

**NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY
(NIELIT, Chandigarh)**

An Autonomous Scientific Society of
Department of Electronics & Information Technology (DeitY),
Ministry of Communications and Information Technology, Government of India

TENDER DOCUMENT FOR


REQUIREMENT OF LEASED ACCOMODATION FOR OFFICE SPACE

AT ROPAR (PUNJAB)



NIELIT, Chandigarh
C-134, Industrial Area Phase 8, Sector 72,
S.A.S. Nagar, Mohli – 160071.

Website : www.chandigarh.nielit.gov.in
Email Id : dir-chandigarh@nielit.gov.in
Phone : 0172-2236457, 2236470

 <p>रा.इ.सू.प्रौ.सं NIELIT</p>	<p>NIELIT, Chandigarh (An Autonomous Scientific Society of Department of Electronics and Information Technology, Ministry of Communication and Information Technology, Govt. of India)</p>
	<p>Short Term Notice for Requirement of Leased Accommodation for Office Space Tender No. NIELIT/CH/ROPAR(TRG)/2015</p>
<p>NIELIT, Chandigarh requires around 2000 Sq.ft. carpet area of office space, in a ready to occupy condition at Ropar (Punjab) for its sub-office. The tender document may be downloaded from the website www.chandigarh.nielit.gov.in / eprocure.gov.in. The application duly filled in the prescribed formats is to be submitted at C-134, Industrial Area Phase 8, Sector 72, S.A.S. Nagar, Mohali - 160071 latest by 26 October, 2015 upto 1500 Hrs.</p>	
<p>For any queries, the applicant may contact at 0172-2236457, 2236470. <div style="text-align: right;">(Director In-Charge)</div></p>	

**National Institute of Electronics & Information Technology, Chandigarh
C-134, Industrial Area Phase 8, Sector – 72,
S.A.S. Nagar, Mohali – 160 071.**

TENDER DOCUMENT

Requirement of Leased Accommodation for Office

1. Date of Issue : 11.10.2015
2. Last Date & Time for submission of Tender document : 26.10.2015 upto 1500 hrs.
3. Date, Time & Place for opening of Tender Document
 - a) Technical Bid : NIELIT, Chandigarh
C-134, Industrial Area Phase 8,
Sector 72, S.A.S. Nagar,
Mohali – 160071.
On 26.10.2015 at 1530 Hrs.
 - b) Financial Bid of eligible tenderers : To be intimated later on

Terms & Conditions

Leased Accommodation for NIELIT Chandigarh at Ropar (Punjab)

This tender shall be governed by following terms & conditions:

1. The Tender No. and Date of this tender notice and EMD details be super scribed on the sealed envelope containing tender documents failing which the tender shall not be considered.
2. Technical and Financial bids duly signed by the authorized signatory, should be submitted in two separate sealed envelopes and both of these envelopes should be placed in another sealed envelope as per following details:

a) Envelope 1:

Technical Bid as per Annexure-I (A) and Annexure-I (B) along with Earnest Money (EMD) and other documents as per requirement of this tender document.

This envelope should be sealed and superscribed in bold letters as *“TECHNICAL BID FOR Leased Accommodation for office space at Ropar for NIELIT Chandigarh”*.

Technical Bid without required details and documents as per Annexure-I (A) and Annexure-I (B) and / or without EMD shall be summarily rejected.

b) Envelope 2:

Financial bid as prescribed in Annexure-II showing rates, financial terms and conditions etc.

This envelope should be sealed and superscribed in bold letters as *“FINANCIAL BID FOR Leased Accommodation for office space at Ropar for NIELIT Chandigarh”*.

Financial Bid without required details as per Annexure-II shall be summarily rejected.

- c) Finally, both the above mentioned envelopes should be put in one bigger envelope and be super scribed in bold letters as *“BID FOR Leased Accommodation for office space at Ropar for NIELIT Chandigarh”*.

All the envelopes/covers used in the above process must contain details of bidder's name, address and other contact details and EMD should be placed in technical bid envelope.

NOTE: TENDERS NOT SUBMITTED AS PER ABOVE MENTIONED TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.

3. While opening the tenders, the envelopes containing technical bids shall be opened first and acceptance of the tender according to the specified clauses will be ascertained.
4. The Evaluation Committee shall open Financial Bids after evaluation of the Technical Bids. Financial bid of only those bidders shall be opened which are found technically acceptable.

