

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

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**VADODARA UNIT**



**OFFER DOUCMENT**

**Name of work: Hiring of fully furnished air conditioned site office space in commercial building on monthly rental basis for CPM/DFCCIL/Vadodara at Bharuch, Gujarat.**

## INSTRUCTIONS TO BIDDERS

1. The offer forms will be available up to 15.00 hrs on 09.03.2017 on working day (excluding Holidays, and Sundays).
2. The last date for submission of offers is 09.03.2017 up to 15.00 hrs. The offers received after the last date and beyond the time mentioned above will not be considered.
3. The offers should be submitted in sealed cover at the address given below:  
Chief Project Manager/DFCCIL/VADODARA 4thFloor, Block 'A', Narmada Naher Bhawan, SSNL Building, Chhani Jakat Naka, Vadodara – 390002.
4. The technical bid will be opened on 09.03.2017 at 15:30 hrs in the presence of bidders or their authorized representatives who may like to be present at DFCCIL office. After preliminary scrutiny of the technical bids, site inspection of the premises offered & assessment of the offers will be done. The financial bids of only those bidders, whose offers are found technically suitable will be opened at a later date. The date of opening of financial bids will be intimated in writing/mail to those bidders whose offers are found technically suitable.
5. The offer document consists of the following:
  - Instructions to bidders and Terms & conditions.
  - Technical requirement.
  - Financial bid.

The offers are to be submitted in two packet/bid system i.e technical and financial bid. The technical bid 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, sanctioned electrical power load, usages of the property, parking space of vehicles, photographs and other terms and conditions relevant to the hiring of premises. The Technical Bid shall be submitted in sealed cover (Marked Envelope-I) super scribing as "Technical Bid for Hiring of Office Premises at Bharuch". The envelope shall contain the addressee's details and details of the bidder also.
6. The price bid shall contain only financial details i.e., rate/ rent per sq. ft. on built up area basis and other financial implications. The Financial Bids will be placed in the Envelope-II and superscribed with addressee and bidders details.
7. All the pages of the offer document form are to be signed by the bidder. In case of joint ownership, all the owners have to sign all the pages of bid (Technical & Financial). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.
8. Offerer should note that their offer should remain open for consideration 90 days from the date of opening of bid offer.
9. 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 do not bind to accept the lowest offer.
10. The offers should use the offer document supplied by DFCCIL & in case of any discrepancy his offer will be rejected.

Chief Project Manager  
VADODARA

## TERMS AND 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 offered office space must be part of approved commercial space.
3. The offered office space must be suitable for office purpose and should not be in the prohibited zone of Bharuch.
4. The terms and conditions along with the instructions will form part of the offer to be submitted by the offerer to DFCCIL, herein termed as Corporation.
5. Offer which is received on account of any reason whatsoever including postal delay etc. after 15:00 hrs. on 09.03.2017, 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.
6. All bidders are requested to submit their offer documents duly filled in with the relevant documents/information at the following address. Chief Project Manager/DFCCIL/VADODARA, 4<sup>th</sup> Floor, Block 'A', Narmada Naher Bhawan, SSNL Building, Chhani Jakat Naka, Vadodara – 390002.
7. All columns of the offer documents must be duly filled in and no column should be kept blank.
8. 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 initiated by the offerer. The Corporation reserves the right to reject the incomplete offer or in case where information submitted/furnished is found incorrect.
9. In case the space in the offer document is found insufficient, the offers may attach separate sheets.
10. The short-listed offer will be informed in writing/mail by DFCCIL for arranging site inspection of the offered premises.
11. Income-Tax and Statutory clearances shall be obtained by the bidder at their own cast, as and when required.
12. All payments to the successful offer shall be made by NEFT/ECS/RGT5/CHEQUE only.
13. The title report proving ownership is to be made available for inspection of DFCC.
14. 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.
15. There should not be any water logging inside the premises and surrounding areas.
16. The premises should have good frontage and proper access.
17. All the taxes (Except service tax) pertaining to property will be paid by the owner/lessor.
18. 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.
19. The bids will be evaluated on techno commercial basis giving weightage to the different aspects in various parameters like location, distance from main road, parking space for vehicle, adequate power backup, approach road to office, amenities available, exclusivity, nearby surroundings, quality of construction.

20. The owners of the premises will have to hand over the possession of fully furnished premises within 30 days after the acceptance of their offer to CPM/DFCCIL/Vadodara unit.
21. Lease period: Period of lease will be 05 (five) years and minimum notice period will be of one month from either side for termination of agreement. The lease period will be extendable for mutually agreed period on same terms and conditions.
22. The escalation in rent will be 5 % simple per annum (non-compounding) and it will be applicable annually.
23. Lease agreement will be between the owner and DFCCIL & rent will be paid to respective owner/lease holder.
24. Income Tax will be deducted at source at prevailing rate as per extant rules.
25. Service Tax will be borne by the DFCC as applicable.
26. The owner should ensure and provide 24 hrs adequate supply of water & electricity for the rented space throughout the lease period at his own cost.
27. Electricity:  
The building should have sufficient electrical/power load sanctioned.

