

Open Tender for Hiring of Fully Furnished Office Space


for

Technical Support Group

Pradhan Mantri Uccharar Shiksha Abhiyan (TSG-PM USHA)

NIT No.: EdCIL/TSG-PM-USHA/ Office Space/2023/P-7100

Dated: 10/07/2023

 <p>एडसिल EdCIL Education • Innovation • Transformation</p>	<p>EdCIL (India) Limited <i>(A Govt. of India 'Mini Ratna' Enterprises)</i> 'EdCIL House', Plot No. 18A, Sector- 16A NOIDA – 201301 (UP), INDIA Tel: 0120-4156001-02, 4154003, 0120-4310840, 0120-2970206, 207</p>
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CHAPTER – 1

EdCIL (INDIA) LTD
(A Govt. of India Mini Ratna Central Public Sector Enterprise)
SECTOR 16A, NOIDA

NOTICE INVITING TENDER**NIT No. EdCIL/TSG-PM-USHA/Office Space/2023/P-7100****Dt. 10.07.2023**

Offers are invited for hiring suitable ready to move fully furnished office accommodation of having a built-up area of about 6000 sq. ft. (+/-10%) by EdCIL (India) Limited on behalf of Ministry of Education (MoE), from the owners of property/premises for "Hiring of Fully Furnished Ready to Move Office Space for Technical Support Group-Pradhan Mantri Uchcharat Shiksha Abhiyan (TSG-PM-USHA) Project at New Delhi" The proposed accommodation should be a convenient location within 5 KMs from Shastri Bhawan/Connaught Place. The building space should be fully furnished with modular office work-stations, modular office chairs, conference hall with tables and chairs, audio system, server room, UPS room, Reception desk, security rooms & access control system, electrical point, workstation network point, air conditioner, LED Fixtures, separate washroom for Gents and ladies with urinals and toilets room, washbasins, access control, LED lighting & fixtures, power backup, air conditioners etc. along with the 07 or more covered car parkings and 10 or more two wheeler parkings.

Interested parties may either download the detailed terms and conditions of the tender from EdCIL website www.edcilindia.co.in/Tenders (under link Tenders). The details are summarized as under:

Name of Work	Hiring of Office Space for Technical Support Group-Pradhan Mantri Uchcharat Shiksha Abhiyan (TSG-PM-USHA) Projects at New Delhi for its prestigious project of national importance under Department of Higher Education, MOE for a new location within a radius of 05 Kms approximately from Shastri Bhawan/Connaught Place, New Delhi.
Name of Organization	EdCIL (India) Ltd on behalf of Ministry of Education
Tender Type (Open/ Limited/ EOI/ Auction/ Single)	Open Tender
Tender Category (Services/ Goods/works)	Services
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Issue/Publishing	10-07-2023
Last Date and Time for receipts of Bids	24-07-2023 up to 11:30 Hrs.
No. of Covers (1/2/3/4)	Single Packet
Bid Validity days (180/120/90/60/30)	60 days (From date of opening of tender)
EMD	Rs.10,000/-
Address for Communication	Chief General Manager (TSG) EdCIL (India) Limited, 6 th Floor, Vijaya Building 17, Barakhamba Road, New Delhi – 110 001
Contact No.	0120-23765600
Email Address	ratnesh@edcil.co.in

Note:

- (i) Bidders are advised to download the tender documents from EdCIL's web portal i.e. www.edcilindia.co.in/Tenders and are advised to update them self for any modifications/corrigendum on this tender.
- (ii) Bids shall be submitted by a genuine owner or his representative of property/premises.

- (iii) Technical Support Group - Pradhan Mantri Ucchatar Shiksha Abhiyan (PM-USHA) will be carrying out a project of national importance with funding assistance of the Government of India (GoI) and other international and national stake holders. Bidders are required to familiarize themselves on the terms & conditions of bid before quoting their offer and bidder shall be responsible for their compliances during the hiring period of the premises.

Chief General Manager (TSG)
EdCIL India Ltd
5th & 6th Floor, Vijaya Building
17, Barakhamba Road,
New Delhi - 110001

Chapter 2

General Instructions to Bidders

The tender consists of two parts (i) Part-A: Technical Details (ii) Part-B: Financial Bid.

