

**SELECTION OF FIRMS/INDIVIDUALS FOR PROVIDING SEMI
FURNISHED OFFICE(WITHIN 10 KMS RADIUS FROM
UTTARAKHAND SECRETARIAT, DEHRADUN) ON RENT IN
DEHRADUN, UTTARAKHAND UNDER NATIONAL SHOPPING
PROCEDURES**

(Package No- UDRP/PIU(TA&CBDRM)/OFFICE/01)

INVITATION FOR QUOTATIONS FOR SELECTION OF FIRMS/INDIVIDUALS FOR PROVIDING SEMI FURNISHED OFFICE(WITHIN 10 KMS RADIUS FROM UTTARAKHAND SECRETARIAT, DEHRADUN) ON RENT IN DEHRADUN, UTTARAKHAND UNDER NATIONAL SHOPPING PROCEDURES

To

Dear Sirs,

Sub: Invitation for Quotations for Selection of Firms/Individuals for Providing Semi Furnished Office (within 10 kms radius from Uttarakhand Secretariat, Dehradun) on Rent in Dehradun, Uttarakhand under National Shopping Procedures

1. You are invited to submit your most competitive quotation for office rent as per details below:-

S.No	Item Description	Tentative Period of rent	Other detail
1	Semi furnished office(within 10 kms radius from Uttarakhand Secretariat, Dehradun) space having minimum surface area 1500 sqft with electricity, 24 hours power back-up, 24 hours water supply, centralized/split AC system, maintenance and parking. Refer details in terms and conditions enclosed as Annexure-A.	Till 30 th June, 2019	Please refer to the terms and conditions enclosed as Annexure-A.

2. Government of India has received a credit from the International Development Association (IDA) in various currencies towards the cost of the **Uttarakhand Disaster Recovery Project** and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. **Bid Price**

- a) The contract shall be for the complete duration as mentioned above.
- b) GST in connection with the above service shall be shown separately.
- c) The rates quoted by the bidder shall be fixed for the entire duration of the contract and shall not be subject to adjustment in any case.
- d) The Prices shall be quoted in Indian Rupees only.
- e) GST shall be paid as per the prevailing rates of Govt. of India.

4. Each bidder shall submit only one quotation.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission of quotations.

6. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

(a) Are properly signed; and

(b) Conform to the terms and conditions enclosed as Annexure-A.

7. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2 The bidder whose bid is accepted will be notified by the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Letter of award (sample form attached).

8.0 You are requested to provide your quotations latest by 3:00 PM on 16th February, 2018 by hand/speed post/registered post/courier. Quotations via email shall not be entertained. The Quotations will be opened on 16th February, 2018 at 4.00 PM.

9.0 We look forward to receiving your quotations and thank you for your interest in this project.

10.0 Conditional quotations shall be rejected.

(Purchaser)

Program Manager,
Uttarakhand Disaster Recovery Project
Project Implementation Unit
Technical Assistance and Capacity Building in DRM
SIIDCUL Building, 29 IIE (IT Park), Sahastradhara Road,
Dehradun, Uttarakhand-248001, Country: **India,**
Telephone: 0135-2708358, 2708111, 2708110 Fax-0135-2708358
Electronic mail address: piu.wb.drm@gmail.com

TERMS & CONDITIONS

The following Terms and Conditions are applicable for providing office space on rent.

- 1- **Ceiling limit for rent is the rate as decided by District Magistrate, Dehradun in essential certificate. The amount for electricity, maintenance, water shall be paid extra at actual by the client.**
- 2- The offer should remain valid at least for a period of **60 days** from the date of opening of quotations.
- 3- Bidders from intermediaries or brokers will not be entertained. Owner with map (MDDA approved) of his house/property shall submit the quotation.
- 4- The letter of acceptance shall be given only after the satisfactory inspection of the house/property and approval of the client.
- 5- Tentative No. of Rooms and parking area (only indicative)
 - (a) 16 X 14 ft – 1 No. with attached Washroom with western toilet & Washbasin
 - (b) 16 X 14 ft – 2 Nos.
 - (c) 10 X 10 ft - 4 Nos.
 - (d) 8 X 10 ft (Kitchen) - 1No.
 - (e) Extra washroom with western toilet & Washbasin – 2 Nos.
 - (f) Parking: 4 Wheelers- 03 to 04 Nos. and 2 Wheelers: 05-06 Nos.

Note: The above rooms and parking requirement is tentative and the bidder should mention the actual dimensions of the rooms in their quotations.

