

**TENDER DOCUMENT FOR PROVIDING LEASE ACCOMMODATION TO DOEACC
SOCIETY FOR OFFICE PURPOSE CLOSING AT 1700 HRS. ON 17th October 2011**

1. BACKGROUND

1.1 The DOEACC Society, an autonomous Scientific Society of Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India, is implementing the DOEACC Scheme, which has been launched jointly by AICTE and Department of Information Technology (Formerly, Department of Electronics) with a view to utilize the resources available with the Computer Training Institutions in the non-formal sector to provide quality education and training in the area of IT. The scheme consists of courses at four levels, namely, 'O' level - Foundation equivalent, 'A' level - Advanced Diploma equivalent, 'B' level - MCA equivalent and 'C' level - M.Tech. level. Under the Scheme, the Society designs and regularly updates syllabi; accredits the courses of the institutes, subject to meeting a well-defined criterion for respective levels; conducts examinations twice in a year and issues certificates to the successful candidates in respect of all the courses offered under the Scheme.

1.2 The Society also offers a Course of Computer Concepts (CCC), which is basically an IT Literacy Course for anybody and everybody. The institutes accredited for either or more of O, A, B and C levels of courses and Govt. recognised schools & colleges having requisite facilities are authorized to conduct training for this course and offer candidates for the Examinations conducted by the Society thrice in a year. Also, candidates with a minimum qualification of matriculation or equivalent are allowed to appear as direct candidates based on self-study.

1.3 The Headquarter of DOEACC Society is presently located in Electronics Niketan, 6, CGO Complex, New Delhi. The Society is in a need of space measuring **about 15000 sq.ft. [or additional space measuring 8000 sq.ft.] to meet its space requirement.** The total space requirement of the Society is thus about 15000 sq.ft. In case the total requirement is met at a single location within a radius of 8 Kms from Society's existing office at Electronics Niketan, CGO Complex, New Delhi, Society will prefer to hire the same and shift its existing offices also at new location.

1.4 This tender is to seek proposal from Owners/ Lease Holders of properties approved for Commercial/Institutional purposes for office space measuring 15000 sq.ft. located within a radius of 8 Kms [or 8000 sq.ft. within a radius of 5 Kms] from CGO Complex. Though the Society's preference would be to have 15000 sq.ft., however, final decision on the issue will be taken after receipt and evaluation of the proposals (Technical Bids).

2. TERMS & CONDITIONS

2.1 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.

2.2 If the accommodation offered is in a multi-storey building, appropriate provisions for lift should be available.

2.3 The location for office accommodation should be in the nearby vicinity of DOEACC's existing office - i.e within a radius of 8 kms in case the space offered is 15000 sq.ft. [and 5 kms in case of 8000 sq. ft.] from Electronics Niketan, 6 CGO Complex, New Delhi. Nothing contained in this clause shall however, prohibit DOEACC 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.

- 2.4 Adequate space for parking should be available to park about 25 cars and 100 two wheelers should be available in case of 15000 sq. ft. of space.
- 2.5 The accommodation should have provision for the 24 hours electricity supply as per the requirement of DOEACC. The approximate power consumption in case of 15000 sq. ft. of space will be 150 KVA and 75 KVA in case of 8000 sq. ft. and separate electric meter (commercial) for use of DOEACC Society only.
- 2.6 The accommodation should have provision for adequate water supply including drinking and utility facilities.
- 2.7 There should be enough arrangement for public utilities (Toilets, etc) for men and women, separately.
- 2.8 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.
- 2.9 The property offered should have adequate space for installation of Genset/UPS/units of split AC etc.
- 2.10 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.
- 2.11 The Property offered should be well connected by public transport at a reasonable distance (not more than 500 meters) and should be easily accessible.
- 2.12 Sufficient accommodation for watch and ward staff should be available. Also the corridors, staircases etc. should be sufficiently wide- minimum 4ft.
- 2.13 Possession of the accommodation will be handed over to DOEACC Society within 30 days from the award of the order and rent shall be payable from the date of possession.
- 2.14 The accommodation offered should have adequate security cover and fire safety measures installed as per the requirements of Delhi Fire Service.
- 2.15 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.
- 2.16 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 alongwith 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.
- 2.17 The tender will be acceptable only from original owner of the building/ property. DOEACC Society will not pay any Brokerage for the offered property.
- 2.18 If the space offered has Power Back-up, electrical fixtures (light, fans etc.) ACs, 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 for space only would be considered.
- 2.19 The Bidders should give rates, showing taxes, if any, separately.

2.20 Rates should be quoted in Indian Rupees only. Rates quoted in currencies other than Indian Rupee shall not be considered.

2.21 Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory. Preferably, the Bids should be in the typed form.

2.22 No tender will be accepted by Fax, E-mail, Telex or any other such means, except by hand, through Post or Courier

2.23 Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

2.24 The property tax, water tax etc levied by Local Govt. Central Govt. and maintenance of common area are to be borne by the Owner

3. EARNEST MONEY DEPOSIT (EMD)

The bidder will be required to furnish earnest money of Rs.20,000/- in the form of Demand Draft in favour of DOEACC Society payable at New Delhi. 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

4.1 Both the bids (Technical and Financial) duly signed by Owner or his Authorised Signatory should be sealed in two separate envelope 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.

4.2 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.

4.3 Finally, the above-mentioned two envelopes should be sealed in a single cover and addressed to the **Deputy Director (Administration), DOEACC Society**, Electronics Niketan, 6,CGO Complex, New Delhi 110 003, 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.*

4.4 The owners may submit a single Tender for both, 8000 sq. ft. of space or 15,000 sq. ft., if the premises is same.

4.5 For different premises, however, the owners will have to submit different bids.

4.6 Technical Bid should contain the details required, as per proforma at Annexure I and Financial Bid should contain details, as per proforma at Annexure II.