Terms & Conditions:

1. EdCIL India Limited (EdCIL), a Central Public Sector Enterprise under administrative control of the Ministry of Education on behalf of Department of Higher Education, Ministry of Education for its Pradhan Mantri Uchchar Shiksha Abhiyan (PM-USHA) Programme herein after called as PM-USHA intends to hire office space on lease with built-up area approx. 6000 sq. ft. (+/-10%) with the following amenities through open tender:

- (i) HVAC/Air-Conditioned Office Space.
- (ii) Fully Furnished Accommodation (as per indicative requirement as detailed in NIQ).
- (iii) Electricity Connection with adequate electrical fixtures with provision for installation
- (iv) 100% Power Backup for Light Load.
- (v) Covered Parking Space for minimum 07 or more Cars and 10 or more two wheelers.
- (vi) At least two Lifts with Power Backup.
- (vii) Internet and Telecom LAN Cabling and Wiring.

The proposed premises should be within a radius of approximately 5 Kms from Shastri Bhawan/Connaught Place, New Delhi.

Interested parties/ authorized representatives are requested to submit their offers in sealed packet super scribed "Bid for TSG-PM-USHA Office Space" in prescribed format (in printed hardcopy duly signed on all the pages) that can be downloaded from our website www.edcilindia.co.in/Tenders. The last date to submit the duly filled in Sealed Offers shall be as per NIT.

2. Earnest Money (EMD)

- (a) The bidder shall furnish along with bid an Earnest Money Deposit (EMD) amounting to Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft in favour of "EdCIL India Limited-RUSA" payable at New Delhi.
- (b) The bids received without EMD shall be summarily rejected. EMD shall be placed and submitted in the envelope/packet containing Technical Bid.
- (c) The Demand Draft of EMD of unsuccessful bidders shall be returned without interest after issue of Letter of Award to the successful bidder or signing of Agreement whichever is earlier.

3. The duly filled in offer must be submitted to the EdCIL (India) Limited, 5th & 6th Floor, Vijaya Building, Barakhamba Road, New Delhi - 110001. Each of the separate and sealed "Technical bid" and "Financial/Price bid" envelope should be placed inside a sealed outer envelope and must be super scribed as "Offer for Office Space for TSG-PM USHA Project". The validity of the bid with T&C (as quoted) shall be for 90 days.

4. The Office space offered shall be fully furnished ready to move for occupation on plug and play basis within a fortnight. The various provisions that must be available in the HVAC/Air-Conditioned furnished accommodation are as under:-

S. No.	Item Description	Particulars
1	Space requirement (Built-Up Area)	6000 sq.ft. (+/-10%) (approx.)
2	Rooms + Cubicles + Workstations	The office space should have fully furnished Office Cabins with with modular office work-stations, modular office chairs, conference hall with tables and chairs, audio system, server room, UPS room, Reception desk, security rooms & access control system, electrical point, workstation network point, air conditioner, LED Fixtures, separate washroom for Gents and ladies with urinals and toilets room,

		washbasins, access control, LED lighting & fixtures, power backup, air conditioners, Office Furniture & Fittings, Lighting and Air Conditioning System, Local Area Network, Wifi and Inter and Intranet Access, Switches, etc; Store Room; Pantry; Reception Desk Longue Area; Covered Cupboards for Keeping Office Files, Records, etc.; Meeting/Conference Room, Separate Gents & Ladies Washrooms with latest amenities along with 07 or more covered car parking and 10 or more two wheeler parkings.
4	Ambiance	Be fitting occupation of quality Corporates
5	Easy of accesses	Be fitting occupation of quality Corporates. Closeness to the Metro Station is desirable.
6	Parking	At least 07 or more covered car parkings and 10 or more Two wheeler parkings.

5. Also, while submitting the proposal, the bidders have to submit the copies of all necessary documentary proofs/certificate/ NOC/ statutory compliances in respect of the offered premises.

