

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION
TECHNOLOGY (NIELIT Ajmer Centre)

An Autonomous Scientific Society of Ministry of Electronics & Information
Technology (MeitY),
Government of India

TENDER DOCUMENT

FOR

Requirement of Premises on Rent at Pali (Rajasthan)



NIELIT AJMER CENTRE
Vill-Kohda, Kota road, Tahsil-Kekri,
District- Ajmer, Rajasthan-305408
Phone – 9469213314, 8118857260
<https://www.nielit.gov.in/ajmer/tender>



National Institute of Electronics & Information Technology, Ajmer

(Ministry of Electronics & Information Technology, Government of India)

Village- Kohda, Kota Road, Tehsil-Kekri, District-Ajmer, Pin-305408, Rajasthan

Requirement of Premises on Rent at Pali (Rajasthan)

NIELIT, an Autonomous Scientific Society of Ministry of Electronics & Information Technology (MeitY), Government of India, requires around 2000-2500 Sq.ft of Space for Training & Educational Activities, in a ready to occupy condition in Urban area in **Pali city, District-Pali**, Rajasthan. Sealed tenders are invited in two bids Tender system (**Technical & Financial bids** should be submitted in separate sealed envelopes).

The tender document along with other term & conditions may be downloaded from the website <https://www.nielit.gov.in/ajmer/tender> from 11th December 2023 onwards. **The last date for submission of Tender at NIELIT Ajmer , Kekri is 26th December 2023 upto 1700 Hrs.**

For all other queries, Kindly contact on Mob No. 9469213314, 8118857260.

Advt No.- Pali/2023/02

Executive Director

BACKGROUND

- 1) National Institute of Electronics & Information Technology (NIELIT), (erstwhile DOEACC Society), an autonomous scientific society under the administrative control of Ministry of Electronics & Information Technology (MeitY), Government of India was set up to carry out human resource development and related activities in the area of Information, Electronics & Communications Technology (IECT). The Society is registered under the Societies registration Act, 1860.

At present, NIELIT has pan India presence with fortyone (47) offices located at different cities in india. Some of its major centres are at **Ajmer**, Aurangabad, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Kolkata etc., with its Head quarters at New Delhi. It is also well networked throughout India with the presence of about 800+ accredited institutes.

NIELIT Ajmer Centre is presently located at Vill-Kohda, Kota road, Tahsil-Kekri, District-Ajmer, Rajasthan-305408. The Institute is in a need of space measuring **about 2000 -2500 sq.ft. to meet its space requirement in Pali City**. The total space requirement of the Institute to be met at a single location would be **in Pali city, District Pali, Rajsthan**.

This tender is to seek proposal from Owners/ Lease Holders of properties approved for Commercial/Institutional purposes for office space measuring 2000-2500 sq.ft. Located within a single location in Pali City easily accessible by Rail and Road, in PALI District of Rajasthan. However, final decision on the issue will be taken after receipt and evaluation of the proposals (Technical Bids).

2) TERMS & CONDITIONS

- i) The accommodation offered should be preferably in the form of 5 Halls of the area of approx. 400-500 sq.ft each, approved for Commercial/ Institutional use in a single floor. In case, multiple floors are offered, it should be on continuous floors with provision for dedicated entry for movement between the multiple floors. Evidence of appropriate approvals for commercial/ institutional use of the property must be submitted with Technical Bid.
- ii) The location for office accommodation should be within a single location **in Pali City easily accessible by Rail and Road with an area of 2000-2500 sq. ft**. Nothing contained in this clause shall however, prohibit NIELIT to accept the accommodation at farther locations, if the terms and the facilities/features are found to be attractive, meeting the requirement of the Society.

