_\_\_ r/o \_\_\_\_\_

am authorized to sign this document on behalf of Mr/s. \_\_\_\_\_

(the name of the owner/s) . The Authority letter is attached herewith.

- a) All the statements made in this proposal are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect, my proposal will be treated as cancelled.
- b) I understand that the decision taken by the C-DOT is final and binding in all matters.
- c) I hereby confirm my availability for any further requirement in this matter by C-DOT.
- d) I understand that the C-DOT reserves the right to accept or reject and to cancel the proposal and reject all the proposal at any time, without detailing any specified reasons whatsoever
- e) I am also submitting self certified copies of **Aadhar card & Pan card (in case of individual owner) & CIN Number & Pan Card (in case of Corporates)**

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

Signature \_\_\_\_\_

Name \_\_\_\_\_



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

Aadhaar No.: \_\_\_\_\_

**ANNEXURE – 4: LETTER OF AUTHORISATION  
LETTER OF AUTHORISATION FOR SUBMITTING PROPOSAL AND SUBSEQUENT  
FORMALITIES FOR SALE OF PROPERTY TO C-DOT  
(on Owner's letterhead if applicable)**

**To**

**Dated :**

**The Dy Registrar  
Centre For Development of  
Telematics  
Mandi Road, New Delhi**

**Subject:** Authorization for submitting Proposal and attending meeting for sale of Residential Property to C-DOT.

I/we, (Name of Owner/s.....) R/o (Address of owner.....) having Aadhaar No/s. ,,  
Owner of the property (Details of property to be offered), hereby authorize  
Sh/Smt....., whose details are given hereunder to submit the proposal and deal  
with C-DOT on my/our behalf till its finalization: -

Name	Address	Aadhaar No.	Contact No	Specimen Signatures

I hereby confirm my commitment towards any formalities, as desired by C-DOT, to get the proposal finalized.

Signatures of the owner/s

## ANNEXURE – 5: FINANCIAL QUOTE

**(TO BE SUBMITTED SEPARATELY FROM PROPERTY SPECIFICATIONS AND UNDERTAKINGS AT ANNEXURE 1 to 4)**

### **FINANCIAL QUOTE** **(on Owner's letterhead if applicable)**

**To**

**Dated :**

**The Dy Registrar  
Centre For  
Development of  
Telematics  
Mandi Road,  
New Delhi**

**Subject:** Financial Quote for sale of Residential Property to C-DOT  
(under Proposal No. Adm/01/2025).

<b>Ser. No.</b>	<b>Address of Proposed Property</b>	<b>Quoted Price (Rs)</b>	<b>Applicable taxes, if any (Rs)</b>	<b>Total Price (Rs)</b>

I hereby confirm my commitment towards any formalities, as desired by C-DOT, to get the proposal finalized.

(Signature of the Owner/Authorized person)