S. No.	Documents	Issuing Authority
1	Documentary Proof for ascertaining Title/ Possession Deeds as on date	NDMC / Appropriate Govt. Authority.
2	NOC from the concerned Fire & Safety Authorities.	NDMC / Appropriate Govt. Authority.
3	Any other statutory compliance (Water Harvesting, recycling, Safety etc) which is a must as per the prevailing Law of the Land for the given purpose.	NDMC / Appropriate govt. Authority.
4	Copy of Rent Agreement/Receipt of Last Tenancy, if any.	Standard prevailing formats

6. The location of Office space offered shall be within a radius of 5 kms approximately near Shastri Bhawan/Connaught Place, i.e, Connaught Place, Barakhamba Road, KG Marg, Parliament Street, etc.
7. The property, in which the Office space offered is located, shall have appropriate approvals for commercial/institutional use of the property.
8. The Office space shall have adequate security and fire safety measures installed, as per statutory requirements. All statutory clearances/No Objection Certificates from relevant Central/State/Municipal authorities for the property in which Office space is located, have to be obtained and renewed by the owner as per statutory requirements. In compliance of the foregoing, as a proof, bidder should necessarily submit copies of (i) Approved building plan, (ii) Ownership title deed, (iii) Receipt of latest Municipal tax paid for the subject property, (iv) Receipts of deposits paid for services like Electricity, sewerage connection, fire safety clearance, pollution control NOC etc., in support of details furnished in the Technical Bid.
9. The Office space shall have 3-phase electricity supply and ensure 24 x 7 power supply through suitable power back up provision. A separate electric meter (commercial) shall be installed exclusively for the use of the Office. The Office space shall have provision for 24 hour running water supply sufficient for both drinking and utility facilities.
10. Maintenance services of the Office space, including premises of the property in which Office is located, shall be undertaken by the owner. Such Maintenance services (such as minor civil works, minor electrical works, mechanical work, carpentry work, plumbing works etc., including consumables) shall be undertaken by the owner. Necessary arrangements (cabin with fan, tube light and washroom) for watch and ward staff of the Office shall be made available. The cost of providing such Maintenance services shall be factored into the financial bid by the owner.
11. The Office intends to take possession and occupy the Office space in the month of **July/August 2023** on approval from the Client Ministry i.e., Ministry of Education.
12. The rent shall be payable from the date of handing over of possession to the Office.

13. The Office space offered shall be free from any liability/litigation/ encumbrances with respect to its ownership/ lease/renting, at the time of participation in this tender process.
- 14. The prospective bidder shall submit the Rent Reasonableness Certificate issued by the CPWD or any other Competent Authority.**
15. For hiring the premises, EdCIL reserves the right to visit and inspect of the premises which prima-facie meets all requirements of EdCIL's Client i.e., MoE. The decision of EdCIL Management to visit the suitable premises for selection shall be final.
16. Any canvassing directly or indirectly by the applicant will disqualify the bidder without assigning any reason.
17. EdCIL shall not be responsible for any postal delay or loss/non-delivery of the offers.
18. EdCIL reserves the right to reject any or all offer(s) without assigning any reason whatsoever.
19. The tenure for the hiring of the office premises will be initially for a period of 03 Years which may be extendable on year to year based on the requirement of the MoE and on mutually agreed terms & conditions.
20. No brokerage shall be paid by EdCIL in any case.
21. In case of any difference in the rates quoted by the firms in words & figures, the rates quoted in words shall prevail.
22. The successful bidder would have to execute a rent agreement with EdCIL within 15 days of issue of Letter of Acceptance.
23. The price bid not sealed and submitted the same would be summarily rejected.
24. A maximum of 03 months advance rental will be paid by EdCIL to the successful bidder after execution of lease agreement. This 03 month advance to be retained by the successful bidder shall be returned back to the EdCIL on closure of agreement/vacating the hired premises.
25. The rent agreement would be registered as per the law of land. The rent agreement registry charges shall be shared on 50 - 50 percent basis between successful bidder and EdCIL.
26. Applications which are not in the prescribed format and received after the due date are liable to be rejected without assigning any reason in this behalf.
27. EdCIL shall inspect the premises of L1 bidder as per declaration made by the committee. In case of not finding the space suitable as per the requirement of the Project/MoE or in deviation to the declaration made, the next vendor shall be considered provided he agrees to match the rates with the L1 vendor.
28. For any disputes, CMD, EdCIL is the final authority and CMD, EdCIL's decision in the regard shall be final and binding on both the parties.
29. The bidder should provide at least 05 photograph of the approach to the building, premises and cross section of the interiors along with the bid.
30. Bidders may provide Floor Plan Layout if available.
31. All disputes subject to Delhi jurisdiction only.

