



डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इण्डिया लि.  
भारत सरकार (रेल मंत्रालय) का उपक्रम

**DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LTD.**

**A Govt. of India (Ministry of Railways) Enterprises**

---

**Name of work:** Hiring of Building on lease for office purpose  
of DFCCIL ( A PSU of Ministry of Railway)  
Mirzapur on monthly rental basis.

Corporate office: 5<sup>th</sup> Floor, Pragati Maidan Metro Station Complex, New Delhi-110001, Tele: 011-23454700 Fax: 011-23454701  
Registered Office: Room No. 101A Rail Bhawan, Raisina Road New Delhi-110001 Web: [dfccil.org](http://dfccil.org)  
Project Office: ALLAHABAD(East), 1<sup>st</sup> Floor, Old GM Building, N.C. Railway, Valmiki Chauraha, Nawab Yusuf Road, Allahabad – 211001,  
Tel.: 0532-2560326, Fax: 0532-2560316, Web: [www.dfccil.org](http://www.dfccil.org)  
Corporate Identity Number: U60232DL2006GOI155068

## **Invitation for Expression of Interest**

**Name of Work:** Hiring of Building on lease for office purpose of DFCCIL (A PSU of Ministry of Railway) Mirzapur on monthly rental basis.

**Duration:** 36 Months.

### **Essential Requirements:-**

1. Building should be located at maximum distance of 50 mtrs. From 20 feet road.
2. The building should be located near to Mirzapur Railway Station and near to Highway. The building plot should have overall area of not less than 1200 Sq. feets and build up area should not be less than 800 Sq. feets. The building should have parking space of minimum three vehicles.
3. The building should have minimum 01 Hall, 04 Rooms, 01 veranda & 02 toilets etc. The building should be fully furnished with respect to Toilet/Sanitary, electrical wiring, fitting & fixtures etc.

The detailed requirement and special condition regarding requirements of DFCCIL can be obtained from the office of **Chief Project Manager/ DFCCIL/Allahabad (E) , Old GM Building, ( N.C. Railway), 1<sup>st</sup> Floor, Balmiki Chauraha, Nawab Yusuf Road, Allahabad-211001** on any working day (Except Sunday) between 10.00 AM to 05.00 PM up to 28.04.2016. Bid document may be downloaded from DFCCIL website: [www.dfccil.gov.in](http://www.dfccil.gov.in) or <http://eprocure.gov.in>. The last date for submission of filled offer is 28.04.2016 up to 05.00 PM at the office of CPM/DFCCIL/Allahabad (East).

In case of any difficulty /Quarries the following officers may be contacted.

- |     |                                     |            |
|-----|-------------------------------------|------------|
| i.  | Sh. N.K. Mishra, PM/Engg./ALD(E)    | 7897154333 |
| ii. | Sh. O.P.Srivastava, Dy.PM/Engg./MZP | 7897710888 |

**Chief Project Manager**  
DFCCIL/Allahabad (East)

**INSTRUCTIONS TO BIDDERS**

1. The offer forms will be available up to 28.04.2016 up to 05.00 PM Between on week days ( Excluding Holidays and Sundays)
2. The last date for submission of filled offers is 28.04.2016 up to 05.00 PM. the offers received after the last date and beyond the time mentioned above will not be considered.
3. Offers duly filled should be submitted in a sealed cover at the address given below:  
**Chief Project Manager/DFCCIL/Allahabad (E), Old GM Building, (N.C. Railway), 1<sup>st</sup> Floor, Balmiki Chauraha, Nawab Yusuf Road, Allahabad-211001**
4. Offers will be opened on 28.04.2016 at 05.30 PM in the presence of bidders or their authorized representatives who may like to be present at DFCCIL office. After preliminary scrutiny of the offer/bids, site inspection of the premises offered & assessment of the offers will be done and detail will be intimated to offerers by writing/ Mail.
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 bid offer document complete in all respects. The 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, amenities, sanctioned electrical power load, usages of the property, photographs and other terms and conditions relevant to the hiring of premises with documentary evidence.

6. All the pages of the offer document are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids. Incomplete bids lacking in details and without signatures are liable to be rejected.
7. Offerer should note that their offer should remain open for consideration for a Minimum period of 30 days from the date of opening of bid offer.
8. 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 does not bind to accept the lowest offer.
9. The offerer should use the offer document supplied by DFCCIL & in case of any discrepancy his offer will be rejected.