5. *The tender should reach NIELIT Chandigarh at C-134, Industrial Area Phase 8, Sector 72, S.A.S. Nagar, Mohali-160071 by 26.10.2015 upto 1500 Hrs.* The tenders received after closing date and time shall not be considered and no correspondence in this regard shall be entertained.
6. Tenders (Technical Bid only) will be opened at 1530 Hrs on 26.10.2015 at NIELIT Chandigarh, C-134, Industrial Area Phase 8, Sector 72, S.A.S. Nagar, Mohali-160071 in the presence of bidders present.
7. The tender will be acceptable only from original owner of the building or from the valid power of attorney holder for the premises offered.
8. Brokerage will not be paid.
9. The Technically qualified offers given by the Bidders will be evaluated by physical inspection of the premises.
10. Queries, if any, raised by NIELIT Chandigarh should be answered by the prescribed date. In case no reply is received by prescribed date, bid shall be cancelled.
11. BIDS NOT SUBMITTED IN THE PRESCRIBED FORMAT ENCLOSED SHALL NOT BE CONSIDERED.
12. 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.
13. Possession of the area offered will have to be handed over to NIELIT Chandigarh within 15 days from award of the order and rent shall be payable from the date of possession.
14. The location should be in a prime area in Ropar (Punjab) suitable for an educational institute and should be easily accessible. It should be preferably within a radius of 3-4 Kms. from the Ropar Bus Stand. The approximate space should be 2000 sq.ft. of carpet area.
15. Adequate parking space should be available in / around premises of the building within which the space is being offered.
16. Criteria for Evaluation of Technical Bid: The offers given by the Bidders will be evaluated by NIELIT Chandigarh by physical inspection of the premises after evaluation of Technical Bid.

On evaluating the suitability of the office space being offered by the bidders, the Financial Bids will be opened.
17. Bidders should preferably submit typed offers. Overwriting, alterations etc. will not be considered unless authenticated by full 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 Chandigarh shall be under no obligation to accept the lowest quotation.

20. The tenderer will be required to furnish Earnest Money of Rs. 10,000/- along with the Technical bid, in the shape of Demand Draft of nationalized banks only in favour of 'NIELIT Chandigarh' which shall 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 to NIELIT. If the selected bidder back-tracks, EMD will be forfeited and the tender bid shall be rejected.
21. Rates should be quoted in Indian Rupees only.
22. The LESSEE or LESSOR may terminate the Lease by giving 3 (Three) months advance notice in writing to each other.
23. No tender will be accepted by fax, email, telex, or any other such means.
24. In case of non-fulfillment of any of the above terms, tender is likely to be rejected.
25. In all matters and disputes arising hereunder the appropriate courts at Chandigarh and Mohali under jurisdiction of the High Court of Punjab and Haryana at Chandigarh shall have the jurisdiction to entertain and try them.
26. The Director-In-Charge, NIELIT Chandigarh 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) Office Address</p> <p>(iii) Residence Address</p> <p>(iv) Telephone No.</p> <p>(v) Mobile Number</p> <p>(vi) Tele Fax :</p> <p>(vii) E Mail Id</p> <p>(viii) PAN No. (Enclose Copy)</p> <p>(ix) Bank Account No and Name of Bank</p> <p>(x) Valid Service Tax Registration No. (if applicable along with copy)</p>	
2.	<p>Full particulars (with complete address) of person(s) submitting the tender and offering the premises on rent / lease:</p>	
3.	<p>Status of the applicant with regard to the accommodation offered for hiring (Enclose Ownership Certificate / Power of Attorney if the applicant is other than the owner)</p>	
4.	<p>Complete Address with brief description and location of the building:</p>	
5.	<p>Total Area offered for rent –Floor wise in sqft (Enclose certified sketch plan)</p> <p>(a) Super Area</p> <p>(b) Carpet Area</p>	

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 & water bill dues etc. (Enclose Notarized Affidavit from the Owner / Power of Attorney Holder)	
8.	Whether Accommodation offered is approved for Commercial activities (Attach proof / details / self-certification)	
9.	Available facilities for vehicle parking (Mention details in sqft)	
10.	(a) No. of lifts & their carrying capacity if available (Provide details of make, year of installation & working status etc.) (b) Details of Maintenance Contract of lifts	
11.	Number of Toilets floor wise with details (Details to be provided separately for gents and ladies)	
12.	(a) Whether running water (both drinking and otherwise) available round the clock, otherwise, give details (b) Whether sanitary and water supply Installations have been provided?	
13.	Distance from Ropar Bus Stand (in Km.)	
14.	(a) Whether electrical installations and fittings (power plugs, switches etc.) have been provided or not? (b) Whether building has been provided with fans in all rooms or not? (If yes, give the number of fans floor wise)	