- 6- The premises should have good frontage and proper access.
- 7- The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid
- 8- The selected bidder shall arrange for repairs and maintenance, white washing / colour washing/ OBD painting / painting to doors, windows etc. as and when informed by the purchaser.
- 9- 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 week after the acceptance of their offer by the purchaser. The premise has to be painted & should be in habitable condition while taking over the possession.
- 10- If split ACs shall be provided by the bidder instead of centralized AC, then the capacity should be 2 Tonn-2 Nos., 1.5 Tonn-3 Nos.
- 11- Rent agreement: Will be with the Owner & Rent will be paid to respective owner.
- 12- Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the rent period. The water bill shall be paid by the client on actual basis on submission of original water bill for the space/property provided.

- 13- Electricity :
- a) The building should have sufficient electrical / power load sanctioned and made available to the Purchaser.
 - b) If required, additional electric power will have to be arranged by the selected bidder at his cost from the energy suppliers.
 - c) The owner shall provide electricity sub-meter at its own cost to the client.
 - d) Electricity charges shall be paid to the owner by the client as per actual on submission of original bill.
- 14- There should not be any water logging inside the premises and surrounding areas.
- 15- Addition & alteration works: During the period of tenancy, if the purchaser desires to carry out any addition & alterations works at its own cost as per their requirement, the selected bidder will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority.
- 16- The purchaser reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
- 17- The premises shall be preferably freehold (approved by MDDA). Only registered Firms/individuals having registry on their name need to apply. They have to submit the proof of registration along with copy of their PAN card issued by Income Tax Department along with their quotation.
- 18- All columns of the quotation documents must be duly filled in and no column should be kept blank. All the pages of the quotation documents are to be signed by the authorized signatory. Any over writing or use of white ink is to be duly initialed by the authorized signatory. The purchaser reserves the right to reject the incomplete quotations or in case where information submitted / furnished is found incorrect.
- 19- In case the space in the quotation document is found insufficient, the bidders may attach separate sheets.
- 20- There should not be any deviation in terms and conditions as have been stipulated in the quotation documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the document, the vendor is required to attach a separate sheet marking "list of deviations"
- 21- House-tax shall be paid by the owner at its own.
- 22- Canvassing in any form will disqualify the bidder.

Date:

Place:

Signature and Seal of Authorized Signatory

FORMAT OF QUOTATION *

The format of quotation given below is only to calculate the bid price for office rent per month and is only for the financial evaluation purpose to determine the L1 bidder. The actual payment for the total contract duration will be made as per the rates quoted by the qualified bidder.

S. No	Item Description	Qty in Months	Rates per month (INR)	Total Amount in INR
1	A	B	C	D=B*C
	Semi furnished office(within 10 kms radius from Uttarakhand Secretariat, Dehradun) space having minimum surface area 1500 sqft with electricity, 24 hours power back-up, 24 hours water supply, centralized/split AC system, maintenance and parking. Refer details in terms and conditions enclosed as Annexure-A.	Till 30 th June, 2019		
			Total	

Total GST

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Total Bid price in words-

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The financial evaluation of bids will be based on the per month rent excluding GST (which shall be paid as per the prevailing rates of Govt. of India).

We agree to provide the above services in accordance with the Terms & conditions enclosed as per Annexure-A, and as per the rates quoted by me in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Date:

Place:

Signature & Seal of Authorized Person

Letter of Acceptance

To:

M/s

Dear Sirs,

Sub:

Ref : Your quotation no..... dated

1. Your quotation no..... dated.....for providing **SEMI FURNISHED OFFICE(WITHIN 10 KMS RADIUS FROM UTTARAKHAND SECRETARIAT, DEHRADUN) ON RENT IN DEHRADUN, UTTARAKHAND UNDER NATIONAL SHOPPING PROCEDURES** has been accepted has been approved. You are requested to kindly submit your acceptance within 5 days from the receipt of this letter of acceptance.

S. No	Item Description	Period of Rent	Rates per month (INR)	Total Amount in INR
1	A	B	C	D=B*C
1	Semi furnished office(within 10 kms radius from Uttarakhand Secretariat, Dehradun) space having minimum surface area 1500 sqft with electricity, 24 hours power back-up, 24 hours water supply, centralized/split AC system, maintenance and parking. Refer details in terms and conditions enclosed as Annexure-A.	Till 30 th June, 2019		
Total				

*GST shall be paid extra

2. Other terms and conditions are as attached with this letter as per Annexure-A:

(Purchaser)

Date:

Place:

Name:

Designation:.....