

**NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION  
TECHNOLOGY (NIELIT, New Delhi Centre)**

An Autonomous Scientific Society of Department of Information  
Technology, Ministry of Communications and Information Technology,  
Government of India

**TENDER DOCUMENT**

**FOR**

**REQUIREMENT OF LEASED  
ACCOMODATION FOR OFFICE SPACE**



**NIELIT, NEW DELHI CENTRE**

**IInd Floor, Parsvnath Metro Mall**

**Inderlok Metro Station,**

**Inderlok, New Delhi**

**Phone – 011-23644149, 23652370 Fax – 011-23655083**

**[www.nielit.in](http://www.nielit.in)**

 <p>रा.इ.सू.प्रौ.सं <b>NIELIT</b></p>	<b>NIELIT, New Delhi Centre</b> An Autonomous Scientific Society of Department of Information Technology, Ministry of Communications and Information Technology, Government of India
	<b>NOTICE FOR REQUIREMENT OF LEASED ACCOMODATION FOR OFFICE SPACE</b>
<p>NIELIT, New Delhi Centre requires around 7000-8000 Sq.ft of office space, in a ready to occupy condition in and around Central or South Delhi for its Office.</p> <p>The tender document may be downloaded from the website <a href="http://www.nielit.in">www.nielit.in</a> The application duly filled in the prescribed formats is to be submitted at NIELIT New Delhi Centre, 2<sup>nd</sup> Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, New Delhi-110052 latest by 5<sup>th</sup> <b>August 2013</b> upto 1700 Hrs. For any queries, the applicant may contact Ph. No. 011-23652370, 9717400098 during office hours. This advertisement will supersede the advertisement given in Hindustan Times on 2.6.2013</p> <p style="text-align: right;">(Director Incharge)</p>	

National Institute of Electronics & Information Technology,  
New Delhi Centre  
IInd floor, Parsvnath Metro Mall ,  
Inderlok Metro Station, Inderlok,  
New Delhi

TENDER DOCUMENT

**Requirement of Leased Accommodation for Office**

1. Date of Issue : 21.07.2013
2. Last Date & time for submission of Tender document : 5.8.2013 upto 1700 hrs.
3. Date, time & place for opening of Tender Document
  - a) Technical Bid : NIELIT, Delhi Centre Office  
at 1500 Hrs on 6.8.2013
  - b) Financial Bid of eligible tenderers : To be intimated at a later date

## **Terms & Conditions**

### **Leased Accommodation for NIELIT, New Delhi Centre**

This tender shall be governed by following terms & conditions:

1. The reference No. and date of this tender notice and EMD details be super scribed on the sealed envelope containing tender documents failing which it will not be considered. Technical and Commercial bid, duly signed by the authorized signatory, should be submitted in separate sealed envelope and both should be placed in one sealed envelope. EMD should be placed in technical bid envelope. Commercial bid of only those vendors shall be opened which are found technically acceptable.

2. The tender should reach the NIELIT, New Delhi Centre, IInd floor, Parsvnath Metro Mall , Inderlok Metro Station, Inderlok, Delhi by 5<sup>th</sup> August, 2013 upto 1700 Hrs. The tenders received late shall not be considered and no correspondence in this regard shall be entertained.

3. Tenders (Technical Bid only) will be opened at 1500 Hrs on 6<sup>th</sup> August, 2013 at 'NIELIT, New Delhi Centre, IInd floor, Parsvnath Metro Mall , Inderlok Metro Station, Inderlok, New Delhi' in the presence of bidders present.

4. The tender will be acceptable only from original owner of the building or from the valid power of attorney holder for the premises offered.

5. Brokerage will not be paid.

6. The Technically qualified offers given by the Bidders will be evaluated by physical inspection of the premises.

7. The tenderers are required to send two separate envelopes as described below:-

- a) Envelope 1 – Technical Bid as per Annexure I (A) and Annexure I(B) alongwith Earnest Money (EMD) and other documents as per this tender document.
- b) Envelope 2 – Financial bid as prescribed in the Annexure-II showing rates, financial terms and conditions etc.

Both the envelopes should be sealed and superscribed in bold letters:

- a) **TECHNICAL BID FOR Leased Accommodation for office of 'NIELIT, New Delhi Centre'**
- b) **FINANCIAL BID FOR Leased Accommodation for office of 'NIELIT, New Delhi Centre'**

Finally, the above mentioned two envelopes should be put in one bigger envelope superscribed as "BID FOR Leased Accommodation for office of NIELIT, New Delhi Centre". While opening the tenders, the envelopes containing technical bids shall be opened first and acceptance of the tender according to the specified clause will be ascertained.

The Evaluation Committee will open financial bid after evaluation of the Technical Bids. Financial bids of only technically qualified bidders will be opened.

All the envelopes/covers used in the above process must contain details of bidder's name, address and other contact details.

***NOTE: TENDERS SUBMITTED WITHOUT ABOVE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.***

8. Queries, if any, raised by NIELIT, New Delhi Centre should be answered by the prescribed date. In case of no reply, bid shall be cancelled.