EdCIL (India)Limited
(A Mini Ratna Category – I CPSE under Govt. of India)
5th & 6th Floor, Vijaya Building, Barakhamba Road, New Delhi - 110001

(To be filled in by the Bidders)
Part –A- Technical Details

S. No	Item	Response	Proof/ Certificate Document Type	Pg. No.
1.	Name of Bidder		Any Government Issued Identity Document	
(i)	Location			
(ii)	Name of Building			
(iii)	Name of Street/Road			
(iv)	Address of the Property Offered on Lease			
(v)	Pin Code			
(vi)	Mobile No:			
(vii)	Email ID:			
(viii)	PAN		Copy of PAN	
(ix)	GSTN		Copy of GSTN	
2.	Address of Office Space Offered on Lease		Any Government Issued Address roof/ Previous Lease Agreement	
3.	Is the Bidder, the Owner of the Office Space Offered (Yes/No)		Ownership Proof, if Yes	
4.	Is the Bidder authorized to participate in the Bidding on behalf of Owner of Office Space Offered (Yes/No)		Authorization Proof, if Yes	
5.	Type of Bidder Entity (Individual/ Proprietor/ Partnership/ Firm/ Company/ Society/ any Other)		Proof of Bidder Entity Type	
6.	Category of Offered Office Space as certified by relevant authority (Residential/ Commercial/ Institutional/ Industrial/ Any Other)		Proof of Category of Office Space	
7.	Year of Construction of Property in which Office Space is Offered/Located		Completion Certificate/ Undertaking by Bidder	
8.	Is the Office Space offered is in NDMC Area (Yes/No)		Current Year Property Tax Receipt from NDMC	
9.	Distance from Shastri Bhawan, New Delhi (approx.) (Should be within a radius of 5 KM from Shastri Bhawan/ Connaught Place, New Delhi)			
10.	Distance from nearest Metro Station, Name of the Metro station to be mentioned.			
11.	Distance from nearest Railway Station, Name of the railway station also to be mentioned.			
12.	Distance from nearest public parking slot			
13.	Distance of offered space from Airport	NA	NA	
14.	Area of property being offered (Area sq. ft. would be the essential criteria.)			
(i)	Super Area (in Sq. Ft.)			
(ii)	Plinth Area (in Sq. Ft.)			
(iii)	Carpet Area (in Sq. Ft.) excl. Common Area, Parking & Amenities area			
15.	Floor in Case of multi-storey building)			
16.	Details of Floor Plan/Layout of Property			
17.	Whether the premises owner confirming to provide furnished accommodation as per EdCIL's indicative design and requirement.			

18.	Availability of Amenities & Facilities:			
(a)	Lifts		No.....	
(i)	No of Lifts		Enclose Proof	
(ii)	Capacity of Lifts		Enclose Proof	
(b)	CCTV Surveillance in Common Area		No.....	
(c)	Security Guard at Entrance		No.....	
(d)	Parking Facilities		Confirmation of provision of parking of	
	No of Free parking of Cars (Atleast 07 or more)	 Cars & Free parking	
	No of Paid parking of Cars		space offered. Point out	
	No of Free parking of Two Wheelers (Atleast 10 or more)		Sketch	
(e)	Status of Fire Fighting Arrangements			
19.	Confirmation of minimum period of 03 years Lease Offered			
20.	Confirmation of Quarterly/ Monthly common maintenance charges are included.			
21.	If not included, the quantum and periodicity may be indicated			
	Whether Electricity, Water charges are inclusive of Rates, if not, please specify the details.			
22.	Other than Rent, electricity and water charges are there any other charges payable by the occupant			
23.	Status of Approvals from Competent Authorities & Clearances /NOC from all the relevant Central/State/Local Govt authorities for the usage.			
24.	Sketch and site plan of offered Office space enclosed? (Yes/ No)			
	Furnishing Status with details			
25.	Adequate provision for drinking water and for utilities for average occupancy of ? (Yes/ No)			
26.	Adequate sanitation and water supply points installed for average occupancy of ? (Yes/ No)			
27.	Adequate power load for the Office space offered? (Yes/ No)		Capacity: KVA	
28.	Adequate power backup facility for the Office space offered? (Yes/ No)		Capacity: KVA	
29.	Adequate electrical points for average occupancy of ? (Yes/ No)		No of Points:	
30.	Adequate number of LED light fixtures for the Office space offered? (Yes/ No)		No:	
31.	Adequate number of fans for the Office space offered? (Yes/ No)		No:	
32.	Adequate Central Air conditioning/ ACs provided? (Yes/ No)		No: (if not centrally air conditioned)	
33.	Clearance/No Objection Certificate from all relevant Central/State/Municipal Authorities? (Yes/ No)		Fire Safety Certificate, Building Plan approval, Pollution Control Board NOC etc- all of which are relevant.	
34.	Adequate number of fire extinguishers for Office space offered? (Yes/ No)		Self-Attested Undertaking	
35.	Is offered space free from liability/litigation/encumbrances as on current date? (Yes/ No)			
36.	Is provision related to lease agreement shall be entered into on the basis of lower of 1. Rental rate as per Financial bid and 2. Rental rate as per Rent Reasonableness Certificate issued by CPWD understood and agreed to? (Yes/ No)			

