



Dedicated Freight Corridor Corporation of India Limited (Noida Unit)
(A PSU under Ministry of Railway)
A-102, Star House, 1st Floor, Sector-4, Noida-301201

NOIDA UNIT

TENDER DOCUMENT

**Name of Work: Hiring of office Space on lease at NOIDA in the District of Gautam Budh Nagar
for Dedicated freight Corridor Corporation of India limited
(A Govt. of India enterprises)**

Tender No. Noida Unit/DFCC/OS/12/02

August, 2012

Dedicated Freight Corridor Corporation of India Ltd.

1st Floor, A- 102, Sector- 4, NOIDA (GB Nagar)

Tender Notice

Noida unit of DFCCIL intends to hire premises for office space from individual or the firms under two packet systems as per the details given below:

Area required (approx)	Location	Remarks
Super Area 5000 to 6000 sq.ft. (Covered area around 4000 sq. ft.)	NOIDA (District, G.B.Nagar)	Should be located preferably on the main road & business area at the prime location of the township near metro station having availability of all public amenities like Banks, proximity to metro station, Bus Stops etc. The property must have power back up, AC, Water supply & parking space.
Usage of the Property	For office space of Dedicated Freight Corridor Corporation of India (A Govt. of India Enterprise)	

Present office address - A-102,1st Floor, Star House, Sector-4, NOIDA (GB Nagar) 201301

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs. 500/- (Rupees five hundred only) DD in F/o DFCCIL, New Delhi from the office at the above mentioned address. The tender documents will be issued up to 13.09.2012 between 11.00 AM to 4.00 PM on week days (excluding Holidays, second Saturday and Sundays). The last date for submission of filled in offers is 14.09.2012 upto 03.00 PM. The "Technical Bids" will be opened on the same day at 03.30 PM in the presence of bidders or their authorized representatives who may wish to be present. Bid documents can also be downloaded from www.dfccil.org. but must be submitted with bank draft favoring DFCCIL, New Delhi for cost of form mentioned above. DFCCIL reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever. The offer for basement premises will not be considered.

Chief Project Manager/NOIDA

TENDER DETAILS

S.No	Description	
1	Name of work :	Hiring of Office Premises for Noida unit of DFCC at NOIDA (district, G.B.Nagar)
2	Cost of tender document (Non-refundable)	Rs 500/- (Rupees five hundred only).
3	Earnest Money Deposit (EMD)	Rs 20,000/- (Rupees twenty thousand only)
4	Date of sale of tender document	The tender documents will be issued up to 13.09.2012 between 11.00 AM and 4.00 PM on week days (excluding Holidays, second Saturday and Sundays). from the address given below on payment of non-refundable tender cost of Rs.500/- by Demand Draft / Pay Order in favour of " DFCCIL, New Delhi" payable at New Delhi drawn on any nationalized bank.
5	Last Date & Time of receiving offers/tenders	On 14-9-2012 upto 3.00 P M.
6	Date & Time of opening of Technical Bids	On 14-9-2012 at 3.30 P M
7	Time Limit for handing over possession of office space	Within 30 (Thirty) days from the date of issue of Acceptance letter.
8	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
9	Notice period for Termination of contract.	03 (three) months on either side, as mentioned in terms & conditions.
10	Validity of tender	30 days from the date of opening of Technical Bid.

Chief Project Manager/NOIDA

INSTRUCTIONS TO BIDDERS

1. The tender forms will be available upto 13-09-2012 between 11.00 AM to 4.00 PM on week days (excluding Holidays, second Saturday and Sundays).
2. The last date for submission of filled in tenders (both technical and financial bids) is 14.09.2012 upto 3.00 PM. The offers received after the last date and time mentioned above will not be considered.
3. The filled in tenders should be submitted at the address given below:

CPM, DFCCIL, A-102,1st Floor, Star House, Sector-4, NOIDA (GB Nagar) 201301

4. The technical bid will be opened on 14.09.2012 at 03.30 PM in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the premises offered by them & assessment of the offers. The financial bids of only those bidders, whose offers are found technically suitable to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated in writing/ mail to those bidders whose offers are found technically suitable.
5. The tender form consists of the following documents.
 - i) Instructions to bidders and Terms & conditions.
 - ii) Technical bid
 - iii) Financial bid

The offers are to be submitted in Two Packet/Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz., name of the properties and its ownership, location, area of the plot, floor area of portion to be leased, amenities, sanctioned electrical power load, usages of the property, photographs and other terms and conditions relevant to the hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover (Marked Envelope - I) super scribing as "Technical Bid for Hiring of Office Premises at NOIDA". The envelope shall contain the addressee's details and details of the bidder also.

