

**NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION  
TECHNOLGY (NIELIT) Chandigarh**

An Autonomous Scientific Society of Department of Electronics & Information  
Technology, Ministry of Communications and Information Technology,  
Government of India

**TENDER DOCUMENT**

**FOR**

**REQUIREMENT OF LEASED  
ACCOMODATION FOR OFFICE SPACE**



**NIELIT Chandigarh**

Presently at: Har Gobind Khorana Guest House  
National Institute of Technical Teachers Training & Research  
(NITTTR),  
Sector 26, Chandigarh-160019  
Web site: [www.nielitchd.in](http://www.nielitchd.in)

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Mail ID: [dir-chandigarh@nielit.gov.in](mailto:dir-chandigarh@nielit.gov.in)  
Mobile No: 09779065069-Jt. Dir (Admn) and 09814607205-PSA(Bldg Project).

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	<p align="center"><b>National Institute of Electronics &amp; Information Technology (NIELIT) Chandigarh</b></p> <p align="center">(An Autonomous Scientific Society of Department of Electronics and Information Technology, Ministry of Communication and Information Technology, Govt. of India)</p>
	<p><b>Short Term Notice for Requirement of Leased Accommodation for Office Space</b></p>
	<p><b>Tender No. NIELIT/CH/SPL(ACC)/2014</b></p>
<p><b>NIELIT, Chandigarh</b> requires around 15000-20000 Sq.ft of office space, in a ready to occupy condition in and around Chandigarh for its office. The tender document may be downloaded from the website <a href="http://Chandigarh.nielit.gov.in">Chandigarh.nielit.gov.in</a> / <a href="http://eprocure.gov.in">eprocure.gov.in</a>. The Tender duly filled in the prescribed formats is to be submitted at <b>Har Gobind Khorana Guest House, National Institute of Technical Teachers Training &amp; Research (NITTTR), Sector 26, Chandigarh – 160 019</b> latest by <b>3<sup>rd</sup> July, 2014 upto 1500 Hrs.</b></p>	
<p>For any queries, the applicant may contact Mobile Nos.. 09779065069-Jt. Dir (Admn) and 09814607205-PSA(Bldg Project).</p>	
<p>Director In-Charge</p>	

National Institute of Electronics & Information Technology (NIELIT) Chandigarh  
Presently at: Har Gobind Khorana Guest House  
National Institute of Technical Teachers Training & Research (NITTTR),  
Sector 26, Chandigarh-160019

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TENDER DOCUMENT

**Requirement of Leased Accommodation for Office**

1. Date of Issue : 25.06.2014
  
2. Last Date & time for submission of Tender document : 03.07.2014 upto 1500 hrs.
  
3. Date, time & place for opening of Tender Document
  - a) Technical Bid : NIELIT Chandigarh  
Presently at: Har Gobind Khorana Guest House,  
National Institute of Technical Teachers Training & Research (NITTTR), Sector 26, Chandigarh-160019 at 1600 Hrs. on 3.7.2014
  
  - b) Financial Bid of eligible tenderers : To be intimated later on.

## Terms & Conditions

### Leased Accommodation for NIELIT Chandigarh

This tender shall be governed by following terms & conditions:

1. The reference No. and date of this tender notice and EMD details be super scribed on the sealed envelope containing tender documents failing which it will not be considered. Technical and Financial bid, duly signed by the authorized signatory, should be submitted in separate sealed envelope and both should be placed in one sealed envelope. EMD should be placed in technical bid envelope. Financial bid of only those bidders shall be opened which are found technically acceptable.

2. The tender should reach the NIELIT Chandigarh presently at Har Gobind Khorana Guest House, National Institute of Technical Teachers Training & Research (NITTTR), Sector 26, Chandigarh-160019 by 3.7.2014 upto 1500 Hrs. The tenders received late shall not be considered and no correspondence in this regard shall be entertained.

3. Tenders (Technical Bid only) will be opened at 1600 Hrs on 3.7.2014 at NIELIT Chandigarh, presently at Har Gobind Khorana Guest House, National Institute of Technical Teachers Training & Research (NITTTR), Sector 26, Chandigarh-160019 in the presence of bidders or their authorized representatives who may wish to be present.

4. The tender will be accepted only from original owner of the building or from the valid power of attorney holder for the premises offered who can let the premises to the Institute in accordance with law.

