Tender Document for LEASE ACCOMMODATION for DRT, PUNE

TERMS & CONDITIONS FOR HIRING OF OFFICE ACCOMMODATION

Depts Recovery Tribunal, Pune a Central Government Office under Ministry of Finance, Department of Financial services requires office premises around 7,200 sq. ft. carpet area on Lease for a maximum period of three years which will be renewed from time to time as per agreed terms by both the parties.

1. The Building should be located in good locality of Pune city. The interested parties should send their bid in a sealed cover super scribling the same as "Quotation for Accommodation for DRT, Pune" addressed to The Registrar, Depts Recovery Tribunal, PMPML Commercial Building, Shankarshet Road, Pune - 411 042 and it should be submitted by the legal owners of the building. Brokerage charges will not be payable. The

2. The proposal should be submitted in two parts in one single envelope containing two separate sealed envelopes first as "Technical bid (Annexure – I)" as per the given format and the second envelope as "Financial Bid (Annexure – II)" as per given format. Both the envelopes should be kept in single sealed envelope which should clearly super scribed on the top as "BID FOR LEASE ACCOMODATION for DRT, Pune". The Technical bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those cases which are shortlisted on the basis of technical feasibility.

3. The 'Technical Bid' should be accompanied by an EMD of Rs.5,000/- in the form of Demand Draft/Pay order in favor of ‘The Registrar, DRT, Pune’ payable at Pune. The amount of EMD will be forfeited if the bidder finally selected, based on his technical & financial bid does not come forward to make the deal. The EMD will be returned back to all the parties after completion of the Tender process.

4. The Tender should be received at this office by Post/Courier or in person latest by 05.00 P.M. on 24.12.2016. Tender filed by e-mail and Fax will not be accepted.

5. Technical Bids will be opened at 4:00 PM on 27.12.2016 at this office. Date and time for opening of Financial Bids will be communicated later to the technically qualified bidders.

6. Preference will be given to the buildings owned by the Central/State Government/PSUs/Local body and the buildings located near to Civil Court.

TECHNICAL BIDS
Technical Bids should inter-alia contain details as follows:-

i. Location and address of the building (preferably with photograph of the building.
ii. Exact carpet-area.
iii. Detailed approved plan of the accommodation (in duplicate).
iv. All Statutory Clearances / No objection certificate from all the relevant Central/State/ Municipal authorities/ Fire/Pollution Department for use as office premises confirming the municipality laws to be confirmed whether available or not.

v. Facilities and amenities available with the building.

7. Facilities required to be provided by the owner:-
   i. The building should be located on main road with easy access. It should be fit and approved for office use and should be well connected with public transport at a reasonable distance.
   ii. Assured free parking space be provided / made available (10 four wheeler & 30 two-wheeler).
   iii. There should be a provision for 24 hours electricity supply round the clock. A separate electric meter (commercial) should be installed exclusively for the use of this office.
   iv. The office space should have electrical fixtures such as switches, power points, etc.
   v. The area proposed to be given on rent should be on the same floor.
   vi. The building should have adequate security cover to protect the Govt. property;
   vii. The maintenance (civil, electrical, mechanical, plumbing including consumables, etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance. No additional charges shall be paid for the same.
   viii. The building should have adequate toilet facilities separately for ladies and gents inside the premises.
   ix) The building should be in a ready to use condition with electricity, water, lifts, and sewerage and firefighting equipment etc. The electric power available should also be indicated;
   x) No advance rent/security deposit is payable as a matter of policy;
   xi) The space offered should be free from all type of litigations particularly with respect to its ownership, lease/renting and pending payments etc.
   xii) Possession of the office space will be handed over to this office within 30 days from the award of the order or as mutually agreed upon and rent shall be payable from the date of possession.
   xv) The Technical bids will be scrutinized by the committee formed by the office and the decision of the committee shall be final in all respect and no correspondence will be entertained in this regard whatsoever the reason may be.
   xvi) This office reserves the right to reject any or all the offers without assigning any reason at any stage.
   xvii) Conditional offers will be summarily rejected.

FINANCIAL BID

The financial bid will inter-alia include:

i) The rent demanded per sq. ft. carpet area and the rent offered should be inclusive of property tax or any other tax required to be paid by the property owner but exclusive of Service Tax.

ii) The rent quoted should clearly indicate the following cost involved per month.
   a) Office space rent (Rs.____ per sq. ft.)
   b) Maintenance (Rs.____ per sq. ft. per month), if any;
   c) Total cost (Rs.____ per sq. ft. per month).