6. The price bid shall contain only financial details i.e., rate / rent per sq. ft. on super area basis and other financial implications. The Financial Bids will be placed in the Envelope- II and superscribed with addressee and bidders details. All the three envelopes (envelope

- III containing EMD amount and Cost of tender fee) will be placed in a fourth envelope (Envelope - IV) and sealed and submitted at the address given above. The envelope must be superscribed with "Bids for Hiring of Office Premises at NOIDA."
7. EMD of Rs.20,000/-(Twenty thousand only) will be in the form of Demand Draft / Pay Order in favour of " DFCCIL, New Delhi" payable at New Delhi. The Demand Draft / Pay order for the cost of tender fees (Non- refundable) of Rs. 500/- (Rupees five hundred only) will be separately made and submitted alongwith EMD. D.D or Pay Order shall be submitted in sealed cover Marked Envelope - III superscribing as "Earnest Money Deposit" for Hiring of Office Premises" at NOIDA alongwith the "Technical and Financial Bid".
8. In case the tender form is downloaded from the corporation's web site, the non-refundable tender fee of RS 500/- (Rupees five hundred only) must be submitted in the form of Demand draft / Pay order drawn in favour of " DFCCIL, New Delhi" payable at New Delhi.
9. Refund of EMD: - EMD shall be refunded as under:
- (i) EMD of all unqualified Vendors / bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report .
 - (ii) EMD of other bidders (except successful bidder) shall be refunded within one month's time after opening of Financial Bids.

EMD can be in the form of demand draft/ Pay Order. EMD of successful bidder will be refunded at the time of possession of property.

In case the successful bidder refuses to offer premises after issue of Allotment letter, a notice shall be served to them by giving 7 (seven) days time failing which their EMD amount lying / retained with us shall be forfeited without any further correspondence. The EMD of bidder giving false details for qualifying criteria shall also be forfeited. Chief Project Manager is the competent authority to refund / forfeit the EMD amount.

10. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids (Technical and financial bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.
12. Tenderers should note that their tenders should remain open for consideration for a Minimum period of 30 days from the date of opening of Technical Bids.

13. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all Tenders at his sole discretion without assigning any reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

Chief Project Manager/NOIDA

Technical Bid

TERMS & CONDITIONS

1. DFCCIL is a public sector unit under Ministry of Railways created under Indian companies act. Main operation of DFCCIL is under domain of Indian Railway Infra structure creation and operation.
2. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to DFCCIL, Noida, herein termed as Corporation.
3. Tender which is received on account of any reason whatsoever including postal delay etc. after 3.00 P M on 14.09.2012 fixed for submission of tenders shall be termed as 'LATE' tender and will not to be considered. Such tender shall be returned to the concerned party without opening the same.
4. All vendors are requested to submit the tender documents (Technical Bid and Price Bid) duly filled in with the relevant documents / information at the following address :
CPM, DFCCIL, A-102,1st Floor, Star House, Sector-4, NOIDA (GB Nagar) 201301
5. All columns of the tender documents must be duly filled in and no column should be kept blank.
6. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.
7. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.

8. The short-listed vendors will be informed in writing/ mail by DFCC for arranging site inspection of the offered premises.
9. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost, as and when required.
10. All payments to the successful vendor shall be made by NEFT/ECS/RTGS/CHEQUE only.
11. The title report proving ownership and clear marketability is to be made available for inspection of DFCC
12. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, copy of lease agreement ,shall be furnished. In case of third party offer the POA (Power of attorney) should also be enclosed.
13. There should not be any water logging inside the premises and surrounding areas.
14. The premises should have good frontage and proper access.
15. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid.
16. All the taxes pertaining to property will be paid by the owner/ lessor.
17. The Lessor shall arrange for repairs and maintenance, white washing / colour washing/ Oil Bound Distemper(OBD) painting / painting to doors, windows etc. as and when informed by the lessee. This includes all the facilities (including AC).
18. The bids will be evaluated on techno commercial basis giving weightage to the equivalent aspects in various parameters like location, distance from local metro station , amenities

available, exclusivity , nearby surroundings , quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex. (as per the enclosed Performa)