- iii) Adequate space for parking should be available to park cars & 2 wheelers.
- iv) The accommodation should have sufficient electrical power provision and separate electric meter (commercial) should be available for use of NIELIT only.
 - a) The Building should have sufficient Electrical/ Power load sanctioned and made available to the NIELIT.
 - b) If required, additional Electric Power will have to be arranged by the owner/ bidder at their cost from the Energy supplier.
 - c) Electricity Charges will be borne by the lessee for the area taken on lease, on actual basis based on the Separate Energy Meter which would be provided by the owner/ bidder . Any additional cost on the Electrical connectivity will be borne by the owner/ bidder .
 - d) At the time of taking over possession of the premises, bidder will note the Electricity Meter Reading in the presence of authorized representatives. The Electrical Charges will have to be borne by the owner up to that point.
- v) The electric supply of building must be capable to take the load of DG set
- vi) The owner should ensure and provide adequate Supply of Drinking Water and Water for other uses throughout the lease period accommodation including drinking and utility facilities.
- vii) There should be enough arrangement for public utilities (Toilets, etc) for men and women, separately
- viii) There should be appropriate provisions/arrangements for periodic maintenance (civil/electrical wear & tear as well as whitewashing/painting etc.) of the building/property offered and these provisions/arrangements should be elaborately indicated in the Technical Bid submitted.
- ix) The property offered should have adequate space for installation of Gen set/UPS etc.
- x) The responsibility for payment of all kind taxes such as property tax, Municipal tax etc in connection with the property offered shall be of the Owner/Bidder and updated copies of all tax receipts should be attached with the bids.
- xi) The Property should be situated in proper area of the city with congenial surroundings and proximity to public amenities like Bus Stop, Banks, Markets, Hospital, Post Office, etc. **preferably on single floor.**
- xii) Sufficient accommodation for watch and ward staff should be available. Also the corridors, staircases etc. should be sufficiently wide.
- xiii) Possession of the accommodation will be handed over to NIELIT within 30 days from the award of the order and rent shall be payable from the date of possession.

- xiv) The accommodation offered should have adequate security cover and fire safety measures installed as per the requirements of Pali District Fire Service.
- xv) The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.
- xvi) Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities including Fire Department for use as office premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the Technical Bid. Also, copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.
- xvii) The tender will be acceptable only from original owner of the building/ property. NIELIT will not pay any Brokerage for the offered property.
- xviii) The Bidders should give rates, showing taxes, if any, separately**
- xix) Rates should be quoted in Indian currency only. Rates quoted in currencies other than Indian currency shall not be considered
- xx) Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory. Preferably, the Bids should be in the typed form.
- xxi) No tender will be accepted by Fax, E-mail, Telex or any other such means, except by hand, through Post or Courier.
- xxii) Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- xxiii) The property tax, water tax etc levied by Local Govt., Central Govt. and maintenance of common area are to be borne by the Owner.
- xxiv) The bidder shall arrange for repairs & maintenance, white washing/ colour washing/ painting to doors, windows, etc. as and when informed by NIELIT.
- xxv) The Premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within one month after the acceptance of their offer by NIELIT, after getting all the repairs done as listed & informed by inspection committee of NIELIT.
- xxvi) Addition & alteration works:** During the period of tenancy, if the NIELIT desires to carry out any addition & alteration works at its own cost, bidder will permit the same on existing term and conditions and obtain any permission if required, from the local authority. Bidder will also provide space for installation of DG Set and for display signboards/ Glow Signboard, etc. without any extra cost.

3) **EARNEST MONEY DEPOSIT (EMD)**

The bidder will be required to furnish earnest money of Rs.5,000/- (five thousand only) in the form of Demand Draft in favour of “**NIELIT AJMER CENTRE**” payable at Kekri,Ajmer. The EMD of unsuccessful bidders will be refundable within one and a half month of finalization of order. In case the order is not awarded or the tender is rejected, the EMD shall be refunded within two months of opening of Commercial Bids. No interest would be payable on amount of EMD. EMD should be submitted with Technical Bid. Without the EMD, the tender shall be out rightly rejected. The EMD will be forfeited in case the Bidder asks for modification in his/their bids or do(es) not accept the Contract after being awarded same.

4) **PROCEDURE FOR SUBMISSION OF TENDER**

- i) Both the bids (Technical and Financial) duly signed by Owner or his Authorized Signatory should be sealed in two separate envelopes as described below:-
 - a) **Envelope 1** - containing Technical Bid in Annexure I duly completed in all respects along with all relevant documents and Demand Draft towards EMD.
 - b) **Envelope 2** - containing the Financial Bid, as prescribed in the Annexure II showing rates, financial terms and conditions etc.
- ii) Both the Envelopes should be superscribed in bold letters with the statements **TECHNICAL BID FOR LEASED ACCOMMODATION'** or **'FINANCIAL BID FOR LEASED ACCOMMODATION'**, as the case may be.
- iii) Finally, the above-mentioned two envelopes should be sealed in a single cover and addressed to the **Executive Director, NIELIT Ajmer, Vill-Kohda, Kota road, Tahsil-Kekri, District- Ajmer, Rajasthan-305408**, superscribed as **'BID FOR LEASED ACCOMMODATION'** and must reach on or before the closing time and date indicated on top of this document.