9. Technical Bid should contain the details required as per Annexure I(A) and Annexure I(B) and financial bid should contain details as per Annexure II.

10. BIDS NOT SUBMITTED IN THE PRESCRIBED FORMAT ENCLOSED MAY NOT BE CONSIDERED.

11. The tenderers should give rates, showing taxes, if any, giving full breakup details. Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

12. The technical bid should contain the documents as per Annexure-I (A) and Annexure I (B) without which the tender will be summarily rejected.

13. Possession of the building will have to be handed over to NIELIT, NEW DELHI CENTRE within 30 days from award of the order and rent shall be payable from the date of possession.

14. The location should be in prime area in and around Central /South Delhi convenient for educational and scientific institute and should be easily accessible by Metro Rail and Road. It should be preferably within a radius of 5-10km from CGO Complex, Lodi Road, Delhi. The approximate requirement as under:

- a) 3 Halls of the area of approx. 500-550sq.ft each
- b) 3 Halls of the area of approx. 750-800sq.ft each
- c) 8 Halls of 300 sq. ft. each
- d) 3 rooms of 200-250 sq.ft. each

15. Adequate parking space should be available in the premises of the building with the building space.

16. Criteria for Evaluation of Technical Bid: The offers given by the Bidders will be evaluated by NIELIT, New Delhi Centre, by physical inspection of the premises.

The evaluation will be done assigning a weightage to each of the parameters listed below. This evaluation would be to establish the suitability of the office space to the requirement of the organization.

S.N.	Parameters	Weightage for evaluation
1.	Location of the Office Space	30
2.	Suitability: for Training and coaching Institute.	
3.	Connectivity: Near to Metro Station/ Main Road	10
4.	24 hours power back-up through DG set with adequate capacity to cover the functioning of the office.	15
5.	The place is to be centrally air-conditioned.	
6.	Toilet & Wash rooms: Adequate nos. of toilets; fully functional, 24 hrs water supply	10
7.	Security arrangement: round the clock security for the office.	10
8.	Adequate parking space available with the building	10
9.	Lift/stairs/emergency exits.	15
10.	Single Floor area or multiple floor	

On evaluating the suitability of the office space offered by the owners, the commercial offer will be opened.

17. Typed offers will be accepted. Overwriting, alterations will not be considered unless authenticated by signatures of the signatory signing the bid.

18. The Tender submitted shall be valid up to 120 days and NIELIT shall have the right to seek extension of validity of Tender.

19. NIELIT, New Delhi Centre shall be under no obligation to accept the lowest quotation.

20. The tenderer will be required to furnish Earnest Money of Rs.20,000/- alongwith the Technical bid, in the shape of Demand Draft of nationalized banks only in favour of 'NIELIT Centre, Delhi' which will be refunded to unsuccessful bidders within one month of finalization of successful bid. The EMD of the successful bidders will be refunded only after handing over of possession of the Premises. If the selected bidder back-tracks, EMD will be forfeited and the tender bid rejected.

21. Rates should be quoted in Indian Rupees only.

22. No tender will be accepted by fax, email, telex, or any other such means.

23. In case of non-fulfillment of any of the above terms, tender is likely to be

rejected.

24. All disputes lie within the jurisdiction of Delhi only.

25. The Director Incharge, NIELIT, New Delhi Centre reserves the right to reject all or any tender without assigning any reason thereof.

Director In-Charge

Annexure – I  
(A)

TENDER DOCUMENT – TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

1.	<p>Full particulars of the legal owner of the premises:</p> <p>(i) Name :</p> <p>(ii) Address office &amp; Residence:</p> <p>(iii) Telephone &amp; Mobile Number :</p> <p>(iv) Tele Fax :</p> <p>(v) E Mail I D</p> <p>(vi) PAN No.</p> <p>(vii) Bank Account No and Name of Bank.</p>	
2.	<p>Full particulars (with complete address) of person(s) offering the premises on rent / lease and submitting the tender:</p>	
3.	<p>Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than the owner)</p>	
4.	<p>(a) Complete Address with brief description and location of the building:</p> <p>(b) Details of the Accommodation offered for rent (viz. total super area, total carpet area, floor wise) (Enclose Certified Sketch Plan also)</p>	
5.	<p>Total Area offered for rent –Floor wise in sqft</p> <p style="padding-left: 40px;">(b) Carpet Area</p> <p style="padding-left: 40px;">(ii) Covered Area</p>	
6.	<p>Particulars of completion certificate. Enclose attested / self certified copy of completion certificate issued by the Competent Authority.</p>	



