

DOEACC SOCIETY

An Autonomous Scientific Society of Department of Information Technology,
Ministry of Communications and Information Technology,
Government of India

TENDER DOCUMENT

FOR

OFFICE SPACE REQUIRED AT CHENNAI



डी ओ ई ए सी सी

DOEACC CENTRE AURANGABAD

CEDTI Complex,


Dr. Babasaheb Ambedkar Marathawada University Campus,
Aurangabad – 431 004 ,Maharashtra

Phone – 0240-2400120, 2400121 , 2400122 Fax – 0240-2400051

www.doeacc.edu.in www.doeaccaurangabad.org.in
chennai@doeacc.edu.in info@doeaccaurangabad.org.in.

NOTE: If downloaded from website, the cost of tender form Rs. 500/- be paid through demand draft (D/D) in favour of Director, DOEACC Centre, Aurangabad payable at Aurangabad, Maharashtra while submitting the tender form.

COPY OF ADVERTISEMENT

 <p>डी ओ ई ए सी सी</p>	DOEACC SOCIETY An Autonomous Scientific Society of Department of Information Technology, Ministry of Communications and Information Technology, Government of India
	OFFICE SPACE REQUIRED AT CHENNAI
<p>DOEACC Society, New Delhi requires office space for its Chennai Centre having covered area of 5000-10,000 sq. ft (approx.) preferably near Anna University, Guindy campus Chennai. The constructed and ready to be occupied space preferably single floor, on lease basis strictly in commercially approved / Institutional area, for activities related to Education, Training & Services including Projects & Schemes of Electronics & IT. Interested Parties may send their sealed offers superscribed “Offer for Office Space at Chennai” in the prescribed performa alongwith terms & conditions which can be downloaded from the websites given below or can be obtained from the DOEACC Centre, Dr. B. A. M. University Campus, Aurangabad-431 004 (MS) between 10:00 am to 5:00 pm (Monday to Friday). The offers should be in the prescribed format fulfilling all the terms & Conditions for hiring office space must reach at the above address within 25 days from the date of release of this notification. DOEACC Society reserves the right to reject or accept any or all offers without assigning reasons thereof.</p> <p>Web Site: www.doeacc.edu.in, www.doeaccaurangabad.org.in Tele.No. : 0240-2400122.</p>	

DOEACC Centre Aurangabad
Dr B A M University Campus, Aurangabad - 431004
Maharashtra

TENDER NO: DC-CHE/TEN/01/09

To

Dated: 31st August 2009

Dear Sir/Madam,

LEASED ACCOMMODATION FOR DOEACC CENTRE, CHENNAI

DOEACC Society, **New Delhi** requires Office Space for its new Centre to be established at Chennai city, Tamil Nadu.

Covered area of approximately 5000-10,000 sq. ft, preferably single floor, on lease basis strictly in commercial approved / Institutional area preferably in IT corridor (near Tidal park) , Guindy, Thiruvanmyur, Adyar, Taramani for carrying out activities related to Education, Training, Services including Projects and Schemes of Electronics & IT related areas.

Offers are to be sent through Two-Bid system procedure, Technical and Commercial bid (Annexure-I and II) in the prescribed Performa's duly signed by the authorized signatory should be submitted in separate sealed envelopes and both should be placed in one sealed envelope.

All the required documents and fee as mentioned below should be enclosed along with technical bid, without which offer will not be accepted. The offer should be superscribed "**offer for Chennai Centre premises**" with full details within 25 days from the date of release of this notification in the News papers The site map and all relevant documents as per list of enclosures given has to be attached. All communication in this regard may be made to DOEACC Centre, Aurangabad on the address mentioned in the cover page. The offer should be valid for 120 days. The competent authority reserves the right to reject all or any offer without assigning any reason thereof. Please note that middleman / brokers will not be entertained.

