



**DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LTD.
A Government of India (Ministry of Railway) Enterprise**

Office of the General Manager (Co-ord.) North/ Mumbai,
7th Floor, New Administrative Building, Central Railway,
D.N. Road, CSTM, Mumbai – 400001

**NOTICE INVITING OFFERS FOR HIRING OF OFFICE ACCOMMODATION AT
SURAT**

Offer No. “ST/Office Accommodation at Surat/2021/2”

Dedicated Freight Corridor Corporation of India Ltd., A Govt. of India (Ministry of Railway) Enterprise invites offers from the legal owners/Power attorney holders of buildings for official use having carpet area between **1500 Sq.ft to 1800 Sq.ft** in Surat Within a radius of 3 kilometers from DFCCIL Office at A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat. The Premises should barrier free and situated on main road in good localities of the city.

The interested parties (only legal owners/Power of Attorney holders) should send their proposal, in requisite given format, in a sealed cover super scribed “Offer for Accommodation at Surat” addressed to General Manager (Co-ord.) North/ Mumbai, 7th Floor, New Administrative Building, Central Railway, D.N.Road, CSTM, Mumbai. The proposal should reach latest by 15.00 Hrs. on 08.10.2021. Technical offer will be opened at 16.30 Hrs. on 08.10.2021 in DFCCIL Office at 7th Floor, New Administrative Building, Central Railway, D.N.Road, CSTM, Mumbai.

Detailed terms and conditions may be downloaded from the Ministry’s website www.dfccil.gov.in.

Date: 23.09.2021

**General Manager (Co-ord.)/North
DFCCIL-Mumbai**

OFFER DETAILS

Offer No.	ST/Office Accommodation at Surat/2021/2
Name of Work	Hiring of Office Accommodation for Project Office for DFCCIL at Surat
Area required (approx)	Carpet area 1500 Sq.ft to 1800 Sq.ft
Scope of Work	Should be located Within a radius of 3 kilometers from DFCCIL Office at A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat. The Property should have valid commercial NOC/Permission to carry out commercial activity and power back up, AC, Water supply, drainage & sufficient Parking space.
Estimated Cost of Work	Rs.13,39,740/- (Rupees Thirteen Lacs Thirty Nine Thousand Seven Hundred Forty only) plus GST as applicable.
Completion Period	12 Months
Type of Offer	Open
Date and time of downloading & submission of filled tender	Offer can be downloaded from www.dfccil.gov.in from 23.09.2021 and can be submitted up to 08.10.2021 at 15.00 Hrs.
Validity of offer	45 Days from the date of opening
Authority and place for submission of offer document & address for communication	Office of General Manager (Co-ord.) North/ Mumbai; DFCCIL 7 th Floor, New Administrative Building, Central Railway, D.N.Road, CSTM, Mumbai – 400001

Name and Signature of Bidder

For General Manager (Co-ord.)/North
DFCCIL-Mumbai

INSTRUCTION TO LESSOR

Offer Document No. "ST/Office Accommodation at Surat/2021/2"

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

1. GENERAL INSTRUCTION

DFCCIL invites open offers from legal owners/POA holders for Hiring of Office Accommodation for project office for DFCCIL Officials at Surat for period of **12 Months**. Duration of contract may be extended further by a maximum of one year.

2. REQUIREMENT IN BRIEF

The office space should be located within a radius of 3 kilometers from DFCCIL office at A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat. The Property should have valid commercial NOC/Permission to carry out commercial activity washroom toilet, power back up, AC, Water supply, drainage & Parking space. The offer should be submitted by legal owners/Power of Attorney holders of the building.

3. INSTRUCTION TO BIDDERS

- A. The offer should be submitted in two parts in two separate sealed envelopes. The first part would be the technical offer which should contain technical parameters (Annexure-1). The second part would be the financial offer (Annexure-2). Both the proposal should be in separate sealed envelopes and the envelopes should clearly indicate on top as technical offer and financial offer. Both the envelopes should be kept in sealed cover as mentioned above.
- B. The sealed offer shall be submitted by post or in person in the Office of
 1. General Manager (Co-ord.) North/ Mumbai; DFCCIL 7th Floor, New Administrative Building, Central Railway, D.N.Road, CSTM, Mumbai – 40000.
 - a. Single envelop. containing Technical offer and Financial offer along with necessary documents shall be submitted on or before 15.00 Hrs. on date 08.10.2021.
 - b. The corrigendum, if any; shall only be hosted on the website before 3 days of opening.
 - c. The offer shall be opened at 16.30 Hrs. on same day i.e. on 08.10.2021 in presence of the bidders.
- C. The technical offer will be opened in the first instance and financial offer shall be opened only in respect of those parties which are short listed on the basis of their technical offer by the nominated committee.

D. AUTHORIZATION 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 submitted along with the offer.

Name and Signature of Bidder

For General Manager (Co-ord.)/North
DFCCIL-Mumbai

E. EXECUTION OF CONTRACT

The successful bidder's responsibility under this contract commences from the date of issue of Letter of Acceptance by Dedicated Freight Corridor Corporation of India Ltd. The successful bidders shall be required to execute an agreement in the prescribed proforma with the Dedicated Freight Corridor Corporation of India Ltd. within 15 days of acceptance of his offer.