37.	5 to 6 photographs (8" x 8" size) of the premises taken from different angles showing complete view (inside and outside, including road view) be attached			
38.	Is bidder willing and able to comply with Plug and Play facilities listed at Annexure 1 of Notice Inviting Tender, by2023? (Yes/ No)			
39.	Is bidder willing and able to comply with Plug and Play facilities for Ready to Occupy Fully Furnished Office Accommodation as per f Notice Inviting Tender, by2023 ? (Yes/ No)			
40.	Is bidder willing and able to comply with provisions of draft lease agreement at Annexure 4 of Notice Inviting Tender, and enter into lease agreement within a week of award of tender? (Yes/ No)			

Date:
Place:

(Signature of Authorized Signatory with Seal)

EdCIL (India)Limited
(A Mini Ratna category – I CPSE under Govt. of India)
5th & 6th Floor, Vijaya Building, Barakhamba Road, New Delhi - 110001
 (To be filled in by the Bidders to be filled and placed in a sealed envelope super scribed Financial/Price Bid)

Part –B- Financial Bid (Quoted/ Offered price) - (Monthly basis)

1. **Address of offered Office Space:**
2. **Bidder Name:**
3. **Bidder Identity Proof Document Type:**
4. **Bidder Identity Proof Document ID (enclosed):**
5. **Address (Office):**
6. **Address (Residence):**
7. **Mobile Number:**
8. **E-mail ID:**
9. **GST No of Owner/Bidder:**
10. **PAN of Owner/Bidder:**
11. **If Bidder is not Owner, relationship of Bidder with Owner of offered Office space:**
12. **Is Bidder authorized to bid for the offered Office space (Yes/ No, enclose authorization if applicable):**
13. **Area of offered Office space (subject to physical verification by CPWD):**
 - a. **Carpet Area** : _____square feet
 - b. **Built Up Area** : _____square feet
14. **The Rent Rate in Rupees per square feet of Built Up area per month, inclusive of municipal tax, subject to comparison with Rent Reasonableness Certificate issued by Central Public Works Department or any other Competent Authority:**

S. No.	Particulars on Built Up Area	Amount in Rupees & Words
1.	Rental Rate per Sq. Ft. (In Figures)	Rs...../-Only
2.	Rental Rate per Sq. Ft. (In Words)	(Rupees Only)
3.	Any Other Charges viz. Maintenance etc. (in addition to the above price-please specify)	Rs...../- (Rupees Only)
4	Sub Total	Rs...../- (Rupees Only)
4.	Taxes/ duties/ statutory payment (please indicate if GST is applicable) etc.	Rs...../- (Rupees Only)
Grand Total		

Note:

- (i) The above per Sq. ft. Amount would be multiplied by the offered area to arrive at the payable rental.
- (ii) Other than Rent, Electricity, Water Charges and AMC (if agreed), no other charges will be paid by the occupant.
- (iii) Total quoted price/ offered rent shall be Rs...../-per month inclusive of all taxes, statutory liabilities, maintenance charges, Power Back-up, etc
- (iv) The tenant shall make payments towards electricity and water supply to the concerned authorities directly, based on actual consumption.
- (v) Annual upward revision in basic rent shall be carried out as per mutually agreed terms on approval of the MoE.
- (vi) I/ We have read through the terms and conditions in the Notice Inviting Tender and the draft lease agreement and have understood the same. I/ We undertake to abide by the prescribed terms and conditions.

Date:
Place:

(Signature of Authorized person with seal)