5. Tenders from brokers will not be entertained.

6. The Technically qualified offers given by the Bidders will be evaluated by physical inspection of the premises.

7. The tenderers are required to send two separate envelopes as described below:-

- a) Envelope 1 – Technical Bid as per Annexure I (A) and Annexure I(B) alongwith Earnest Money (EMD) and other documents as per this tender document.
- b) Envelope 2 – Financial bid as prescribed in the Annexure-II showing rates, financial terms and conditions etc.

Both the envelopes should be sealed and superscribed in bold letters:

- a) **TECHNICAL BID FOR Leased Accommodation for office of NIELIT Chandigarh.**
- b) **FINANCIAL BID FOR Leased Accommodation for office of NIELIT Chandigarh.**

Finally, the above mentioned two envelopes should be put in one bigger envelope super scribed as "BID FOR Leased Accommodation for office of NIELIT Chandigarh". While opening the tenders, the envelopes containing technical bids shall be opened first and acceptance of the tender according to the specified clauses will be ascertained.

The Evaluation Committee will open Financial Bids after evaluation of the Technical Bids. Financial bids of only technically qualified bidders will be opened.

All the envelopes/covers used in the above process must contain details of bidder's name, address and other contact details.

***NOTE: TENDERS SUBMITTED WITHOUT ABOVE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.***

8. Queries, if any, raised by NIELIT Chandigarh should be answered by the prescribed date. In case of no reply, bid shall be cancelled.
9. Technical Bid should contain the details required as per Annexure I(A) and Annexure I(B) and Financial Bid should contain details as per Annexure II.
10. BIDS NOT SUBMITTED IN THE PRESCRIBED FORMAT ENCLOSED MAY NOT BE CONSIDERED.
11. The tenderers should give rates, showing taxes, if any, giving full breakup details. Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
12. The technical bid should contain the documents as per Annexure-I (A) and Annexure I (B) without which the tender will be summarily rejected.
13. Possession of the building will have to be handed over to NIELIT Chandigarh within 15 days from award of the order and rent shall be payable from the date of possession.
14. The location should be in prime area in and around Chandigarh convenient for educational and scientific institute and should be easily accessible. It should be preferably within a radius of 5-10 Kms. from ISBT, Sector 17, Chandigarh. The approximate space should be 15000-20000 sq.ft.
15. Adequate parking space should be available around premises of the building.
16. Criteria for Evaluation of Technical Bid: The offers given by the Bidders will be evaluated by NIELIT Chandigarh by physical inspection of the premises.

On evaluating the suitability of the office space offered by the owners, the Financial Bids of technically qualified bidders will be opened.

17. The owner would be required to get the premises insured against all types of damages due to various causes during the period of rent contract.
18. Typed offers will be accepted. Overwriting, alterations will not be considered unless authenticated by full signatures of the signatory signing the bid.
19. The Tender submitted shall be valid up to 120 days and NIELIT shall have the right to seek extension of validity of Tender.
20. NIELIT Chandigarh shall be under no obligation to accept the lowest quotation.
21. The tenderer will be required to furnish Earnest Money of Rs. 25,000/- along with the Technical bid, in the shape of Demand Draft of nationalized banks only in favour of 'NIELIT Chandigarh' payable at Chandigarh which will be refunded to unsuccessful bidders within one month of finalization of successful bid. The EMD of the successful bidders will be refunded only after handing over of possession of the Premises. If the selected bidder back-tracks, EMD will be forfeited and the tender bid rejected.
22. Rates should be quoted in Indian Rupees only.
23. No tender will be accepted by fax, email, telex, or any other electronic means.
24. In case of non-fulfillment of any of the above terms, tender is likely to be rejected.
25. All disputes lie within the jurisdiction of Chandigarh only.
26. The Director-In-Charge, NIELIT Chandigarh reserves the right to reject all or any tender without assigning any reason thereof.