7.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / electricity bills dues etc. (enclose copy of Affidavit from the owner or Power of Attorney holder)	
8.	Accommodation offered is approved for Training & Commercial activities(attach proof)	
9.	Facilities for vehicle parking” (Mention details):	
10.	No. of lifts & their carrying capacity. Provide details of make, year of installation & status of working etc.,	
11.	Number of Toilets floor wise with details (separately for men and women)	
12.	(a) Whether (running) water, both drinking and otherwise, available round the clock.  (b) Whether sanitary and water supply Installations have been provided?	
13.	Details of the Air Conditioning facility to operate air conditioners.	
14.	a) Distance from Nearest Metro Station  b) Name of the Metro Station	
13.	(a) Whether electrical installations and fittings, Power Plugs, switches etc. are provided or not?  (b) Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor wise.)  (c) Whether provision for Air Conditioner with power points available or not?	
14.	Sanctioned electricity load ( Agreed that owners will have to get the load increased if required)	

15.	i)Details of Power backup facilities:  ii)Arrangements for regular repairs and maintenance of such 'Power Back up' facility:	
16.	Details of Fire Safety Mechanism along with particulars of Fire Deptt. Certificate (Copy of certificate to be enclosed)	
17.	The period and time when the said accommodation could be made available for occupation after the approval by this centre:	
18.	Specify the lease period (minimum Five years) and provision for extension:	
19.	Whether the owner of the building is agreeable to :  (i) Monthly rent as determined and fixed by Competent Govt. Authority like CPWD as quoted rent, whichever is less.  (ii) Monthly rent fixed as per (i) above to remain valid for initial lease period of Five years. If yes, an undertaking to this effect is required to be submitted by the owner(s)of the building.	
20.	Provisions for regular repairs and maintenance and special repairs, if any of the building:	
21.	Any other salient aspect of the building, which the party may like to mention:	

### Declaration

(i) I / We have read and understood the detailed terms and conditions applicable to the tender bid and agree to abide by the same fully.

(ii) It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I / We shall be liable to such consequences / lawful action as the NIELIT may wish to take.

Signature of Legal Owner(s)  
Or  
Power of Attorney Holders.

**Annexure – I**  
**(B)**  
**TENDER DOCUMENTS -- TECHNICAL BID FOR HIRING OF**  
**OFFICE ACCOMMODATION**

1.	Consent of the owner to let out the accommodation.	
2.	(i) Year of construction (ii) Copy of completion certificate (Attested/ self attested) issued by competent authority	
3.	Area of plot of land	
4.	Complete drawings such as plans, sectional elevations and foundation details etc.	
5.	Site plan of the Building	
6.	Whether fans & other electrical installations, A/C etc., fitted in the buildings are included in the rent etc.	
7.	Details of rolling shutters grills collapsible gate & Over Head tank etc. may be given.	
8.	No. of floor's (Floor wise in Sq.ft.)	
9.	Type of foundations	
10.	Flooring	
11.	Roofing and terracing	
12.	Compound wall	
13.	Space for Parking	
14.	Electrical fittings	
15.	Electricity Connected Load	
16.	Wiring: C.T.S.	
17.	Sanitary installations :- a) No. of water closets. (b) No. of Lav. Basin (c) No. of Lav. Bath.	
18.	Power provision for AC installation	

Certified that the demand is based on prevailing market rate of rent for similar accommodation in the locality of the city.

Signature of Legal Owner with  
Date

or  
Power of Attorney  
Holders.

List of Enclosures:

Technical Bids received without the following documents are liable to rejection without any reference to the party whatsoever.

1. Demand Draft of Rs.20,000/-(Rupees Twenty thousand only) of nationalized scheduled bank in favour of NIELIT, New Delhi Centre on account of Earnest Money Deposit –(EMD)
2. Affidavit from owner(s) and if tender is submitted by the power of Attorney Holder an Affidavit from such power of Attorney Holder regarding accommodation offered for hiring being free from any litigation/liability/pending dues and taxes, electricity bills and approved for training and commercial activities.
3. Undertaking for agreeability to fixation of rent as per Govt. Rules / CPWD and for rent on initial hiring to remain in force for the initial lease period.

Attested photocopies/certified true copies of following documents are required to be annexed with the Technical Bid. Originals of these documents/ certificates shall be produced at the time of execution of Lease Agreement:

1. Title Deed showing the ownership of the premises.
2. Floor plan Sketch, Blue print of building plans duly approved by local body (DDA) attested/certified true copy showing area offered on rent/hire. The area under occupation of Owner, either by one or other tenants in the building should also be shown in the sketch plan/drawing.

Signature of Legal owner  
Or  
Power of Attorney  
Holders.

## Annexure-II

**FINANCIAL BID FOR HIRING OF OFFICE ACCOMMODATIONS****OPTION-I (WITH POWER BACKUP ARRANGEMENT)**

Sr. No.	Details of Accommodation	Total Carpet Area	Total Super Area	Rate Quoted (per sq ft)	Total Area (sq ft)	Rent Per month (Rs.)
	Taxes if any					
	Total Rent per Month					

**OPTION-II- (WITHOUT POWER BACKUP ARRANGEMENT)**

Sr No	Details of Accommodation	Total Carpet Area	Total Super Area	Rate Quoted (per sq ft)	Total Area (sq ft)	Rent Per month (Rs.)
	Taxes if any					
	Total Rent per Month					

The rent quoted per month is inclusive of all taxes.

Signature of Legal Owner with date