iii. Stamp duty, Registration charges, etc. for the Rent Agreement will be borne by the Owner or as per mutually agreed terms.
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<tr>
<th>SR. NO.</th>
<th>PARTICULARS</th>
<th>DOCUMENTS TO BE SUBMITTED</th>
</tr>
</thead>
</table>
| 1.     | Full particulars of the legal owner of the premises:  
|        | a) Name:  
|        | b) Capacity (if other than Individual)  
|        | c) Address (office & residence):  
|        | d) Telephone & Mobile No:  
|        | e) Telefax:  
|        | f) E-mail ID  
|        | g) PAN No / TAN No. | Copies of PAN/TAN |
| 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. | Please provide details |
| 3.     | Constitution of the applicant (whether Individual, Partnership firm, Trusts, Society, Company, PSU or Govt. etc.) with regard to the accommodation offered for hiring |
| 4.     | a) Complete address with brief description and location of the accommodation offered.  
|        | b) Whether commercial  
|        | c) Radial Distance (approx.) from Civil Court, Pune | Yes / No |
| 5.     | Total carpet area offered for rent in sq. ft. |
| 6.     | Whether completion certificate is available  
|        | (to be submitted at the time of agreement, if selected) | Yes / No |
| 7.     | Whether reserved parking (Covered/open) available? If so, please give the details regarding the no. of 4/2-wheelers parking | Car Parking  
|        | covered ______ No.(s)  
|        | Open ______ No.(s)  
|        | 2-wheelers parking ______ No.(s) |
|   | Type of accommodation-  
a) Whether single floor or multi-storied  
b) With provision of rooms on each floor or hall type  
c) Whether rooms are constructed  
d) Whether modification in internal plan permitted in case of constructed rooms  
e) Details of space available for installation of Gensets/UPS etc. | Please provide answer to each of the sub points |
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<td>9.</td>
<td>Number of lifts and their carrying capacity</td>
<td>Provide details of make, year of installation &amp; status of working etc.</td>
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<td>10.</td>
<td>Availability of facilities / utilities inside the premises</td>
<td>Number of Toilets (floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Commodes and Wash Basin (separately for men and women).</td>
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| 11. | a) Whether running water, both drinking and otherwise, available round the clock  
b) Whether sanitary and water supply installations have been provided | Yes / No |
| 12. | a) Whether electrical installations and fittings, power plugs switches etc., are provide 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? | Yes / No |
| 13. | i) Sanctioned electricity load  
ii) Whether willing to get the electricity load increased in case Department needs. |  |
<p>| 14. | Whether power backup facilities for common area available | Yes / No |
| 15. | Whether Fire Safety Mechanism along with Fire Department Certificate available? | Yes / No |</p>
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<td>16.</td>
<td>The period and time when the said accommodation could be made available for occupation after the approval by Department</td>
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<td>17.</td>
<td>Period for which the property is being offered for rent (maximum 3 years) with provision of renewal from time to time as per agreed terms.</td>
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<td>18.</td>
<td>Distance from the nearest:</td>
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<tr>
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<td>a) Pune Jn. Railway Station</td>
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<td>b) Shivaji Nagar Railway Station</td>
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<td></td>
<td>c) Swargate Bus Stand</td>
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<td></td>
<td>d) Shivaji Nagar Bus Stand</td>
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<td>19.</td>
<td>Whether the owner of the building is agreeable to monthly rent as will be determined and fixed by CPWD subject to final approval by the Ministry of Finance.</td>
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<td>20.</td>
<td>Whether various Taxes (property, municipality taxes etc.) have been paid up-to-date Copy of Tax Receipts to be submitted at the time of agreement, if selected.</td>
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<td>21.</td>
<td>Whether space offered is free from litigation with respect to its ownership, lease/renting etc.</td>
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<td>22.</td>
<td>Whether Clearance/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 have been obtained.</td>
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<td>23.</td>
<td>Any other salient aspect of the buildings, which the party may like to mention.</td>
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Bidders should enclose –

a) copy of proof of ownership of the premises Declaration:

b) copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations etc. indicating dimensions of the space offered
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 to the best of my/our knowledge and in the event of any of the same being found to be incorrect, I/We shall be liable to such consequences as may be decided by the department/ Lawful action as the Ministry may wish to take.

Date:
Place:

Signature: ____________________
Name: ________________________
Designation: __________________
Mobile No.: __
FINANCIAL BID

HIRING OF ACCOMMODATION FOR DRT, PUNE

Full particulars of the legal owner of the premises:

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Brief description</th>
<th>Total Carpet Area</th>
<th>Rate Quoted per Sq. ft. on carpet area</th>
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<tbody>
<tr>
<td>1.</td>
<td>Property for Office space only</td>
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<td>2.</td>
<td>Maintenance Charges (for Common Area), if applicable</td>
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Total Amount Per Month (In Figures) 
Total Amount Per Month (In words) 
% Rent revision proposed, if any and its periodicity

Note:

(i) Lowest bidder shall be declared based on the total amount filled per sq. ft. carpet area (as per total of 1 + 2 in above table).
(ii) Quote should be covering all taxes and duties excluding Service Tax. This shall be the amount payable by the Department monthly as rent.
(iii) Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. excluding Service Tax in case of any discrepancy between the amounts mentioned in numbers and words, the amount mentioned in words shall prevail.

Signature
Name
Designation
Mobile No.
Date