NOTE: *Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.*

- iv) Technical Bid should contain the details required, as per Performa at Annexure I and Financial Bid should contain details, as per Performa at Annexure II.
- v) Bids not submitted, as per above Performa will be summarily rejected.
- vi) The **Bidders should give rates, showing taxes, if any separately**. Tenders not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard, whatsoever.
- vii) The Technical Bid should be accompanied by the documents, as per Annexure I without which the tender will be considered incomplete and hence, summarily rejected.
- viii) The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- ix) For any pre-bid submission queries, the prospective bidders may contact Executive Director, NIELIT Ajmer on following contact details:

**Executive Director, NIELIT Ajmer Centre,
Vill-Kohda, Kota road, Tahsil-Kekri, District- Ajmer, Rajasthan-305408.
Tel.: 9469213314, 8118857260
E-mail: dir-ajmer@nielit.gov.in**
- x) Queries, if any, raised by NIELIT, subsequent to opening of Technical Bids should be answered by the prescribed date. In case of no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through e-mail and confirmed through a formal letter, duly signed by the authorized signatory.
- xi) Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

5) PROCEDURE FOR OPENING OF TENDER

- i) While opening the tenders, the envelopes containing Technical Bids and EMD 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 technically qualified bidders will only be opened.

- ii) NIELIT may visit the space offered by bidders to ascertain the suitability of the space. The bidders would be treated to have been qualified for opening of their Financial Bids after evaluation of the Technical Bids submitted and after visiting the space/location. The date, time and place for opening of commercial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or telephone.
- iii) The bidders, if they so desire, can depute their representatives for opening of Bids. Technical Bids will be opened at **3:00 P.M. on 27/12/2023** at NIELIT Ajmer Centre, Vill-Kohda, Kota road, Tahsil-Kekri, District- Ajmer, Rajasthan-305408 in the presence of representatives of Bidders present, if any. Successful bidders will be informed about the date and time of the opening of financial bid.

6) Bid Evaluation

The Bids would be evaluated based on the rates quoted for rental of carpet area of the space and rates quoted for other facilities shall not be taken into account for the said purpose. If the rates quoted for the facilities e.g. power back up, electrical fixtures etc. do not suit NIELIT, the bidder should be prepared to remove such facilities at their own cost, to enable NIELIT to install its own facilities

7) PAYMENTS

- i) Payments shall be made by NIELIT against the pre-receipted bills as per the lease deed to be executed between NIELIT and the owner or his/her legal representative.
- ii) Payments of rent will be made on monthly basis by account payee cheque in favour of Owner after deduction of the tax at source (TDS) as applicable from time to time.

8) TERMS OF TERMINATION OF LEASE

- i) The period of lease should be minimum **five years** with provision for extension of lease on mutually agreed terms.
- ii) The lease can be cancelled by either side by giving a notice of not less than 2 months

9) ARBITRATION

All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings. Executive Director, NIELIT Ajmer, shall be the sole Arbitrator. The arbitration proceeding shall take place at Kekri, Ajmer only.

10) PENALTY CLAUSE

Failure on the part of the owner will attract penalty on the rates decided by the Arbitrator.

11) MISCELLANEOUS

- i) The offer should be valid upto 180 days after closing date of tender.
- ii) NIELIT shall be under no obligation to accept the lowest quotation.
- iii) Non-fulfillment of any of the above terms shall result in rejection of Bid.
- iv) All disputes lie within the jurisdiction of Ajmer only.
- v) NIELIT reserves the right to reject all or any tender without assigning any reason thereof.

12) LIST OF ENCLOSURE

Bidder should number the pages submitted in form of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid.

