

**DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LTD.
(A Public Sector Undertaking of Ministry of Railways)
GM office Building, N.C. Railway, Balmiki Chauraha, Nawab
Yusuf Road, Allahabad – 211001.**

OFFER DOCUMENT

Tender No. "ALD (W)/EN/Office Accom. for Kanpur/OT-04/2017/349"

**NAME OF WORK: Hiring of office Accommodation for Project Office for
DFCCIL at Kanpur.**

Approximate cost of work : Rs.17,32,500/-
Earnest money : 34,700/- (Rupees Thirty Four Thousand Seven Hundred
only/-)
Completion period : 36 months from the date of issue of LOA
Offer closing date : 27/02/2018 at 15.00 hours
Offer opening date : 27/02/2018 at 15.30 hours

NOT TRANSFERABLE

**DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LIMITED,
Old GM office Building, N.C. Railway, Balmiki Chauraha, Nawab Yusuf Road,
Allahabad – 211001.**

**For Chief Project Manager
DFCCIL/Allahabad (W)**

BID DETAILS

Tender No.	ALD (W)/EN/Office Accom. for Kanpur/OT-04/2017/349
Name of Work	Hiring of office Accommodation for Project Office for DFCCIL at Kanpur
Area required (approx)	Floor area around 3500 to 5000 sq. ft.
Scope of Work	Should be located preferably on the main road & business area at the prime location of the township near in the range of 04 km. of Kakadeo Pandu Nagar. The property should have valid commercial NOC/Permission to carry out commercial activity and power back up, AC, Water supply & parking space
Estimated Cost of Work	Rs. 17,32,500/- (Seventeen Lacs Thirty Two Thousand Five Hundred only)
Completion Period	36 months
Bid Document cost	Rs.2000/- (Rs. Two thousand only.) to be submitted as per tender conditions +GST @ 18% i.e. 360/- say Rs. 2000/- + 360/-= 2360/-
Type of Tender	Open E-tender
Earnest Money	Rs 34,700/- (Rupees Thirty Four Thousand Seven Hundred only) to be submitted as per tender conditions.
Date and time of downloading & submission of filled tender	E-tender can be downloaded from www.dfccil.gov.in or www.eprocure.gov.in from 22/01/2018 and can be submitted upto 15:00 hours of 27/02/2018 on www.tenderwizard.com/DFCCIL . Addendum/corrigendum, if any shall be hosted on the website www.dfccil.gov.in and www.eprocure.gov.in only.
Date and time of opening of Tender	At 15:30 hours of 27/02/2018 on www.tenderwizard.com/DFCCIL
Validity of Offer	30 Days from the date of opening of tender
Authority and place for purchase/ submission of tender document& address for Communication	Office of Chief Project Manager; DFCCIL Old GM office Building, N.C. Railway, Balmiki Chauraha, Nawab Yusuf Road, Allahabad – 211001

Chief Project Manager/DFCCIL/Allahabad (W)

INSTRUCTION TO TENDERER(S)

Tender No.: " ALD (W)/EN/Office Accom. for Kanpur/OT-04/2017/349

NAME OF WORK: Hiring of office Accommodation for Project Office for DFCCIL at Kanpur

GENERAL INSTRUCTION

DFCCIL invites Open E-tender for the work of **Hiring of office Accommodation for Project Office for DFCCIL at Kanpur** for a period of **36 months**. Duration of contract may be extended further by a maximum of two year.

1.1 Key details of the tender are as under-

Tender No.	ALD (W)/EN/Office Accom. for Kanpur/OT-04/2017/349
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1.2 SCOPE OF WORK in Brief

The office space should be located preferably on the main road & business area at the prime location of the township near in the range of 04 km. Of Kakadeo Pandu Nagar. The property should have valid commercial NOC/Permission to carry out commercial activity and power back up, AC, Water supply & parking space.

This scope of work is illustrative and shall be read in conjunction with "Special Conditions of Contract".

