



Tender No. FSCL/2017/

Dated: 22 May 2017

**TENDER for Office Space Leased Accommodation for FSCL – Faridabad.**

FSCL at Faridabad requires:

<b>Office Area</b>	<b>Total carpet area approx 4500 Sq. Ft. in one floor in approved Commercial area.</b>
Location	Office on one/ <i>single</i> floor in commercial.
Space	Near Delhi Mathura Road with in city area space shall be used for setting up offices of FSCL and its PMC.
Note 1	preference will be given to ready to move property

**TERMS / SYNOPSIS**

- I. FSCL invites offers to be received up to June 1, 2017 (Thursday 1700 Hours)
- Offers are to be submitted through Two-Bid system i.e. Technical and Financial Bids respectively as mentioned in the Terms and Conditions enclosed.
  - All documents required as per Annexure - 1 & 2 are to be enclosed failing which offer is liable to be rejected.
  - Offer to be valid for 3 years from the date of the tender. It can be extended if required, with mutual consent of both the parties;
  - All communication in this regard to be made to The Chief Executive Officer, FSCL, B-7, Central Green, B.K. chowk NIT Faridabad.
  - The Competent Authority reserves the right to reject all or any offer without assigning any reason thereof.
  - Offers from middleman / brokers will not be entertained
- II. Technical Bids of the tenderers shall be examined at first stage for technical suitability by a Committee. In stage two, the financial bid shall be opened only of those tenderers whose technical bids are found suitable by the Committee earlier in the first stage. The criteria of determining L1 shall be solely TOTAL COST of lease to FSCL (covering rent + maintenance + parking fees + society fees + municipal taxes + property tax + all taxes of any kind + cost of any hired facilities and their AMC if any, etc.)

**Note:** For full and other details please also refer other Terms and Conditions of Tender.

### Terms & Conditions

This tender shall be governed by the following terms and conditions.

1. Tenderer shall submit his offer in hard copy in two bids as described below:
  - a) TECHNICAL BID in Envelope 1 – Envelope 1 to contain EMD (as per para 5 below); and Technical Bid as prescribed in Annexure-I. The Envelope 1 shall be superscribed as “TECHNICAL BID for leased accommodation for Office of FSCL at Faridabad”.
  - b) FINANCIAL BID in Envelope 2 – Envelope 2 to contain the Financial Bid as prescribed in the Annexure-II duly superscribed as “FINANCIAL BID for Office of FSCL at Faridabad”.

The above-mentioned Envelope 1 and 2 should be enclosed in one bigger envelope superscribed as **“BID FOR Leased Accommodation for Officepremises of FSCL at Faridabad”**.

2. The tender will be acceptable only from owner of the building or from person having valid power of attorney to deal with the said property.
3. The rates quoted have to be valid up to 3 years from date of tender. However if need be it can be extended, with mutual consent of both the parties.
4. Lease rent and all charges are to be quoted in Indian Rupees only.
5. The tenderer will be required to furnish interest free EMD of Rs.1,000/- to be placed in the Technical bid envelope in the form of Cheque / Demand Draft / Banker’s Cheque in favour of FSCL, Faridabad. The EMD will be refundable on finalization of order or if order is not awarded or if tender is rejected. Without the earnest money the tender shall be rejected.
6. Technical Bids of the tenderers shall be examined at first stage for technical suitability by a Committee. In stage two, the financial bids shall be opened only of those tenderers whose technical bids are found suitable by the Committee earlier in the first stage.
7. The tender must be submitted in hard copies in the office of Faridabad Smart City Limited upto 5PM on 01.06.2017. No tender will be accepted by fax, email, telex or any other such means.
8. Technical Bid should contain the details required as per Annexure-I and Financial Bid as per Annexure-II.

