

TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

DETAILS OF THE PREMISES

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

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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.	
15		

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.

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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	
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"/>

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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	0 – 20

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and provision of lift etc. also.	
Power backup	10 marks for 50 – 125 kva 05 marks for 20 – 50 kva 02 marks for Less than 20 Kva

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.

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