1.3 THE BANK DETAILS

Bank Details for depositing EMD and Tender Document cost is as under:

Bank name	Union Bank of India
Name	Dedicated Freight Corridor Corporation of India Limited
A/C No	302701010652598
IFSC Code	UBIN0546836
Branch	Union Bank of India, Motibag, New Delhi

1.4 THE ISSUANCE OF DIGITAL SIGNATURE TO THE BIDDERS:

To participate in the E-bid submission, it is mandatory for the bidders to have User ID and Password, which has to be obtained by submitting an annual registration charges of INR 2000/-+ tax (as applicable) M/s ITI through e-payment. Bidders have to pay the tender Processing fee to ITI through e-Payment. Already registered vendors with M/s. ITI need not to pay registration charges.

1.5 SUBMISSION OF OFFER

1.5.1 The tender documents shall be submitted in online mode through website www.tenderwizard.com/DFCCIL, in single bids only

- a. Single offer viz. containing Technical offer and Financial offer along with necessary documents like scanned copy of EMD & Bid document cost shall be submitted through www.tenderwizard.com/DFCCIL . The bid document cost and EMD can be submitted through net banking or as prescribed in para 1.10. If EMD and Cost of tender document is submitted by post, it shall be deposited upto 15:30 hrs on date of opening of tender.
- b. Detailed credentials as per the requirements of Eligibility criteria and all tender papers except bill of quantities are to be uploaded in "Technical Offer.
- c. Bill of quantities with rates duly filled in is to be uploaded in "Financial Offer." The bids are essentially to be submitted only by online mode. The prices must be filled after downloading the financial bid document in prescribed format issued through e-tendering website. The financial bid should be saved and dully filled up and uploaded on the e-tendering website using Digital Signature for signing the document

- d. The corrigendum, if any; shall only be hosted on the website only. The tender will be accepted only in e-tendering mode and **no other mode** of submission shall be accepted.

The supporting documents for Eligibility criteria are essentially required to be uploaded on the website www.tenderwizard.com/DFCCIL with the signed copy of tender document.

- 1.5.2** In case date of opening is declared as holiday, tender can be uploaded up to 1500 hrs on next working day and will be opened at 1530 hrs on that day.
- 1.5.3** Each page of this bid document shall be submitted duly Digitally Signed by the tenderer. Bid document shall be accompanied by Earnest Money in proper form, documents about the status of the firm such as Partnership deed etc., Power of Attorneys; documents in support of the credentials of the tenderer and any other document specified in tender schedule
- 1.5.4** All bids shall be submitted in accordance with the instructions contained in these documents (hereinafter called as bid documents). Non-compliance with any of the instructions set forth herein above is liable to result in the tender being rejected.
- 1.5.5** The bids shall only be accepted through online mode. The bids submitted/received after the time and date fixed for receipt of Bids as set out in the documents will be summarily rejected.
- 1.5.6** Conditional tenders shall be summarily rejected straightway. DFCCIL reserves the right to reject such tenders summarily without assigning any reasons whatsoever. DFCCIL will not take cognizance of any other conditions/variations from the tender stipulations mentioned at any other place in the tender documents in this regard
- 1.5.7 Help desk for E-Tendering.** For any difficulty in downloading & submission of tender document at website www.tenderwizard.com/DFCCIL, please contact at tenderwizard.com helpdesk no. 011- 49424365 or cell no. 9599653865. Bidder manual & system requirement is available on web site www.tenderwizard.com/DFCCIL for necessary help

1.6 AUTHORISATION AND ATTESTATION

Offers shall be signed by the person duly authorized/empowered to do so. Certified copies of such authority (Power of Attorney) and relevant documents are essentially required to be uploaded on the website www.tenderwizard.com/DFCCIL with the signed copy of tender document. .

1.7 EXECUTION OF CONTRACT

The successful Offerers' responsibility under this contract commences from the date of issue of Letter to Proceed/Letter of Acceptance by Dedicated Freight Corridor Corporation of India Ltd. The successful Offerer shall be required to execute an agreement in the prescribed Performa enclosed herewith with the Dedicated Freight Corridor Corporation of India Ltd. within two weeks of acceptance of his offer.