Enclosures:

- 1. Documents for proof of ownership(Tax Receipt/ Electricity Bill)
- 2. Location Map and Building Map.
- 3. Sketch Plan drawn to Scale
- 4. Photographs showing Exterior as well as Interior
- 5. Completion Certificate
- 6. Permission to Construct
- 7. Building use Permission
- 8. Certificates from Competent Authorities
- 9. Any other certificates/documents (to be listed in index also)

TENDER DOCUMENT - TECHNICAL BID FOR
HIRING OF OFFICE ACCOMMODATION
TO NIELIT Pali

1.	<p>Full particulars of the legal owner of the premises:</p> <p>a) Name:</p> <p>b) Address (office & residence):</p> <p>c) Telephone & Mobile No.:</p> <p>d) Telefax:</p> <p>e) E-mail ID:</p> <p>f) PAN no. & TAN No. (copies to be enclosed):</p>	
2.	<p>Full particulars (with complete contact details e.g., postal address, phone number, mobile number and e- mail ID of person(s) offering the premises on rent/lease and submitting the tender.</p> <p>a) Area offered</p>	
3.	<p>Status of the applicant with regard to the Accommodation offered for hiring (enclose certificate of authorized signatory from CEO, if the owner is a firm, Society etc. and power of attorney if the applicant is other than the owner).</p>	

4.	<p>a) Complete address with brief description and location of the accommodation offered.</p> <p>b) Details of the accommodation offered for rent, viz., total super area, total carpet area (floor wise). Also enclose certified sketch plan.</p> <p>c) Whether commercial or dual use (residential-cum- commercial) (enclose relevant certificates from GMC /any other authority)</p>	
5.	<p>Total area offered for rent (floor wise) insq ft.</p> <p>a) Carpet area</p> <p>b) Covered area</p> <p>c) Dimensions of staircase.</p>	
6.	<p>Particulars of completion certificate. Enclose Attested/self certified copy of completion/certificate issued by the competent authority.</p>	
7.	<p>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.)</p>	
8.	<p>Facilities for vehicle parking (capacity of vehicle parking space in terms of number of cars and two wheelers, separately).</p>	

9.	<p>Type of accommodation - whether single floor or multi-storey with provision of rooms on each floor or hall type.</p> <p>a) Hall type</p> <p>b) whether there are any conditions for carrying out partitioning as per requirement of NIELIT</p> <p>c) Whether rooms constructed</p> <p>d) Whether modification in internal plan permitted in case of constructed rooms.</p>	
10.	Number of Toilets (floor wise), with details of Capacity of each toilet i.e. WCs, Urinals, Commode and Wash Basin (separately for men and women).	
11.	<p>a) Whether running water, both drinking and Otherwise, available round the clock.</p> <p>b) Whether sanitary and water supply installations have been provided.</p>	
12.	Whether electrical installations and fittings, power Plugs, switches etc., are provided or not.	
13.	<p>i) Sanctioned electricity load</p> <p>ii) Whether willing to get the electricity load increased in case NIELIT needs.</p> <p>iii) Arrangements for maintenance.(Electric)</p>	
14.	<p>i) Details of power backup facilities</p> <p>ii) Arrangements for regular repairs and maintenance of such 'Power Back Up' facility.</p>	
15.	Details of Fire Safety Mechanism along with Particulars of Fire Department Certificate (Copy of certificate to be enclosed).	
16.	The period and time when the said accommodation could be made available for occupation after the approval by NIELIT	

18.	Specify the lease period (minimum five years) with Provision of extension.	
19.	i) Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority like UD&HD/PMC. ii) For what duration after handing over the possession to NIELIT, the rates quoted should remain unchanged.	
20.	Provisions for regular repairs and maintenance and special repairs, if any of the building;	
21.	Clearance certificate from UD&HD/PMC for use of Commercial purpose.	
22.	Any other salient aspect of the building, which the party may like to mention as Power backup, DG set etc.	

Declaration:

- i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- 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 false. I/We shall be liable to such consequences/lawful action as the Society/Department may wish to take.

Signature:_____

Name:_____

Designation:_____

ANNEXURE – II**(Performa for Financial Bid)**

REG: Technical Bid for premises at

REF: Your advertisement dated _____ published in
_____ News Paper and at Official Website.

Dear Sir,

In continuation with the Technical Bid submitted by me/ us in respect of Premises situated at
.....

I / We hereby offer the premises on lease/ rental basis as under:

Sl. No.	Details of the property	Floor Level	Carpet area of the premises offered (Sq. ft.)	Rate per sq ft of carpet area (Both in figures and words) (in `.)	Amount in Figures and words (in `.)

Note:

Bidder shall quote the rate and amount excluding Registration and Stamp Duty Charges for execution of lease Agreement. Registration and Stamp Duty Charges will be paid by the Bidder.

Yours faithfully

Signature of Bidder

Name:

Place

Date:

