

Dedicated Freight Corridor Corporation of India Limited
(A PSU under Ministry of Railway)
702/2, Shastri Nagar, Meerut-25001

MEERUT UNIT



OFFER DOCUMENT

Name or Work: Hiring of office space in commercial building on monthly rental basis for CPM unit of DFCCIL at Meerut.

INSTRUCTIONS TO BIDDERS

1. The offer forms will be available up to 15.00 hrs to 31-05-2013 on week days (excluding Holidays, and Sundays)
2. The last date for submission of filled offers is 31-05-2013 upto 15:00 hrs. The offers received after the last date and beyond the time mentioned above will not be considered.
3. The filled in offers should be submitted in sealed cover at the address given below:
Chief Project Manager/DFCCIL/Meerut, 702/2, Shastri Nagar, Meerut.
4. The technical bid will be opened on 31-05-2013 at 15:30 hrs in the presence of bidders or their authorized representatives who may like to be present at DFCCIL office. After preliminary scrutiny of the technical bids, site inspection of the premises offered & assessment of the offers will be done. The financial bids of only those bidders, whose offers are found technical suitable 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 offer document consists of the following.
 - i. Instructions to bidders and Terms & Conditions.
 - ii. Technical requirement.
 - iii. Financial bid.

The offers are to be submitted in two packet/bid system i.e technical and financial bid. The technical bid document 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, sanctioned electrical power load, usages of the property, parking space of vehicles, photographs and other terms and conditions relevant to the hiring of premises. The Technical Bid shall be submitted in sealed cover (Marked Envelope-I) super scribing as "Technical Bid for Hiring of Office Premises at Meerut". 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 super scribed with addressee and bidders details.
7. All the pages of the offer document 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). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.
8. Offerer should note that their offer should remain open for consideration for a Minimum period of 45 days from the date of opening of bid offer.
9. The offer inviting Authority reserves the right to accept any offer or to reject any or all offers at his sole discretion without assigning any reasons thereof. The offer inviting Authority dose not bind to accept the lowest offer.
10. The offeres should use the offer document supplied by DFCCIL & in case of any discrepancy his offer will be rejected.

Chief Project Manager/Meerut

TERMS AND 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 offered office space must be part of approved commercial space.
3. The offered office space must be suitable for office purpose and should not be in the prohibited zone of Meerut.
4. The terms and conditions along with the instructions will form part of the offer to be submitted by the offerer to DFCCIL, herein **termed as Corporation**.
5. Offer which is received on account of any reason whatsoever including postal delay etc. after 15:00 hrs on 31-05-2013, fixed for submission of offers , shall be rejected and will not be considered. Such offers shall be returned to the concerned party without opening the same.
6. All vendors are requested to submit the offer documents duly filled in with the relevant documents/information at the following address.

Chief Project Manager/DFCCIL/Meerut, 702/2, Shastri Nagar, Meerut-250001

7. All columns of the offer documents must be duly filled in and no column should be kept blank.
8. All the pages of the offer documents are to be signed by the authorized signatory of the offerer. Any over writing is to be duly initialed by the offerer. The Corporation reserves the right to reject the incomplete offer or in case where information submitted/furnished is found incorrect.
9. In case the space in the offer document is found insufficient, the offers may attach separate sheets.
10. The short-listed offer will be informed in writing/mail by DFCCIL for arranging site inspection of the offered premises.
11. Income-Tax and Statutory clearances shall be obtained by the offer at their own cast, as and when required.
12. All payments to the successful offer shall be made by NEFT/ECS/RGTS/CHEQUE only.
13. The title report proving ownership and clear markability is to be made available for inspection of DFCC.
14. 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.
15. There should not be any water logging inside the premises and surrounding areas.
16. The premises should have good frontage and proper access.
17. It should be near the main road & must have public facilities such as banks/photocopy shop/stationary shop etc. in the radical distance of 500 meters.
18. All the taxes (Except service tax) pertaining to property will be paid the owner/lessor.
19. The Lessor shall arrange for repairs and maintenance, white washing/color washing/oil Bound Distemper (OBD) painting/painting to doors. windows etc. as and when informed by the lessee.
20. The bids will be evaluated on techno commercial basis giving weightage to the different aspects in various parameters like location, distance from Meerut city railway station, distance from main road, parking space for vehicle, adequate power backup, approach road to office, amenities available, exclusivity, nearby surroundings, quality of construction.
21. 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/MTC unit.