1.8 VALIDITY OF PROPOSAL

The proposal shall be kept valid for a period of 30 days from the date of opening of bid

1.9 ELIGIBILITY CRITERIA

The tenderer shall satisfy the following eligibility criteria to qualify for this tender:

- It is certified that, the Project office Dedicated Freight Corridor Corporation of India Ltd. is not more than 4kms away from the office space.
- The area is in the range of around 3500 to 5000 sq. ft. (floor area).
- Basement area has not been offered.
- The DFCCIL project office space is with power back up, wiring for air-conditioning system, electricity and water supply arrangement.
- DFCCIL project office space is on main road and has its own parking space
- These documents are signed by owner/ person authorized by owner through POA.
- The proposed office space should have valid NOC/Permission to carry out commercial activities, proof of the same should be attached with the offer.

1.10 EARNEST MONEY DEPOSIT (EMD) & COST OF TENDER DOCUMENT

1.10.1 Earnest Money have to be submitted to DFCCIL's office, Allahabad(West) through net banking or in the form of Pay Order, Demand Draft, Banker's Cheque & FDR in favour of **DFCCIL** payable at **New Delhi**. As per address given in the BID Documents before the schedule date & time of submission of the tender otherwise the Bid will not be considered.

1.10.2 Cost of the Tender Documents have to be submitted to DFCCIL's office, Allahabad(West) through net banking or in the form of Pay Order, Demand Draft & Banker's Cheque in favour of **DFCCIL** payable at **New Delhi**. as per address given in the BID Documents before the schedule date & time of submission of the tender otherwise the Bid will not be considered

1.10.3 The tender must be accompanied by a sum of Rs. 34,700/- (Rupees Thirty Four Thousand Seven Hundred only) as earnest money deposited through net-banking or demand draft.

1.10.4 The bids not accompanied by valid EMD shall be summarily rejected. In case the EMD As well as tender document cost is being deposited in any form mentioned above in Clause 1.10.1 the scanned copy of the same shall be uploaded with the bid and the same shall be submitted in physical form at the "office of Chief Project Manager; DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LIMITED; OLD GM office building, N.C.Railway, Balmiki Chauraha Nawab Yusuf Road, Allahabad-211001" before the opening of the Tender. Failing which, the bid shall be summarily rejected and shall not be considered for further evaluation stage.

1.10.5 The offerer (s) shall keep the offer open for a minimum period of 30 days from the date of opening of the offer. It is understood that the offer documents has been issued to the offerer(s) and the offer(s), is / are permitted to offer in consideration of the stipulation on his / their part that after submitting his / their offer subject to the period being extended further if required by mutual agreement from time to time, he will not resile from his offer or modify the terms and conditions thereof in a manner not acceptable to DFCCIL. Should the offerer fail to observe or comply with the foregoing stipulation, the amount deposited as Earnest Money for the due performance of the above stipulation, shall be forfeited to the DFCCIL.

1.10.6 Refund of EMD: - EMD shall be refunded as under:

1.10.6.1.1 EMD of all unqualified Vendors / bidders shall be refunded within one month's time after scrutiny and submission.

1.10.6.1.2 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

1.11 PRICE BASIS, CURRENCIES & LANGUAGE OF BID

1.11.1 Tenderer should quote for column A & B only of Financial bid. Tenderer should not quote %age above or below or at par to the total cost only of above schedule separately. Write the percentage both in figures and words.

1.11.2 Rates shall include the following:

- Rent of accommodation for DFCCIL project office space.
- Provision and maintenance of services like Electricity and power backup etc.
- Maintenance of security and cleaning in the common spaces (exterior to proposed space).
- The electricity charges would be borne by DFCC.
- GST will be borne by DFCC. Firm has to submit GST No. before issue of LOA

1.11.3 Taxes, if any, levied after opening of the tender will be borne by DFCCIL & reimbursed after production of documents in proof of having submitted the same. General & Special Conditions of Contract, Schedule of approximate quantities & Rate sheet may be referred for further details.

1.11.4 The rate should be inclusive of all taxes/levied

1.11.5 The offerer shall quote rates as required in the Rate Sheet, for the entire scope of work. Bids based on a system of pricing other than that specified are liable to be rejected. The bid prices shall be in **Indian rupees** only

1.11.6 Rates are to be quoted both in figures and words. In case of any discrepancy in rates between figures and words, the rates quoted in words will prevail over rates quoted in figure.

1.12 SIGNATURE OF BIDS & DOCUMENTARY PROOF

The bid must contain the full name, designation and complete address of place of business of the person(s) signing the bid. Offer(s) shall furnish **"Tenderer's General Information"** (Annexure-G).