15.	<p>(a) Details of Partitioning provided (if any) in terms of room areas, type of partitioning etc.</p> <p>NIELIT being an educational Institute, bidders offering space with partitioning for 2 class rooms / 2 labs of 300-400 sqft each and 1-2 rooms of 200 sqft each will be preferred and given preference. Rates should be quoted</p>	
16.	<p>(b) Details of the Air Conditioning facilities available</p> <p>(c) If not, whether provision have been made for Air Conditioning with power points?</p>	
17.	<p>(a) Sanctioned Electricity Load</p> <p>(b) Connected Electricity Load</p> <p>(c) Whether Owner / Power of Attorney Holder agrees to get the load increased if required</p>	
18.	<p>(a) Details of Power Backup facilities available</p> <p>(b) Details of arrangements for regular repairs and maintenance of such 'Power Backup' facility</p> <p>(c) Whether responsibility for repairs / maintenance lies with the Owner / Power of Attorney Holder</p>	
19.	<p>Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of certificate to be enclosed)</p>	
20.	<p>The period and time in which the said accommodation could be made available for occupation after approval by this Centre</p>	
21.	<p>Specify the lease period (minimum Eighteen Months) and provisions for extension</p>	
22.	<p>Whether the owner of the building is agreeable to quoted Monthly Rent to remain valid for initial lease period of minimum Eighteen Months.</p> <p>If yes, an undertaking to this effect is required to be submitted by the owner(s) of the building.</p>	

23.	Provisions for regular repairs and maintenance and special repairs, if any of the building:	
24.	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 declare 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 not to be true, I / We shall be liable to such consequences / lawful action as the NIELIT may wish to take.

Signature of Legal Owner /
Power of Attorney Holders

Date :

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

1.	Consent of the owner to let out the accommodation (Attach Consent Letter)	
2.	(a) Year of Construction (b) Copy of completion certificate (Attested / Self attested) issued by the Competent Authority	
3.	Area of Plot of Land / Building (in sqft)	
4.	Drawings showing plan of the area being offered	
5.	Site Plan of the Building	
6.	Whether fans & other electrical installations, A/C etc. fitted in the buildings along with wood work / false ceiling (if any) are included in the rent	
7.	Details of rolling shutters, grills, collapsible gate, over-head tank etc. (if any)	
8.	No. of Floors (Floor wise Carpet Area in sqft to be given)	
9.	Details of Flooring	
10.	Details of Roofing and Terracing	
11.	Details of Compound Wall (if any)	
12.	Space for Parking (in sqft)	
13.	Details of Electrical Fittings	
14.	(a) Details of existing Air-conditioning (if any) (b) If not, provisions for AC installation	
15.	(a) Sanctioned Electricity Load (b) Connected Electricity Load	

16.	Sanitary Installations: (a) No. of Water Closets (b) No. of Lavatory Basin (c) No. of Lavatory Bath.	
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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 /
Power of Attorney Holders

Date :

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. 10,000/- (Rupees Ten thousand only) of nationalized scheduled bank in favour of NIELIT, Chandigarh on account of Earnest Money Deposit (EMD)
2. Notarized 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 & water bill dues etc. and approved for commercial activities.

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, 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 /
Power of Attorney Holders

Date :

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

Sr. No.	Details of Accommodation	Total Super Area (Sqft)	Total Carpet Area (Sqft)	Rate Quoted without Partition (per Sqft of Carpet Area)	Rate Quoted with Partition (per Sqft of Carpet Area)	Rent per Month without Partition (Rs.) (B * C)	Rent per Month with Partition (if available) (Rs.) (B * D)
		(A)	(B)	(C)	(D)		
	Taxes if any						
	Total Rent per Month (X)						

OPTION-II- (WITHOUT POWER BACKUP ARRANGEMENT)

Sr. No.	Details of Accommodation	Total Super Area (Sqft)	Total Carpet Area (Sqft)	Rate Quoted without Partition (per Sqft of Carpet Area)	Rate Quoted with Partition (per Sqft of Carpet Area)	Rent per Month without Partition (Rs.) (B * C)	Rent per Month with Partition (if available) (Rs.) (B * D)
		(A)	(B)	(C)	(D)		
	Taxes if any						
	Total Rent per Month (Y)						

Total Rent quoted per Month at (X) & (Y) above is inclusive of all taxes.

Signature of Legal Owner /
Power of Attorney Holders

Date :