19. The owners of the premises will have to hand over the possession of premises within 30 days after the acceptance of their offer by CPM/DFCCIL/NOIDA UNIT.
20. Lease period: Period of lease will be three years and minimum notice period will be of three months from either side for termination of agreement. The lease period will be extendable for mutually agreed period on same terms and conditions.
21. The furnishing/ interior & furnished layout of the space offered would be subject to approval of DFCCIL.
22. The escalation in rent will be 5% per annum.
23. Lease agreement: will be with the owner & rent will be paid to respective owner/ lease holder.
24. Income Tax: will be deducted at source at prevailing rate.
25. Service Tax: will be borne by the DFCC as applicable.
26. Possession of duly furnished (as approved by DFCC) premises: within one month from the date issue of letter of acceptance.
27. Water Supply: The owner should ensure and provide adequate supply of drinking water (RO water) and water for W.C & Lavatory throughout the lease period at his own cost.
28. Electricity:
 - a) The building should have sufficient electrical / power load sanctioned along with sufficient power back.
 - b) If required, additional electric power will have to be arranged by the Lessor / Offerer at his / their cost from the energy suppliers.

- c) Electricity charges will be borne by the lessee for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor.
- d) At the time of taking over possession of the premises, DFCC will note the electricity meter reading in lessor presence or their authorized representatives. The electrical charges will have to be borne by the lessor up to that point.

- 29. Parking: The lessor shall provide Car parking space (nominated parking space) for minimum two vehicles inside the premises else the offer will not be considered .
- 30. Covered Area measurements: Joint measurements will be taken in the presence of DFCCIL official and vendor / authorized representative for finalizing the covered area.
- 31. As per Government of India rule (DFCC), security deposit/ advance rent for maximum 3 months duration can be borne by DFCC.

Place: NOIDA

Chief Project Manager/NOIDA

Date:

Agreed & accepted

Signature of Bidder/Tenderer with seal

DECLARATION FORM

The technical qualification criteria for the office space are as under:-

1. It is certified that, the metro station is not more than 3kms away from the office space. Also, the road distance of the offered space from Pragati Maidan Metro station is not more than 20 KM.
2. It is certified that the nominated vehicle parking space inside the premises for minimum two vehicles (SUV) would be provided.
3. The area is in the range of 5000 to 6000 sq. ft. (super area) and around 4000 sq. ft. (covered area).
4. Basement area has not been offered.
5. The office space is with power back up, air-conditioning system, electricity and water supply arrangement.
6. The office space is on main road and has its own parking space.
7. These documents are signed by owner/ person authorized by owner through POA.

Signature of the tenderer

PERFORMA FOR TECHNICAL EVALUATION

Please tick the correct answer

Road distance of offered office space from nearest metro station	
0.0 - 0.5 km	<input type="checkbox"/>
0.5 - 1.5 km	<input type="checkbox"/>
1.5 - 3.0 km	<input type="checkbox"/>

Please tick the correct answer

Road distance of offered office space from Corporate Office (Pragati Maidan Metro Station)	
Upto 15 km	<input type="checkbox"/>
15 - 20 km	<input type="checkbox"/>
More than 20 km	<input type="checkbox"/>

Power backup	Write value in KVA for office space	<input type="checkbox"/>
Air conditioning	Write central AC or unit wise (window/split)	<input type="checkbox"/>

Please tick the correct answer

Allotted parking space inside the premises for no. of vehicles	
Two vehicles	<input type="checkbox"/>
Three to six vehicles	<input type="checkbox"/>
More than six vehicles	<input type="checkbox"/>

Please tick the correct answer

Item	Criteria
Approach road to office complex	Less than 4 lane
	Four or more than four lane

Signature of the tenderer

Technical Evaluation Procedure

Evaluation Procedure

The technical qualification criteria for the office space are as under:-

1. The offered office space must be suitable for office lease and should not be in the prohibited zone of Noida.
2. The metro station should not be more than 3kms away from the office space.
3. The area must be in the range of 5000 to 6000 sq. ft. (super area) and 3500 to 5000 sq. ft. (covered area) preferably on a single floor. Basement area not qualified for this tender.
4. The office space must have power back up, air-conditioning system, electricity and water supply arrangement.
5. The office space must be on main road and should have its own parking space.

