

Dedicated freight Corridor Corporation of Indian Limited

(A PSU under Ministry of Railway)

MEERUT UNIT



OFFER DOUCMENT

Name of work : Hiring of Site office space in commercial building on monthly rental basis for CPM/DFCCIL/Meerut unit of DFCCIL at Gautam Budhnagar / Noida (U.P)

INSTRUCTIONS TO BIDDERS

1. The offer forms will be available up to 15.00 hrs on 02-11-2015 on working day (excluding Holidays, and Sundays)
2. The last date for submission of offers is 02.11.2015 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/Meerut 3rd floor, Shri Bala ji commercial complex , Plot no. C-2, Pocket – B, sector – 1 Ved Vyas Puri , By Pass NH-58 , Meerut- 250002
4. The technical bid will be opened on 02.11.2015 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 technical 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.
 - i. Instructions to bidders and Terms & Conditions.
 - ii. Technical requirement.
 - iii. 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 at Gautam Budhnagar / Noida ". 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 super area basis and other financial implications. The Financial Bids will be placed in the Envelope-II and super scribed 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 60 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/Meerut

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 Gautam Budhnagar / Noida
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 02.11.2015, 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 vendors are requested to submit the offer documents duly filled in with the relevant documents/information at the following address.
Chief Project Manager/DFCCIL/Meerut, 3rd floor, Shri Bala ji commercial complex , Plot no. C-2, Pocket – B, sector – 1 Ved Vyas Puri , By Pass NH-58 , Meerut- 250002.
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 initialed 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 offer 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 and clear mark ability 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 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 premises within 30 days after the acceptance of their offer by CPM/DFCCIL/MTC unit.

21. Lease period: Period of lease will be 02 (Two) 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.
22. The escalation in rent will be 5 % simple per annum (non-cumulative) 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:
 - 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.
28. Parking: The lessor shall provide Car parking space (nominated parking space) for minimum three vehicles inside the premises without any addition charge else the offer will not be considered.
29. Super Area measurements: Joint measurements will be taken in the presence of DFCCIL official and vendor/authorized representative for finalizing the covered area.

Place :

Chief Project Manager/Meerut

Date :

DECLARATION FORM

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

1. It is certified that, the Pari Chowk is not more than 6 KMs away from the offered building.
2. It is certified that the nominated vehicle parking space inside the premise for minimum 03(Three) vehicles (SUV) will be provided.
3. The offered super area is not less than 1500sq. 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.
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.

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. Super Area to be leased on rent (Sq. Ft) :
 - ii. Carpet Area(Sq.Ft.) :
 - iii. Location of floor which is to be leased out on rent :
 - iv. Total nos of built up floors :

PERFORMA FOR TECHNICAL INFORMATION

Please write/indicate the details

(1) Distance from Pari Chowk		
Road distance of offered office space from Pari Chowk		
0 – 4 Km		
4 - 6 Km		
6 -8 Km		
More than 08 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		
Nominated parking space & Allotted parking space inside the premises for no. of vehicles		
Upto three vehicles		
3 – 6 Vehicles		
(4) Approach Road to Office		
Less than 2 Lane		
2 – 4 Lane		
More than 4 Lane		

Signature of the offerer

FINANCIAL BID

Name of work : Hiring of Site office space in commercial building on monthly rental basis for CPM/DFCCIL/Meerut unit of DFCCIL at Gautam Budhnagar / Noida (U.P)

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 7Th of every succeeding month.

The offered rate includes the following:

- a. Rent of require office space.
- b. Provision and maintenance of services per month including power backup for lift.
- 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 45 days to be reckoned from

Place :

Date :

Signature of Bidder/Vendor with seal

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 Gautam Budh Nagar / Noida.
- 3- The Pari Chowk should not be more than 06 kms away from the office space.
- 4- The area must be in the range of 1500 to 2000 sq. ft. (super area) and 900 to 1200sq. ft. (carpet area) on a single floor. Basement area will not be acceptable.
- 5- The office space must have lift with sufficient power back up.
- 6- The office must have 24 hour sufficient availability of water.
- 7- The office space must be easily approachable near to main road and should have adequate own parking space at least for 03 vehicles with nominated parking space for four vehicles.

Criteria for valuation of technical bid:-

- 1- **Distance from important locations** - The importance of the criteria is assigned 40% weightage in the overall scheme.

Pari Chowk is a main place which is most suitable for commutation of the employees. The distance from Pari Chowk to proposed office is assigned 20% weightage. The evaluation of the office space will be as under:

Road distance of offered office space from Pari Chowk in Km	Marks
0 - 4	25
4 - 6	20
6 - 8	15
More than 8	10

Distance from main road is also important as there will be frequent visits of employees/DFCCIL officials, private person from this way. The distance from main road to proposed office space has been assigned 20% weightage and the evaluation will be done as under.

Road distance of offered office space from main road (NH/SH, Delhi-Noida Road)	Marks
0 - 250 m	15
250 - 500 m	10
More than 500 m	5

The Maximum marks that can be obtained for item no.-1 are 40.

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

Item under consideration	Maximum Marks
Availability of Shops relating to stationary/photocopy/bank etc. within the radius of 2000 meters	0 – 5 to be given by nominated committee
Quality of floor, wall etc	0 – 5 to be given by nominated committee
1. Availability of adequate 3 phase electrical load of 10 Kw or more.	10-15 marks
2. Availability of 3- phase power load for the office (5- 9 KW)	5-10
3. Power back up for the office load i.e upto 5 Kw.	0-5

The maximum marks that can be obtained are 25.

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 :-

Nominal Park space & Allotted parking space inside the premises for no. of vehicles	Marks
0 – 1 Vehicles	5
One to two vehicles	10
Two to three vehicles	15
More than Three vehicles	20

The maximum marks that can be obtained are 20.

4- Approach Road to Office- This is important factor and evaluation of location of the office depends on approach road, the quality of the surroundings are also important for the purpose of deciding the office space as congested and stinking areas cannot be selected as office space.

Item	Criteria	Marks
Approach road to office complex	Less than 2 Lane	5
	2 to 4	10
	More than 4	15

The maximum marks that can be obtained are 15.

5- Evaluation of financial bid- The financial bid will be evaluated based on total expenditure per sq. it. super area of the office space. Evaluation cost shall include unit per square feet.

- a. Rent of require office space.
- b. Provision and maintenance of services per month including power backup for lift.
- c. Maintenance & security of complex and cleaning of the common spaces (exterior to proposed office space).
- d. Availability of adequate power load for the complex out of which DFCCIL will get it, load sanction about (50 kw).

However, if a situation arises where overall marks of Two or more parties are highest & equal and also same both in technical & financial criteria, than in that scenario, the order would go to the firm whose offered space is nearer to the Pari Chowk and on the main road.

Chief Project Manager

DFCCIL, Meerut