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.

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.

28. Parking: The lessor shall provide Car parking space for minimum four vehicles inside the premises without any additional charge else the offer will not be considered.

29. Carpet Area measurements: Joint measurements will be taken in the presence of DFCCIL official and bidder/authorized representative for finalizing the covered area.

30. Specification of Furniture & Assets:

1	All partitions of 04 Cabins will be made with 18 Gage Aluminum Section, Color Anodized Costing, 12 MM Nova pan Sheet, 5MM Float Plain Glass.
2	Cabin Centre table & side Storage with Drawer & Outside computer area table will be made from Standard Ply Board, Glass top & Covered with Decorative laminate with standard company material. All the three cabins will be provided with one executive chair and 02 visiting chairs (Godrej make) in each cabin of standard brand & 05 chairs of standard brand for computer area will be provided.
3	In 03 office cabin will be provided with 01 Tone Split A.C. of standard ISI mark. In each cabin & Outside cabin area will be provided with 1.5 tone Split A.C.(2 nos.) and for Rest Room will be provided with 1 Tone A.C.split with and Bed of standard size.
4	Pantry area also be made of aluminium Section and platform covered with black granite and Sink & Water Tap will be provided.
5	Entire office ceiling will be covered with false ceiling of Gypsum / POP sheet, in reception area appropriate numbers of visiting chairs, a small centre table and a ceiling fan will be provided.
6	All electric fitting like wire, Switch, LED, Panel light will be of standard ISI Marks Brand.

7	Office main gate will be made from full toughened glass, all exposed surfaces will be painted with plastic emulsion paint of appropriate shade.
8	Signage Board of suitable size with electrical fitting will be provided on road side of office.
9	05 nos of visitors chair of Godrej make are to be provided in work station area.

Chief Project Manager/VADODARA

Place : .....

Date : .....

## **DECLARATION FORM**

The technical qualification criteria for the office space are as under:

1. It is certified that, the offered building/premised are on Bharuch-Dahej bypass road.
2. It is certified that the nominated vehicle parking space inside the premise for minimum Four vehicles (SUV) will be provided.
3. The offered carpet area is not less than 900 sq. ft.
4. Basement area has not been offered.
5. The office space is with adequate electricity load.
6. The office is having capacity 24 hrs water supply arrangement
7. The office is with the sufficient capacity lift for all the floor & having adequate backup for lift in case of multi-storey building.
8. The office is on main road and has its independent parking space.
9. These documents are signed by owner/person authorized by owner through POA.
10. The space offered for rent is registered for commercial purpose.

Signature of the Offerer.

**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. Carpet Area(Sq.Ft.) :

ii. Location of floor which is to be leased out on rent :

iii. Total nos of built up floors in the building. :

PERFORMA FOR TECHNICAL INFORMATION

Please write/indicate the details

(1) Distance from Shraavan Chowk on Bharuch -Dahej bypass road.

0-1 Km:

0-2 Km:

(2) Electrical Details

Sanctioned power load	Write value in KW/KVA for office space
Power backup including power back up for lift	Write value in KW/KVA for power Backup

(3) Parking Area Details

Allotted parking space inside the premises for four nos. of vehicles	
Chief Project Manager/VADODARA	

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Signature of the offerer



## FINANCIAL BID

Name of work : Hiring of fully furnished air-conditioned Site office space in commercial building on monthly rental basis for CPM/DFCCIL/VADODARA unit of DFCCIL at Bharuch

Name of the Owner/Vendor/Firm:

Sr. No.	Address and Detail of the Property	Total Carpet area of the premises offered (Sq.Ft.)	Rent (per Sq. Ft.)	
			In figures(Rs.)	in words (Rs.)
		Total		

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

The offered rate includes the following:

- a. Rent of required office space.
- b. Provision and maintenance of building & services per month including power backup for lift. The electricity charges & maintenance charges would be borne by DFCC.
- c. Service tax will be born DFCC.

Validity of offer :

The offer would remain valid at least for a period of 90 days to be reckoned from date of closing of EOI.

Place : .....

Date : .....

## **Evaluation Procedure**

The Technical Qualification criteria for the office space are as under:

1. The offered office space must be part of approved commercial space.
2. The offered office space must be suitable for office purpose and should not be in the prohibited zone of Bharuch
3. The area must be in the range of 900 to 1200sq. ft. (carpet area) on a single floor. Basement area/Top floor will not be acceptable.
4. The office space must have lift with sufficient power back up in case of multi storey building.
5. The office must have 24 hour sufficient availability of water.
6. The office space must be on Bharuch-Dahej Bypass Road should have adequate own parking space at least for minimum 04 vehicles.

Chief Project Manager  
DFCCIL, Vadodara

**Tentative  
typical  
layout  
of DFCC  
office at  
Bharuch**