4.7 Bids not submitted, as per above proforma will be summarily rejected.

4.8 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.

4.9 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.

4.10 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorised 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.

4.11 For any pre-bid submission queries, the prospective bidders may contact Deputy Director (Admn), DOEACC Society on following contact details:

Ground Floor
Electronics Niketan
6, CGO Complex
New Delhi - 110 003

Tel.: *EPABX:24363330/31/32, 24366577/79/80*

Direct: 24365592

E-mail: scdhyani@doeacc.edu.in

4.10 Queries, if any, raised by DOEACC Society, Headquarters, 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.

4.11 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

5.1 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.

5.2 The Committee appointed by the Competent Authority in DOEACC Society 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 Satisfactory Report from the Committee of DOEACC after visiting the space. 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.

5.3 The bidders, if they so desire, can depute their representatives for opening of Bids. Technical Bids will be opened at 1030 Hrs. on 18th October 2011 in the office of the DOEACC Society in Electronics Niketan, New Delhi in the presence of representatives of Bidders present, if any.

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, AC, etc. does not suit

DOEACC, the bidder should be prepared to remove such facilities at their own cost, to enable DOEACC to install its own facilities.

7. PAYMENTS

7.1 Payments shall be made by DOEACC Society against the pre-receipted bills as per the lease deed to be executed between DOEACC and the owner or his/her legal representative.

7.2 Payments of rent will be made on monthly basis by account payee cheque in favour of Owner after deduction of tax at source (TDS) as applicable from time to time.

8. TERMS OF TERMINATION OF LEASE

8.1 The period of lease should be minimum five years with provision for extension of lease on mutually agreed terms.

8.2 The lease can be cancelled by either side by giving a notice of not less than 6 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, DOEACC Society, shall be the sole Arbitrator. The arbitration proceeding shall take place at New Delhi only.

10. PENALTY CLAUSE

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

11 MISCELLANEOUS

11.1 The offer should be valid upto 180 days after closing date of tender.

11.2 DOEACC Society shall be under no obligation to accept the lowest quotation.

11.3 Non-fulfillment of any of the above terms shall result in rejection of Bid.

11.4 All disputes lie within the jurisdiction of Delhi only.

11.5 The DOEACC Society 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 DOEACC SOCIETY (HQ), NEW DELHI**

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| 1. | Full particulars of the legal owner of the premises: a) Name: b) Address (office & residence): c) Telephone & Mobile No.: d) Telefax: e) E-mail ID f) PAN no. & TAN No. (copies to be enclosed) | |
| 2. | 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. [a] Area offered [i.e. 8000 sq. ft. or 15,000 sq. ft. or both]. | |
| 3. | 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). | |
| 4. | a) Complete address with brief description and location of the accommodation offered. b) Details of the accommodation offered for rent, viz., total super area, total carpet area (floor wise). Also enclose certified sketch plan. c) Whether commercial or dual use (enclose relevant certificates from DDA and MCD/NDMC/any other authority) d) Distance (approx.) from CGO Complex | |
| 5. | Total area offered for rent (floor wise) in sq ft. i) Carpet area ii) Covered area iii) Dimensions of staircase. | |
| 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.) | |

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| 8. | Facilities for vehicle parking (capacity of vehicle parking space in terms of number of cars and two wheelers, separately). | |
| 9. | Type of accommodation - whether single floor or multi-storey with provision of rooms on each floor or hall type. a) Hall type b) whether there are any conditions for carrying out partitioning as per requirement of DOEACC. c) Whether rooms constructed d) whether modification in internal plan permitted in case of constructed rooms. | |
| 10. | Number of lifts and their carrying capacity. Provide details of make, year of installation & status of working etc. | |
| 11. | Number of Toilets (floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Comods and Wash Basin (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. | a) Whether electrical installations and fittings, power plugs, switches etc., are provided or not. b) Whether building has been provided with fans or not. (if yes, the number of fans floor wise). c) Whether provisions for Air conditioner with power points available or not? | |
| 14. | i) Sanctioned electricity load ii) Whether willing to get the electricity load increased in case DOEACC Society needs. iii) Arrangements for maintenance.(Electrical) | |
| 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 Department 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 DOEACC | |
| 18. | Specify the lease period (minimum five years) with provision of extension. | |
| 19. | i) Whether the owner of the building is agreeable to | |

| | | |
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| | monthly rent as determined and fixed by the competent authority like CPWD. ii) For what duration after handing over the possession to DOEACC, the rates quoted should remain unchanged. | |
| 20. | Provisions for regular repairs and maintenance and special repairs, if any of the building; | |
| 21. | DDA/MCD clearance certificate 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 ACCOMMOTION FOR OFFICE

Full particulars of the legal owner of the premises:

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

| SI No | Brief Description | Total Carpet Area | Total Super Area | Rate Quoted for 15000 per Sq ft. (if applicable) | Rate Quoted for 8000 Sq. ft. (if applicable) | Amount per month (Rs.) |
|--------------|---|--------------------------|-------------------------|---|---|-------------------------------|
| 1 | Property for Office only | | | | | |
| 2 | Power Backup, if any | | | | | |
| 3 | Charges for Fans & Lights fixtures, if provided | | | | | |
| 4 | Charges for A.C. if installed | | | | | |
| 5 | Any other Charges, eg. for maintenanc, any extra feature, etc. (pls specify). | | | | | |
| 6 | Taxes if any | | | | | |