1.13 RIGHT OF DFCCIL TO DEAL WITH OFFER

The authority for the acceptance of the offer will rest with the DFCCIL which does not bind itself to accept the lowest or any other offer nor does the DFCCIL undertake to assign reason for declining to consider or reject any particular offer or offers..

1.14 The offerer/s whose offer is accepted will be required to appear at the office of the **Chief Project Manager, DFCCIL, OLD GM office building, N.C.Raiwlay, Balmiki Chauraha Nawab Yusuf Road, Allahbad-211001** in person or in case of firm or corporation, a duly authorized representative shall appear to execute the contract within 30 days after notice that the contract has been awarded to him and contract agreement are ready for signature

1.15 In the event of any offerer/s whose offer is accepted and refusing to execute the contract, DFCCIL may determine that such offerer/s has/have abandoned the contract and there upon his/their offer and the acceptance there of shall be treated as cancelled

1.16 Offer documents are not transferable

1. EMD of Rs 34,700/- (Rupees Thirty Four Thousand Seven Hundred 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 BID fees (Non- refundable) of Rs 2000/- (Rupees Two Thousand only) will be separately made and submitted along with EMD DD or Pay Order shall be submitted in sealed cover Marked Envelope – III super scribing as "Earnest Money Deposit" for Hiring of Office accommodation for CPM/DFCCIL (W) project office at Kanpur along with the "Bid".

Chief Project Manager/DFCCIL/Allahabad (W)

Technical Requirement

SPECIAL 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 BID to be submitted by the Bidder to DFCCIL, Allahabad, herein termed as Corporation.
- 3.** BID which is received on account of any reason whatsoever including postal delay etc. after 15.00 hrs. on 27/02/2018 fixed for submission of BIDs shall be termed as 'LATE' BID and will not to be considered.
- 4.** All columns of the BID documents must be duly filled in and no column should be kept blank
- 5.** All the pages of the BID documents are to be signed by the authorized signatory of the Bidder. Any over writing is to be duly initialled by the Bidder. The Corporation reserves the right to reject the incomplete BIDs or in case where information submitted / furnished is found incorrect.
- 6.** In case the space in the BID document is found insufficient, the vendors may attach separate sheets.
- 7.** The short-listed vendors will be informed in writing/ mail by DFCC for arranging site inspection of the offered premises.
- 8.** Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost, as and when required.
- 9.** All payments to the successful vendor shall be made by NEFT/ECS/RTGS/CHEQUE only.
- 10.** The title report proving ownership and clear marketability is to be made available for inspection of DFCC
- 11.** 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.
- 12.** There should not be any water logging inside the premises and surrounding areas.

- 13.** The premises should have good frontage and proper access.
- 14.** All the taxes pertaining to property will be paid by the owner/lessor.
- 15.** 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.
- 16.** The bids will be evaluated on techno commercial basis giving weight age to the equivalent aspects in various parameters like location, distance from present office, amenities, exclusivity, nearby surroundings, quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex. (as per the enclosed Proforma).
- 17.** 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/Allahabad (W).
- 18.** 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 excepts that the escalation in rent will be 5% simple interest per annum (Non-cumulative) and will be applicable annually.
- 19.** The furnishing/ interior & furnished layout of the space offered would be subject to approval of DFCCIL.
- 20.** The rent shall be increased @ 5% per annum. The rent shall be updated by simple interest at end of every year. (Beyond 36 months)
- 21.** Lease agreement: will be with the owner & rent will be paid to respective owner.
- 22.** Income Tax: will be deducted at source at prevailing rate.
- 23.** GST: GST as applicable shall be reimbursed by the DFCC on production of documentary evidence of deposition of GST by the lessor.
- 24.** Possession of premises (as approved by DFCC): within one month from the date issue of letter of acceptance.
- 25.** Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period at his own cost.

26. Electricity:

- a. The building should have sufficient electrical/power load sanctioned along with sufficient power backup to cater the load of office space. Two nos. AC to be provided by Lessor.
- b. If required, additional electric power will have to be arranged by the Lessor at his / their cost from the energy suppliers.
- c. Electricity charges will be borne by the lessee only 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.

