

Tender No: NIELIT/Gangtok/2017-18/600
Date: 15-03-2018

Tender Cost – NIL



TENDER FOR PROVIDING LEASE ACCOMMODATION FOR OFFICE SPACE

Last Date of receiving of Tender Document (by Hand/ Post): 27-03-2018 (upto 4.00 PM)

**National Institute Of Electronics and Information Technology
(NIELIT), Gangtok**

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

Near KBT Petrol Pump, Indira Bye pass Road, Sichey, Gnagtok-737101.

Tel.: 03592 205 609/10

E-mail: dir-gangtok@nielit.gov.in

www.nielit.gov.in/gangtok

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

NIELIT, Gangtok is operational since October 2010 from a rented premises at Indira By-pass road, Sichey, Gangtok and has been conducting several short-term courses (of duration 1-3 months) as well as long term courses (Diploma and Advanced Diploma) of 1 year duration in the field of IECT in addition to consultancy projects like website development and maintenance, data digitization etc.

NIELIT Gangtok is presently located near KBT Petrol Pump, Indira Bye Pass Road, Sichey, Gangtok - 737101. The Institute is in a need of office space measuring **about 8000 - 10000sq.ft. (net carpet area excluding the common areas like staircase/lift/roof etc) to meet its space requirement.** The total space requirement of the Institute to be met at a single location would be **in and around Gangtok on National Highway between New secretariat (Manan Kendra) and 5th Mile, Tadong.**

This tender is to seek proposal from Owners/ Lease Holders of properties approved for Commercial/Institutional purposes for office space measuring 8000-10000 sq.ft. Located within in and around Gangtok on National Highway between New secretariat (Manan Kendra) and 5th Mile, Tadong. 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 open hall 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 **in and around Gangtok on National Highway between New Secretariat (Manan Kendra) and 5th Mile, Tadong with a floor area of 8000-10000 sq. ft.** Nothing contained in this clause shall however, prohibit NIELIT Gangtok 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 provision for parking should be available
- iv) The accommodation should have sufficient electrical power provision and separate electric meter (commercial) should be available for use of NIELIT Gangtok only.
- v) The accommodation should have provision for adequate water supply including drinking and utility facilities
- vi) There should be enough arrangement for Toilets for men and women separately at each floor for a multistory building.
- vii) 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.
- viii) The responsibility for payment of all kind of 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.
- ix) The Property offered should be well connected by public transport at a reasonable distance.
- x) Sufficient accommodation for watch and ward staff should be available. Also the corridors, staircases etc. should be sufficiently wide.
- xi) Possession of the accommodation will be handed over to NIELIT Gangtok within 30 days from the award of the order and rent shall be payable from the date of possession.
- xii) The accommodation offered should have adequate security cover and fire safety measures installed as per the requirements of Gangtok Fire Service.
- xiii) 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.
- xiv) 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.
- xv) The tender will be acceptable only from original owner of the building/ property. NIELIT Gangtok will not pay any Brokerage for the offered property.
- xvi) If the space offered has Power back-up, electrical fixtures (light, fans etc.) etc installed, the bidder **may quote the rates separately**. However, if the rates quoted for these facilities are not found acceptable, the bidder should be prepared to remove the same at

their own cost and for the purpose of assessment of lowest bid, rates quoted for space only would be considered.

- xvii)** The Bidders should give rates, showing taxes, if any, separately
- xviii)** Rates should be quoted in Indian currency only. Rates quoted in currencies other than Indian currency shall not be considered
- xix)** Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory. Preferably, the Bids should be in the typed form.
- xx)** No tender will be accepted by Fax, E-mail, Telex or any other such electronic means, except by hand, through Post or Courier in sealed envelopes as specified herein.
- xxi)** Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- xxii)** The property tax, water tax etc levied by Local Govt., Central Govt. and maintenance of common area are to be borne by the Owner/ Bidder

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

The bidder will be required to furnish earnest money of Rs.500/- (five Hundred only) in the form of Demand Draft in favour of “**NIELIT Gangtok**” payable at Gangtok. 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 **Director-in-Charge, NIELIT Gangtok, Near KBT Petrol Pump, Indira Bye pass Road, Sichey, Gnagtok-737101**, 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-1 plus EMD 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 bidder**, 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 Director-in-charge, NIELIT Gangtok on following contact details:

**Director-in-Charge, NIELIT Gangtok,
Near KBT Petrol Pump, Indira Bye pass Road, Sichey, Gangtok-737101.
Tel.: 03592 205 609/10
E-mail: dir-gangtok@nielit.gov.in**

- x) Queries, if any, raised by NIELIT Gangtok, 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 Gangtok 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 in NIELIT Gangtok office notice board and 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 **2:00 P.M. on 27/03/2018** at NIELIT Gangtok, Near KBT Petrol Pump, Indira Bye pass Road, Sichey, Gangtok-737101 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 Net carpet area of the space and rates quoted for other facilities shall not be taken into account for the said purpose.

7) **PAYMENTS**

i) Payments shall be made by NIELIT Gangtok against the pre-receipted bills as per the lease deed to be executed between NIELIT Gangtok 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. Director-in-Charge, NIELIT Gangtok, shall be the sole Arbitrator. The arbitration proceeding shall take place at Gangtok 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 Gangtok 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 Gangtok only.

v) NIELIT Gangtok 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.

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

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>Total Floor 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) Whether commercial or dual use (residential-cum- commercial) (enclose relevant certificates from GMC /any other authority)</p>	
5.	Total Floor area offered for rent (floor wise) in sq ft.	
6.	Particulars of completion certificate. Enclose Attested/self certified copy of completion/certificate issued by the competent authority.	
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.	Facilities for vehicle parking	
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 Gangtok</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.	a) Whether running water, both drinking and Otherwise, available round the clock. b) Whether sanitary and water supply installations have been provided.	
12.	Whether electrical installations and fittings, power Plugs, switches etc., are provided or not.	
13.	i) Sanctioned electricity load ii) Whether willing to get the electricity load increased in case NIELIT Gangtok needs. iii) Arrangements for maintenance.(Electrical)	
14.	i) Details of power backup facilities ii) Arrangements for regular repairs and maintenance of such 'Power Back Up' facility.	
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 Gangtok	
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/GMC. ii) For what duration after handing over the possession to NIELIT Gangtok, 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/GMC for use of Commercial purpose.	
22.	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 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: _____

FINANCIAL BID

HIRING OF ACCOMMODATION FOR NIELIT GANGTOK OFFICE

Full particulars of the legal owner of the premises:

- a) Name:
- b) Address (office & residence):
- c) Telephone & Mobile No.:
- d) Tele fax:
- e) E-mail ID
- f) Address of Property offered

SI No	Brief Description	Total Net Carpet Area (Sq ft.)	Rate Quoted for per Sq ft. (Net carpet area)	Amount per month (in words)
1	Property for Office only			
2	Any other Charges, eg. for Maintenance, any extra feature, etc. (pls specify).			
3	Taxes if any (pls specify).			

Note-

Net carpet area excludes the common areas like staircase/lift/roof etc

Signature: _____

Name: _____