9. While opening the tenders, the envelopes containing Technical Bid and EMD shall be opened first and acceptance of the tender according to the specified clauses will be ascertained. The evaluation committee will open Financial Bid only after evaluation of the Technical Bids. Financial bids of technically qualified bidders will only be opened.
10. FSCL reserves the right to relax any technical specification without assigning any reason thereof.
11. The tender should reach The Chief Executive Officer, FSCLB-7, central green near B.K. chowk NIT Faridabad. The tenders received late shall not be considered and no correspondence in this regard shall be entertained.
12. Queries, if any, raised by FSCL should be answered by the tenderer within the prescribed date. In case no reply is received within the stipulated timeframe, the bid can be rejected
13. Faridabad Smart City Limited, Faridabad shall be under no obligation to accept the lowest quotation.
14. Tender is likely to be rejected because of non-fulfillment of any of the above terms.
15. The rental/lease quote should be all inclusive of Commercial Tax, House Tax, Society Tax, Building Tax any Govt. or semi- govt. and non-govt. tax or any other tax/charge etc.
16. Additional Power load sanction required will be obtained at the cost by the tenderor.
17. All disputes lie within the jurisdiction of Faridabad only. The Chief Executive Officer, FSCL, Faridabad reserves the right to reject all or any tender without assigning any reason thereof.

Enclosed: Annexure-I  
Annexure-II

## ANNEXURE-I

### TECHNICAL BID

### FOR HIRING OF OFFICE SPACE AT FARIDABAD.

#### Technical Bid Part A

1	Full particulars of the legal owner(s) of the premises (i) Name (ii) Address: Office & Residence (iii) Telephone & Mobile number (iv) Tele fax (v) e-mail ID (vi) PAN Number	
2	Whether person signing this document is owner or authorized person to sign the document	
3	Complete address with brief description and location of the building:	
4	Single floor	
5	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / electricity bills dues etc.	
6	Facilities for vehicle parking (mention details for car and two wheeler)	
7	No. of lifts & their carrying capacity	
8	Number of Toilets-	
9	(a) Whether water available round the clock? (b) Whether sanitary and water supply installations have been provided? (c) Whether Flooring is being provided?	
10	(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	

	<p>the nos. of fans floor wise)</p> <p>(c) Whether Central Air-conditioning facility / Window A.C. is being provided? (If yes, give details of the same)</p> <p>(d) Whether provision for Split / Window AC with power points available or not?</p>	
11	<p>Sanctioned electricity load</p> <p>Do the owners agree to to get the load increased, if required</p>	
12	<p>Details of Power backup facilities, eg. Generator set, uninterrupted power back up, inverter, etc.</p>	
13	<p>Whether Fire Safety Equipments installed in the premises or not? Details of the same.</p>	
14	<p>Specify the lease period (minimum three years and provision for extension also)</p>	
15	<p>Any other salient aspect of the building, which the party may like to mention</p>	

**Name and Signature of Legal Owner(s) / Authorized Signatory**

Date :

Place :

**Declaration:**

- (i) 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 misleading or incorrect report, I / We shall be liable to such consequences / lawful action as the Faridabad Smart City Limited may wish to take. Further, I/We declare to submit all documents as asked in respect of the premises to FSCL to satisfy the statements made above.
  
- (ii) 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.

**Name and Signature of Legal Owner(s) / Authorized Signatory**

Date :

Place :

## ANNEXURE-II

**Evaluation & Financial Bid**  
**Financial Bid will be evaluated on Total Cost basis, i.e."F"**  
**Total cost will cover:**

- Rent for office space
- Maintenance cost of common area if any
- Parking fees if any
- Any and all other cost / charges, hidden or otherwise

S.No.	Single floor	Floor (please fill in the floor number)	Carpet Area in sq. ft.	PerSq.Ft. Rateper month		Total (Rs / Month)
1						
A	Maintenance Charges common area and others					
B	Parking Fees					
C	Taxes / Fee of all kinds proportionate to requisite space.					NIL
D	Other cost / charges, hidden or otherwise					
E	TOTAL COST (A+B+C+D) per Month (To determine L1)					

Total Cost per month Rs. (In Words)

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**Name and Signature of Legal Owner(s) / Authorized Signatory**

Date :

Place :