**Chief Project Manager/Allahabad(East )**

**TERMS AND CONDITIONS**

1. DFCCIL is a public sector unit 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 offer to be submitted by the offerer to DFCCIL, herein terms and Conditions.
3. Offer which is received on account of any reason whatsoever including postal delay etc. After 5:00 PM on 28.04.2016, 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.
4. 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/Allahabad (E), Old GM Building, (N.C. Railway), 1st Floor, Balmiki Chauraha, Nawab Yusuf Road, Allahabad-211001.**
5. All columns of the offer documents must be duly filled in and no column should be kept blank.
6. 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.
7. In case the space in the offer document is found insufficient, the offers may attach separate sheets.
8. The short-listed offer 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 offer at their own cost, as and when required.
10. All payments to the successful offer 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. It should be in the main city area have all public facilities and within 01 Km. of radius.
16. It should not be a residential apartment to avoid any kind of disturbances to families and office workers.
17. The particulars of amenities provided/Proposed to be provided in the premises should be furnished in the offer bid.
18. All the taxes pertaining to property will be paid by 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 local Railway station, amenities available, exclusivity, nearby surroundings, quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex.
21. The owners of the premises will have to hand over the possession of premises within 10 days after the acceptance of their offer by CPM/DFCCIL/ALD (E) Unit.
22. **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.
23. The furnishing/interior & furnished layout of the space offered would be subject to approval of DFCCIL.
24. The escalation in rent will be 3% simple interest per annum (Non-Cumulative) and it will be applicable annually.
25. **Lease Agreement:** Will be between the owner and DFCCIL & rent will be paid to respective owner/lease holder.
26. **Income Tax:** Will be deducted at source at prevailing rate as per extant rules.
27. **Service Tax:** Will be borne by the DFCC as applicable.
28. **Water Supply:** The owner should ensure and provide adequate supply of water for W.C & Lavatory etc. throughout the lease period at his own cost.
29. **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.
30. **Parking:** The lessor shall provide Car parking space (Nominated parking space) for minimum three vehicles inside the premises else the offer will not be considered.
31. **Covered Area Measurements:** Joint measurement will be taken in the presence of DFCCIL official and vendor/authorized representative for finalizing the covered area.
32. As per Government of India rule (DFCC) advance rent for maximum 3 months duration can be borne by DFCC.

Place:

**CPM/DFCCIL/ALD(E)**

Date:

**Agreed & Accepted:-**

**Signature of Bidder/Offerere with seal**

**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. Total Area of Plot:

ii. Built up Area:

iii. 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 Mirzapur Railway station is not more than 1 Km. away from the offered building.
2. It is certified that the nominated vehicle parking space inside the premises for minimum three vehicles (SUV) will be proved.
3. The offered overall area is not less than 1200 sq. ft. and build up area is not less than 800 sq.ft.
4. Basement area has not been offered.
5. The office space is with electricity and water supply arrangement.
6. The office space is available within 50 mtrs. From NH, at least on 20 feet road and has its independent parking space.
7. 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

<b>(1) Distance from Mirzapur Railway Station</b>	
Road Distance of offered office space from nearest DFCCIL station	
0-200 mtr.	
200-400 mtr.	
400 – 600 mtr..	
600-800 mtr.	
800-1000 mtr.	
More than 1000 mtr.	
<b>(2) Electrical details</b>	
Total Sanctioned power load (KW)	
Power Load for office space (KW)	
<b>(3) Parking area details</b>	
Allotted parking space inside the premises for no. of vehicles	
Upto three vehicle	
More than three vehicles	
<b>(4) Rooms details</b>	
i) Total nos. of Halls	
ii) Total No. of Rooms.	
iii) Total No. Verandas	
iv) Total No. of Toilet	



**FINANCIAL BID**

**Name of work:** Hiring of Building on lease for office purpose of DFCCIL ( A PSU of Ministry of Railway) Mirzapur on monthly rental basis.

**Name of the owner/vendor/Firm:**.....

S.No.	Address and Details of the property	Total Built up Area of the premises offered (Sq.ft.)	Total plot area of Building (sq.ft.)	Total rent for Building in figures and words(Rs.)
	<b>Total</b>			

The rent will be paid from the date of taking possession of the premises. Monthly Lease rent is payable up to 7<sup>th</sup> of every succeeding month.

The offered rate includes the following.

- Rent of furnished office.
- Provision and maintenance of services like Electricity and Sanitary etc.
- The Electricity charges would be borne by DFCC.
- Services 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 offer/bid.

**Place:**.....

**Dated:**.....

**Signature of Bidder/Vendor/With seal**