F. VALIDITY OF PROPOSAL

The proposal shall be kept valid for a period of 45 days from the date of opening of bid.

4. ELIGIBILITY CRITERIA

The proposed premises should qualify the following norms:

- Not be more than 3 Kms (Road Distance) away from existing Project office of Dedicated Freight Corridor Corporation of India Ltd. at A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat.
- The space is in the range of around 1500 to 1800 sq. ft. (Carpet area).
- Not a basement space.
- Equipped with power back up, wiring for air-conditioning system, electricity and water supply, drainage arrangement.
- On main road and has sufficient parking space of its own.
- Should have valid NOC/Permission to carry out commercial activities, proof of the same should be attached with the offer.
- Commercial Electricity connection
- Washroom/Toilet facility
- Preference will be given for appropriate interior/furniture.

5. PRICE BASIS, CURRENCIES & LANGUAGE OF BID

- a. Rates shall include the following:
 - Rent of accommodation for DFCCIL project office space.
 - Glass/Wooden/suitable material wall partitions shall be provide by the owner for at least 07 chambers and 06 work station for staff.
 - All electrical fittings to be provided by owner in working condition.
 - 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 DFCCIL.
 - Payment of any other facility like centralized Air conditioner charges if any provided by owner will be borne by DFCCIL.
 - GST will be borne by DFCC. Firm has to submit GST No. before issue of LOA
- b. 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.

Name and Signature of Bidder

For General Manager (Co-ord.)/North
DFCCIL-Mumbai

General & Special Conditions of Contract, Schedule of approximate quantities & Rate sheet may be referred for further details.

- c. The rate should be inclusive of all taxes/levied except GST.
- d. 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.
- e. 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.

6. 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**" along with the offer.

7. 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.

8. The offerer/s whose offer is accepted will be required to appear at the office of the **General Manager (Co-ord.) North/ Mumbai, DFCCIL, 7th Floor, New Administrative Building, Central Railway, D.N. Road, CSTM, Mumbai in person or in case of firm or corporation, a duly authorized representative shall appear to execute the agreement within 15 days after notice that the offer has been awarded to him and agreement are ready for signature.**
9. 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 & Black listed for future participation.
10. Offer documents are not transferable.

Name and Signature of Bidder

For General Manager (Co-ord.)/North
DFCCIL-Mumbai

ANNEXURE-1

SPECIAL TERMS & CONDITIONS

1. The terms and conditions along with the instructions will form part of the offer to be submitted by the Bidder to DFCCIL, Mumbai, herein termed as Corporation.
2. BID which is received on account of any reason whatsoever including postal delay etc. after 15.00 Hrs. on 08.10.2021 fixed for submission of offers shall be termed as 'LATE' BID and will not to be considered.
3. All columns of the BID documents must be duly filled in and no column should be kept blank.
4. All the pages of the offer documents are to be signed by the authorized signatory of the Bidder. Any over writing is to be duly initialed by the Bidder. The Corporation reserves the right to reject the incomplete offers or in case where information submitted / furnished is found incorrect.
5. In case the space in the offer document is found insufficient, the vendors may attach separate sheets.
6. The short-listed vendors will be informed in writing/ mail by DFCC for arranging site inspection of the offered premises.
7. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost, as and when required.
8. All payments to the successful vendor shall be made by NEFT/ECS/RTGS/CHEQUE only.
9. The title report proving ownership and clear marketability is to be made available for inspection of DFCC.
10. 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.
11. The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
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 major repairs (more than Rs.3000/-) and maintenance (civil, electrical, mechanical, plumbing including consumable etc.) and will also undertake to carry out annual repair and maintenance. No additional charges shall be paid for the same.

Name and Signature of Bidder

For General Manager (Co-ord.)/North
DFCCIL-Mumbai

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16. The Building should adequate toilet facilities separately for Ladies and Gents.
17. 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).
18. The owners of the premises will have to hand over the possession of premises within 15 days after the acceptance of their offer by GM(Co-ord.)/North/DFCCIL/Mumbai.
19. Lease period: Period of lease will be one year 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.
20. The furnishing/ interior & furnished layout of the space offered would be subject to approval of DFCCIL.
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 15 days 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 provision for 24 hrs electricity supply with 100% power backup round the clock to cater the load of office space. AC to be provided by Owner/Lessor.
- b. The office space should have electrical fixers such as switches, power points etc. for operation of computers, printer/scanners or etc. for smooth functioning of office.
- c. If required, additional electric power will have to be arranged by the Lessor at his / their cost from the energy suppliers.
- d. 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.
- e. 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.
- f. All the electrical installations provided shall be maintained by the owner/lessor.

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Name and Signature of Bidder

For General Manager (Co-ord.)/North
DFCCIL-Mumbai

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 DFCCIL.
30. The rent for the accommodation (Carpet area) should be inclusive of property tax, maintenance or any other tax required to be paid by the property owner except GST.

TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

DETAILS OF THE PREMISES

SN	PARTICULARS	DOCUMENTS TO BE SUBMITTED
1	Full particulars of the legal owner of the premises: a) Name: b) Address (Office & Residence): c) Telephone & Mobile No: d) E-Mail ID e) PAN & TAN No	
2	Status of the applicant with regard to the accommodation offered for hiring (Certificate of authorized signatory, if the owner is a firm, Society etc. and power of attorney if the applicant is other than the owner)	
3	a) Complete address with brief description and location of the accommodation offered. b) Whether commercial or dual use (residential-cum-commercial) c) Radial Distance (approx.) from A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat.	
4	Total area offered for rent (carpet area) in sq.ft i) Carpet Area	
5	Facilities for vehicle parking (Please provide details of capacity of vehicle parking space in terms of number of cars and two wheelers, separately)	
6	Type of Office accommodation – a) Whether single floor or multi-storey b) With provision of rooms/cabins on each floor or hall type c) Whether there are any conditions for carrying out partitioning as per requirement or Department. d) Whether rooms are constructed	

Name and Signature of Bidder

For General Manager (Co-ord.)/North
DFCCIL-Mumbai

	e) Whether modification in internal plan permitted in case of constructed rooms	
7	Number of lifts and their carrying capacity.	
8	Availability of facilities/utilities (Number of Toilets (floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Commodes and Wash Basin (separately for men and women).	
9	a) Whether running water, both drinking and otherwise, available round the clock b) Whether sanitary and water supply installations have been provided	
10	a) Whether electrical installations and fittings, power plugs switches etc., are provide or not. b) Whether building has been provided with fans or not. (if yes, the number of fans floor wise). c) Whether provisions for Air Conditioner with power points available or not?	
11	i) Sanctioned electricity load ii) Whether willing to get the electricity load increased in case Department needs	
12	i) Details of power backup facilities	
13	Details of Fire Safety Mechanism	
14	Any other salient aspect of the building, which the party may like to mention.	
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Declaration:

- i) 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.
- ii) 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 in the event of any of the same being found to be false. I/We shall be liable to such consequences. Lawful action as the Ministry may wish to take.

Name and Signature of Bidder

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PERFORMA FOR TECHNICAL EVALUATION

Please tick the correct answer

Distance from present, Project Office of DFCCIL, A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat.	
0.0 - 1.0 km	<input type="checkbox"/>
1.0 - 2.0 km	<input type="checkbox"/>
2.0 - 3.0 km	<input type="checkbox"/>

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	<input type="checkbox"/>
Two to Three vehicles	<input type="checkbox"/>
More than three vehicles	<input type="checkbox"/>

Please tick the correct answer

Item	Criteria	<input type="checkbox"/>
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"/>

Name and Signature of Bidder

For General Manager (Co-ord.)/North
DFCCIL-Mumbai

TECHNICAL EVALUATION PROCEDURE

Evaluation Procedure

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

1. The offered accommodation for Project office DFCCIL at Surat space must be suitable for DFCCIL project office space lease and should not be in the prohibited zone of Surat.
2. The area must be in the range of **1500 to 1800 sq. ft. approx (carpet 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, drainage 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 present DFCCIL office to proposed DFCCIL project office space has been assigned 30% weightage and the evaluation will be done as under.

Road distance of offered from present office at A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat.	Marks
0.0 - 1.0 km	20
1.0 - 2.0 km	10
2.0 - 3.0 km	5

The maximum marks that can be obtained are 20.

2. **Ambiance and interiors** – The ambience of 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 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
Quality of permanent structure and interiors as offered/proposed to be constructed. This includes floor level and provision of lift etc. also.	0 – 20

Name and Signature of Bidder

For General Manager (Co-ord.)/North
DFCCIL-Mumbai

Power backup	10 marks for 50 – 125 kva 05 marks for 20 – 50 kva 02 marks for Less than 20 Kva
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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 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 DFCCIL project office space as congested and stinking areas cannot be selected as DFCCIL project office space.

Item	Criteria	Marks
Approach road to office complex	Less than 2 lane	5
	4 lane or 2 lane two way	10
Quality of surroundings,	To be decided by nominated committee	0 – 10 Marks

The maximum marks that can be obtained are 20.

FINANCIAL BID

Name of the Owner / Vendor / Firm :

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

*Note: Carpet area and floor 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 up to 15th of every succeeding month.

The offered rate includes the following.

- **Rent of accommodation for DFCCIL project office space.**
- **Glass/Wooden/suitable material wall partitions shall be provide by the owner for at least 07 chambers and 06 work station for staff.**
- **All electrical fittings to be provided by owner in working condition.**
- **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 DFCCIL.**
- **Payment of any other facility like centralized Air conditioner charges if any provided by owner will be borne by DFCCIL.**
- **GST will be borne by DFCC. 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

Name and Signature of Bidder

For General Manager (Co-ord.)/North
DFCCIL-Mumbai