

*Dedicated Freight Corridor Corporation of Indian Limited
(A PSU under Ministry of Railway)*

Old GM Building, (N.C.Rly), 1st Floor, Balmiki Chauraha, Nawab Yusuf Road, Allahabad – 211001

ALLAHABAD (WEST) UNIT



OFFER DOCUMENT

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

Expression of Interest is invited for following work

Name of work: Hiring of building on lease for office purpose of DFCCIL (A PSU of Ministry of Railway) at Kanpur on monthly rental basis.

Duration: 36 Months

Essential Requirements:-

- 1- The building should be **located within 10 K.m. from Kanpur Rly. Station**. The building plot should have overall area of not less than **6000 sq.feet** and **build up area** should not be less than **5000 sq.ft**. The building should not have more than **two floors (GF+FF)**. the building should have parking space of minimum three vehicles.
- 2- The building should be furnished with minimum **02 Halls** and **04 Rooms** out of which minimum **02** rooms should have attached toilet. Requirements of total nos. of toilets are **04 (Four)**. The building should be fully furnished with respect to toilet/sanitary, electrical wiring, fitting & fixtures.
- 3- Lessors should provide minimum **02 nos.** of Air conditioner and sufficient no. of ceiling fans, florescent lights & electricity connection of adequate wattage.

The detailed requirement and special condition document about requirement of DFCCIL can be obtained from the office of **Chief Project Manager/DFCCIL/Allahabad (W), Old GM Building, (N.C.Rly), 1st Floor, Balmiki Chauraha, Nawab Yusuf Road, Allahabad – 211001** on any working day (Except Sunday) between 10:00 AM to 05:00 PM up to 18.03.2013. Bid document have been uploaded on DFCCIL official website. Bid documents are also available on URL "eprocure.gov.in". The last date for submission of filled offer is 18.03.2013 up to 05:00 PM.

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

- | | | |
|------|-----------------------------------|------------|
| (i) | B.K. Verma, PM/Engg. | 9794662299 |
| (ii) | Krishna Chandra Swarnkar, APM/S&T | 9794730099 |

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

INSTRUCTIONS TO BIDDERS

1. The offer forms will be available upto 18.03.2013 between on week days (excluding Holidays, and Sundays)
 2. The last date for submission of filled offers is 18.03.2013 upto 05:00 PM. 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 a sealed cover at the address given below:
Chief Project Manager/DFCCIL/Allahabad (W), Old GM Building, (N.C.Rly), 1st Floor, Balmiki Chauraha, Nawab Yusuf Road, Allahabad – 211001
 4. The offer bid will be opened on 18.03.13 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 details will 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 offer 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.
6. 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. Incomplete bids and 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 dose 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 (W)

TERMS AND CONDITIONS

1. DFCCIL is 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 termed and Corporation.
3. Offer which is received on account of any reason whatsoever including postal delay etc. after 5:00 PM on 18.03.2013, 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.
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 (W), Old GM Building, (N.C.Rly), 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 cast, 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 of existing DFCCIL office of Project Manager/DFCCIL/CNB and under CPM/DFCCIL/Tundla. Address of existing DFCCIL office is 117/h-2/165, Pandu Nagar, Kanpur- 208005.
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. This includes all the facilities (including AC).
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(W) 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 5% 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 measurements 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: Allahabad

Chief Project Manager/Allahabad (W)

Date:

Agreed & accepted

Signature of Bidder/offerer 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 Kanpur 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 three vehicles (SUV) will be provided.
3. The offered overall area is not less than 6000 sq.ft. and build up area is not less than 5000 sq.ft.
4. Basement area has not been offered.
5. The office space is with air-conditioning system, electricity and water supply arrangement.
6. The office space is on main 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

(1) Distance from Kanpur Rly Station	
Road distance of offered office space from nearest DFCCIL station	
0.0 – 2.0 Km	<input type="text"/>
2.0 – 4.0 Km	<input type="text"/>
4.0 – 6.0 Km	<input type="text"/>
6.0 – 8.0 Km.	
8.0 – 10.0 Km.	
(2) Electrical details	
Sanctioned power load	Write value in KW for office space. <input type="text"/>
Air Conditioning	Write central AC or unit wise (window/split) <input type="text"/>
(3) Parking area details	
Allotted parking space inside the premises for no. of vehicles	
Upto three vehicles	<input type="text"/>
More than three vehicles	<input type="text"/>
(4) Rooms details	
i) Total nos of Rooms/Halls	<input type="text"/>
ii) Nos of rooms with attach toilets.	<input type="text"/>

Signature of the Offerer



FINANCIAL BID

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

Name of the Owner/Vendor/Firm:

Sl. No.	Address and Details of the property	Total built up area of the premises offered (sq.ft.)	Total plot area of building	Total rent for building in figures and words (Rs)
i)				
	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 furnished office (including furniture)**
- b. **Provision and maintenance of services like AC, Electricity and Sanitary etc.**
- 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 30 days to be reckoned from 18.03.2013.

Place:

Date:

Signature of Bidder/vendor with seal