22. Lease period: Period of lease will be 05 (Five) 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.
23. The escalation in rent will be 5 % simple per annum (non cumulative) and it will be applicable annually.
24. Lease agreement will be between the owner and DFCCIL & rent will be paid to respective owner/lease holder.
25. Income Tax will be deducted at source at prevailing rate as per extant rules.
26. Service Tax will be borne by the DFCC as applicable.
27. The owner should ensure and provide 24 hrs adequate supply of water for the rented space throughout the lease period at his own cost.
28. Electricity:
 - a) The building should have sufficient electrical/power load sanctioned.
 - b) 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.
 - c) 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 four vehicles inside the premises else the offer will not be considered.
30. Super Area measurements: Joint measurements will be taken in the presence of DFCCIL official and vendor/authorized representative for finalizing the covered area.

Place: Meerut

Chief Project Manager/Meerut

Date:

TO BE FILLED BY OFFER

1. Name of the property

2. Owner of the Property/offer of property with POA

3. Location & Address

4. Area

i) Super Area to be leased on rent (Sq. ft.) =

ii) Carpet area (Sq. ft.) =

iii) Location of floor which is to be leased out on rent: =

iv) Total nos. of built up floors: =

DECLARATION FORM

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

- 1.** It is certified that, the Meerut Railway station is not more than 10 Kms away from the offered building.
- 2.** It is certified that the nominated vehicle parking space inside the premises for minimum 04 (four) vehicles (SUV) will be provided.
- 3.** The offered super area is not less than 5000 sq. ft.
- 4.** Basement area has not been offered.
- 5.** The office space is with adequate electricity load.
- 6.** The office is having capacity 24 hrs water supply arrangement.
- 7.** The office space is with the sufficient capacity lift for all the floor & having adequate backup for lift.
- 8.** The office space is on main road and has its independent parking space.
- 9.** These documents are signed by owner/person authorized by owner through POA.

Signature of the offerer

PERFORMA FOR TECHNICAL INFORMATION

Please write/indicate the details

(1) Distance from Meerut Rly Station	
Road distance of offered office space from Meerut city station	
0 – 6 Km	<input type="checkbox"/>
6 – 8 Km	<input type="checkbox"/>
8 – 10 Km	<input type="checkbox"/>
More than 10 Km	<input type="checkbox"/>
(2) Electrical details	
Sanctioned power load	Write value in KW/ KVA for office space <input type="text"/>
Power back up including power back up for lift	Write value in KW/KVA for power back up <input type="text"/>
(3) Parking area details	
Nominated parking space & Allotted parking space inside the premises for no. of vehicles	
Upto Three vehicles	<input type="checkbox"/>
4 – 5 vehicles	<input type="checkbox"/>
6 – 7 vehicles	<input type="checkbox"/>
More than seven vehicles	<input type="checkbox"/>
(4) Approach Road to office	
Less than 2 lane	<input type="checkbox"/>
2 - 4 lane	<input type="checkbox"/>
More than 4 lane	<input type="checkbox"/>

Signature of the offerer

FINANCIAL BID

Name of work: Hiring of office space in commercial building on monthly rental basis for CPM unit of DFCCIL at Meerut.

Name of the Owner/Vendor/firm:

Sl. No.	Address and Details of the Property	Total super area of the premises offered (sq. ft.)	Rent (Per Sq. Ft.)	
			In figures (Rs.)	In words (Rs.)
1.				
Total				

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 require office space.
- b. Provision and maintenance of services per month including power backup for lift.
- c. The electricity charges would be borne by DFCC.
- d. Service tax will be borne by DFCC.

Validity of offer :

The offer would remain valid at least for a period of 45 days to be reckoned from 31-05-2013

Place :

Date:

Signature of Bidder/Vendor with seal