Thanking you,

Yours faithfully,

Jt. Director (Admn & Finance)

TENDER NO: DC-CHE/TEN/01/09

Terms & Conditions

Leased Accommodation for opening new DOEACC Society Centre at Chennai This tender shall be governed by following terms & conditions:

1. The reference No. and date of this tender notice and EMD details be super scribed on the sealed tender envelope failing which it will not be considered. Technical and Commercial bid, duly signed by the authorized signatory, should be submitted in separate sealed envelope and both should be placed in one sealed envelope. EMD should be placed in technical bid envelope. Commercial bid of only those vendors shall be opened which are found technically acceptable.
2. The tender should reach the Jt. Director (Admn & Finance), DOEACC Society, Aurangabad Centre, CEDTI Complex, Dr. B.A.M. University Campus, Aurangabad-431 004 (MS) within 25 days from the date of publication of the advertisement in the news papers. The tenders received late shall not be considered and no correspondence in this regard shall be entertained.
3. Tenders (Technical Bid only) will be opened at 03.30 p.m. on 5th October, 2009 at DOEACC Centre Aurangabad (MS) in the presence of bidders, present if any.
4. The tender will be acceptable only from original owner of the building or having valid power of attorney.
5. The tenderers are required to send two separate envelopes for each item – as described below :-
 - a) **Envelope 1** – containing deposit of earnest money (EMD), and Technical Bid.
 - b) **Envelope 2** – containing the financial bid as prescribed in the Annexure-II showing rates, financial terms and conditions etc.

Both the envelopes should be sealed and superscribed in bold letters:

- a) **TECHNICAL BID FOR Leased Accommodation for office of DOEACC Centre, Chennai at Chennai.**
- b) **“FINANCIAL BID FOR Leased Accommodation for office of DOEACC Centre, Chennai at Chennai.**

Finally the above mentioned two envelopes should be enclosed in one bigger envelope superscribed as “BID FOR Leased Accommodation for office of DOEACC Centre, Chennai”. 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.

NOTE: TENDERS SUBMITTED WITHOUT ABOVE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.

6. Queries, if any, raised by DOEACC Centre Aurangabad should be answered by the prescribed date. In case of no reply bid can be cancelled.

7. Technical Bid should contain the details required as per Annexure I(A) and Annexure I(B) and financial bid should contain Annexure II.
8. BIDS NOT SUBMITTED “AS PRESCRIBED” IN THE ENCLOSED FORMAT WILL NOT BE CONSIDERED.
9. The tenderers should give rates, showing taxes, if any, giving full breakup details. Tender not confirming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
10. The technical bid should enclose the documents as per annexure –I without which the tender will be summarily rejected.
11. Possession to the building by DOEACC SOCIETY CHENNAI CENTRE will be within 30 days from award of the order and rent shall be payable from the date of possession.
12. The location should be in prime area convenient for educational and scientific institute and should be easily accessible.
13. Adequate parking space should be provided by the owner.
14. Typed offers will be accepted. Overwriting, alterations will not be considered
15. The rates quoted have to be valid up to 120 days.
16. DOEACC Society Chennai Centre shall be under no obligation to accept the lowest quotation.
17. The tenderer will be required to furnish earnest money worth Rs.20,000/ to be placed in the Technical bid envelope, in the shape of Demand Draft in favour of Director DOEACC Centre, Aurangabad or Fixed Deposit Receipts from nationalized banks only duly pledged in favour of Director, DOEACC Centre, Aurangabad, which will be refundable within one and half month of finalization of order if order is not awarded or if tender is rejected to the concerned. The deposit(s) should be at least for a period of six months. Without the earnest money the tender shall be out rightly rejected.
18. Tender documents not purchased officially will not be considered. Tender document can be purchased by paying Rs 500/- in the shape of Demand Draft in favour of Director, DOEACC Centre Aurangabad payable at Aurangabad (MS). Alternatively, the tender document may also be downloaded from our web site "www.doeacc.edu.in" / "www.doeaccaurangabad.org.in" The cost of tender document must be enclosed along with technical bid through a separate demand draft in favour of Director, DOEACC Centre Aurangabad payable at Aurangabad.
19. Items are to be quoted in Indian Rupees only.
20. No tender will be accepted by fax, email, telex, or any other such means.
21. Tender is likely to be rejected because of non-fulfillment of any of the above terms.
22. All disputes lie within the jurisdiction of Aurangabad (MS) only. The Director, DOEACC Centre, Aurangabad reserves the right to reject all or any tender without assigning any reason thereof.