27. Parking: The lessor shall provide Car parking space (nominated parking space) for vehicle inside the premises.

28. Covered Area measurements: Joint measurements will be taken in the presence of DFCCIL official and vendor/authorized representative for finalizing the floor area.

29. Security deposit/advance rent for maximum 2 months duration can be borne by DFCC.

Chief Project Manager/DFCCIL/Allahabad (W)

Date:

Signature of Bidder/Bidder with seal

PERFORMA FOR TECHNICAL EVALUATION

Please tick the correct answer

Distance from present Project office of DFCCIL, 117/H-2/180, Pandu Nagar, Near Ramkali Nursing Home, Kanpur.
0.0 - 2.0 km
2.0 - 3.0 km
3.0 - 4.0 km

Power backup	Write value in KVA for offered accommodation	<input type="checkbox"/>
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Please tick the correct answer

Allotted parking space inside the premises for no. of vehicles
One vehicles
Two to Three vehicles
More than three vehicles

Please tick the correct answer

Item	Criteria	
Approach road to Project office complex	2 lane	<input type="checkbox"/>
	4 lane or 2 lane two way	<input type="checkbox"/>
	More than four lane	<input type="checkbox"/>

Signature of the Bidder

Technical Evaluation Procedure

Evaluation Procedure

The technical qualification criteria for the accommodation for Project office DFCCIL at Kanpur space are as under:-

1. The offered accommodation for Project office DFCCIL at Kanpur space must be suitable for DFCCIL project office space lease and should not be in the prohibited zone of Kanpur.
2. The area must be in the range of 3500 to 5000 sq. ft. approx (floor area). Basement area not qualified for this BID
3. The DFCCIL project office space must have power back up, air-conditioning system, electricity and water supply arrangement
4. The DFCCIL project office space must be on main road and should have its own parking space.

Evaluation Procedure:

First evaluation of Technical bid will be done. The firms who qualify technical evaluation only will be considered for financial evaluation.

Criteria for evaluation of technical bid:-

1. **Distance from important locations** - The importance of the criteria is assigned 30% weightage in the overall scheme.

The distance from Kanpur office to proposed DFCCIL project office space has been assigned 30% weightage and the evaluation will be done as under.

Road distance of offered CPM/ROB/DFCCIL project office space from CPM Kanpur Office	Marks
0.0 - 2.0 km	30
2.0 - 3.0 km	20
3.0 - 4.0 km	10

The maximum marks that can be obtained are 30.

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

Item under consideration	Maximum Marks
Ambience of proposed Project office space	0 – 20 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 – 20 to be given by nominated committee
Power backup	50 – 125 kva - 10 marks 20 – 50 kva - 05marks Less than 20 Kva – 02marks

The maximum marks that can be obtained are 50.

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
One vehicles	5
Two to Three vehicles	8
More Than 03 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 CPM/DFCCIL project office space 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 CPM/DFCCIL project office space as congested and stinking areas cannot be selected as CPM/DFCCIL project office space.

Item	Criteria	Marks
Approach road to office complex	Less than 2 lane	5
	4 lane or 2 lane two way	8
Quality of surroundings	To be decided by nominated committee	Maximum 10 marks

The maximum marks that can be obtained are 10

FINANCIAL BID

FINANCIAL BID

Name of the Owner / Vendor / Firm:

Sl. No	Detail of the offered premises	Floor area* of the premises offered (sq. ft.) (A)	Rate per sq. ft. of Floor area* (Both in figures and words) in Rs (B)	Amount in figures and words (Rs) C=AXB
	TOTAL			
	GST No.			

*Note: Floor area and carpet area are the same. Floor area includes Kitchen, washroom, toilet and 50% of covered balcony and does not include external & internal walls, columns, ducts, shaft, lift & stairs.

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 accommodation for DFCCIL project office space.**
- b. **Provision and maintenance of services like Electricity and power backup etc.**
- c. **Maintenance of security and cleaning in the common space (exterior to proposed space).**
- d. **The electricity charges would be borne by DFCCIL.**
- e. **GST will be borne by DFCCIL. Firm has to submit GST No. before issue of LOA.**

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 "Bid".

Place:

Date

Signature of Bidder/vendor with seal