Criteria for evaluation of technical bid:-

1. **Distance from important locations** - The importance of the criteria is assigned 20% weightage in the overall scheme.
Metro is a mass transportation medium and is most suitable for commutation of the employees. The distance from metro station to proposed office is assigned 10% weightage. The evaluation of the office space will be as under:

Road distance of offered office space from nearest metro station	Marks
0.0 - 0.5 km	15
0.5 - 1.5 km	8
1.5 - 3.0 km	0

Distance from DFC corporate office, Indian Railway offices in Delhi like Railway Board, Delhi Division, Northern Railway Head Quarter is also important as there is frequent visit to these places. The distance from corporate office (Pragati Maidan Metro Station) to proposed office space has been assigned 10% weightage and the evaluation will be done as under.

Road distance of offered office space from Corporate Office (Pragati Maidan Metro Station)	Marks
Upto 15 km	10
15 - 20 km	5
More than 20 km	0

The maximum marks that can be obtained are 25.

2. **Ambiance and interiors** - The ambience of office and its location of the surroundings, quality of construction of permanent structure and quality of interiors under offer, size of power backup and type of AC are also important factors for the evaluation of office space. The criteria and the maximum marks allocated to each item are given as under:

Item under consideration	Maximum Marks
Ambience of office space	0 – 5 to be given by nominated committee
Quality of permanent structure and interiors as offered/proposed to be constructed. This includes floor level and provision of lift etc. also.	0 – 10 to be given by nominated committee
Power backup	100 – 125 kva - 5 marks 75 – 100 kva – 2 marks
Air conditioning	Centrally air conditioned – 5 marks Independent AC in each room – 2 marks

The maximum marks that can be obtained are 25.

3. **Parking Space for vehicles** – Since most of the movement to field is dependent on vehicles, parking space is a very important factor for selection of office. The criteria for evaluation for parking space is as under:-

Allotted parking space inside the premises for no. of vehicles	Marks
Two vehicles	0
Three to six vehicles	5
More than six vehicles	10

The maximum marks that can be obtained are 10.

4. **Location of the office and surroundings** - This is important factor and evaluation of location of the office depends on approach road, place of office like commercial area or office areas in the vicinity etc. The quality of the surroundings are also important for the purpose of deciding the office space as congested and stinking areas cannot be selected as office space.

Item	Criteria	Marks
Approach road to office complex	Less than 4 lane	5
	Four or more than four lane	10
Quality of surroundings	To be decided by nominated committee	Maximum 10 marks

The maximum marks that can be obtained are 20.

FINANCIAL BID

FINANCIAL BID

(THE ENVELOPE - II CONTAINING FINANCIAL BID IS TO BE OPENED AFTER SCRUTINY OF TECHNICAL BIDS, INSPECTION OF THE PROPERTIES AND SHORTLISTING THE PROPERTIES.)

Name of the Owner / Vendor / Firm:

Sl. No	Details of the property	Super Area of the premises offered (sq. ft.)	Rate per sq. ft. of super area (Both in figures and words) in Rs	Amount in figures and words (Rs)
	TOTAL			

Note:

The rent will be paid from the date of taking possession of the premises. Monthly Lease rent is payable upto 7th of every succeeding month.

The offered rate includes the following.

- a. Rent of furnished office (including furniture)
- b. Provision and maintenance of services like AC, Electricity and power backup etc.
- c. Maintenance of security and cleaning in the common spaces (exterior to proposed office space).
- d. The electricity charges would be borne by DFCC.
- e. Service tax will be borne by DFCC.

Validity of offer:

The offer would remain valid at least for a period of 30 days to be reckoned from the date of opening of "Technical Bid".

Place:

Date

Signature of Bidder/vendor with seal