Jt. Director (Admn & Finance)

TENDER NO: DC-CHE/TEN/01/09

Annexure – I (A)

TENDER DOCUMENT -- TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

1.	Full particulars of the legal owner of the premises: (i) Name : (ii) Address office & Residence: (iii) Telephone & Mobile Number : (iv) Tele Fax : (v) E Mail I D	
2.	Full particulars (with complete address) of person(s) offering the premises on rent / lease and submitting the tender:	
3.	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than the owner)	
4.	(a) Complete Address with brief description and location of the building: (b) Details of the Accommodation offered for rent (viz. total super area, total carpet area, floor wise) (Enclose Certified Sketch Plan also)	
5.	Total Area offered for rent –Floor wise in sqft (i) Carpet Area (ii) Covered Area	
6.	Particulars of completion certificate. Enclose attested / self certified copy of completion certificate issued by 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 form the owner or Power of Attorney holder)	
8.	Accommodation offered is approved for Training & Commercial activities(attach proof)	

9.	Facilities for vehicle parking" (Mention details):	
10.	No. of lifts & their carrying capacity. Provide details of make, year of installation & status of working etc.,	
11.	Number of Toilets floor wise with details (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 in all rooms or not? (If yes, give the Nos. of fans floor wise.) (c) Whether provision for Air Conditioner with power points available or not?	
14.	Sanctioned electricity load (Agreed that owners will have to get the load increased if required)	
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 Deptt. 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 this centre:	
18.	Specify the lease period (minimum two years) and provision for extension:	
19.	Whether the owner of the building is agreeable to : (i) Monthly rent as determined and fixed by Competent Govt. Authority like CPWD. (ii) Monthly rent fixed as per (i) above to remain valid for initial lease period of two years. If yes, an undertaking to this effect is required to be submitted by the owner(s)of the building.	

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

Signature of Legal Owner(s)

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

1.	Demand of the owner & his consent to let out the accommodation	
2.	(i) Year of construction (ii) Copy of completion certificate (Attested/ self attested) issued by competent authority	
3.	Area of plot of land	
4.	Complete drawings such as plans, sectional elevations and foundation details etc.	
5.	Site plan of the Building	
6.	Whether fans & other electrical installations, A/C etc., fitted in the buildings are included in the rent etc.	
7.	Details of rolling shutters grills collapsible gate & Over Head tank etc. may be given.	
8.	No. of flooring (Floor wise in Sq.ft.)	
9.	Type of foundations	
10.	Flooring	
11.	Roofing and terracing	
12.	Compound wall	
13.	Space for parking & electrical fittings	
14.	Electricity Connected Load	
15.	Wiring: C.T.S.	
16.	Sanitary installations :- a) No. of water closets. (b) No. of Lav. Basin (c) No. of Lav. Bath.	
17.	Power provision for AC installation	

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 with Date

List of Enclosures :

Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever.

1. Demand draft of Rs. 500/(Rupee Five hundreds only) on account of cost of tender document, if downloaded from website.
2. Demand Draft of Rs. 20,000/(Rupees Twenty thousand only) on account of Earnest Money Deposit -EMD. (OR) Fixed Deposit Receipts from nationalized scheduled bank duly pledged in favour of Director, DOEACC Centre, Aurangabad (MS).
3. Affidavit from owners 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 bills and approved for training and commercial activities.
4. Undertaking for agreeability to fixation of rent as per Govt. Rules / CPWD and for rent on initial hiring to remain in force for the initial lease period.

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.

1. Title Deed showing the ownership of the premises.
2. Floor plan Sketch, Blue print of building duly 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

Annexure – II

**FINANCIAL BID
FOR
HIRING OF OFFICE ACCOMMODATIONS**

OPTION – I – WITH POWER BACKUP ARRANGEMENT

Sr No	Details of Accommodation	Total Carpet Area	Total Super Area	Rate Quoted (per sq ft)	Total Area (sq ft)	Rent Per month (Rs.)
	Taxes if any					
	Total Rent per Month					

OPTION – II– WITHOUT POWER BACKUP ARRANGEMENT

Sr No	Details of Accommodation	Total Carpet Area	Total Super Area	Rate Quoted (per sq ft)	Total Area (sq ft)	Rent Per month (Rs.)
	Taxes if any					
	Total Rent per Month					

The rent quoted is inclusive of all taxes.

Signature of Legal Owner with date