Director-In-Charge

## Annexure – I (A)

### TENDER DOCUMENT – TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

1.	Full particulars of the legal owner of the premises: (i) Name (ii) Office Address (iii) Residence Address (iv) Telephone No. (v) Mobile Number (vi) Tele Fax : (vii) E Mail Id (viii) PAN No. (ix) Bank Account No and Name of Bank	
2.	Full particulars (with complete address) of person(s) submitting the tender and offering the premises on rent / lease:	
3.	Status of the applicant with regard to the accommodation offered for hiring (Enclose Ownership Certificate / Power of Attorney if the applicant is other than the owner)	
4.	Complete Address with brief description and location of the building:	
5.	Total Area offered for rent –Floor wise in sqft (Enclose certified sketch plan) (a) Super Area (b) Carpet Area	
6.	Particulars of completion certificate (Enclose attested / self certified copy of possession certificate issued by the Competent Authority)	

7.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / electricity & water bill dues etc. (Enclose Notarized Affidavit from the Owner / Power of Attorney Holder)	
8.	Whether Accommodation offered is approved for Commercial activities (Attach proof / details / self-certification)	
9.	Available facilities for vehicle parking” (Mention details in sq ft)	
10.	(a) No. of lifts & their carrying capacity (Provide details of make, year of installation & working status etc.) (b) Details of Maintenance Contract of lifts	
11.	Number of Toilets floor wise with details (Details to be provided separately for gents and ladies)	
12.	(a) Whether running water (both drinking and otherwise) available round the clock, otherwise, give details (b) Whether sanitary and water supply Installations have been provided?	
13.	Distance from ISBT, Sector 17, Chandigarh	
14.	(a) Whether electrical installations and fittings (power plugs, switches etc.) have been provided or not? (b) Whether building has been provided with fans in all rooms or not? (If yes, give the number of fans floor wise)	
15.	(a) Details of the Air Conditioning facilities available (b) If not, whether provision have been made for Air Conditioning with power points?	



16.	(a) Sanctioned Electricity Load (b) Connected Electricity Load (Minimum 100 KW with air-conditioning load) (c) Whether Owner / Power of Attorney Holder agrees to get the load increased if required	
17.	(a) Details of Power Backup facilities available (b) Details of arrangements for regular repairs and maintenance of such 'Power Backup' facility (c) Whether responsibility for repairs / maintenance lies with the Owner / Power of Attorney Holder	
18.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of certificate to be enclosed)	
19.	The period and time in which the said accommodation could be made available for occupation after approval by this centre	
20.	Specify the lease period (minimum Three years) and provisions for extension	
21.	Whether the owner of the building is agreeable to quoted Monthly Rent to remain valid for initial lease period of minimum three years. If yes, an undertaking to this effect is required to be submitted by the owner(s) of the building.	
22.	Provisions for regular repairs and maintenance and special repairs, if any of the building:	
23.	Any other salient aspect of the building, which the party may like to mention:	

**Declaration**

- (i) I / We have read and understood the detailed terms and conditions applicable to the tender bid and agree to abide by the same fully

- (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 belief and in the event of any of the same being found not to be true, I / We shall be liable to such consequences / lawful action as the NIELIT may wish to take.

Date :

Signature of Legal Owner /  
Power of Attorney Holders

## Annexure – I (B)

### TENDER DOCUMENT – TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

1.	Consent of the owner to let out the accommodation (Attach Consent Letter)	
2.	(a) Year of Construction (b) Copy of completion certificate (Attested / Self attested) issued by the Competent Authority	
3.	Area of Plot of Land (in sq ft)	
4.	Complete drawings such as plans, sectional elevations and foundation details etc.	
5.	Site Plan of the Building	
6.	Whether fans & other electrical installations, A/C etc. fitted in the buildings along with wood work / false ceiling (if any) are included in the rent	
7.	Details of rolling shutters, grills, collapsible gate, over-head tank etc.	
8.	No. of Floors (Floor wise Carpet Area in sq ft to be given)	
9.	Type of Foundation	
10.	Details of Flooring	
11.	Details of Roofing and Terracing	
12.	Details of Compound Wall	
13.	Space for Parking (in sq ft)	
14.	Details of Electrical Fittings	
15.	Type of Electrical Wiring (CTS - Cable Tyre Sheathed / TRS - Tough Rubber Sheathed etc.)	

16.	(a) Details of existing Air-conditioning (if any) (b) If not, provisions for AC installation	
17.	(a) Sanctioned Electricity Load (b) Connected Electricity Load	
18.	Sanitary Installations: (a) No. of Water Closets (b) No. of Lavatory Basin (c) No. of Lavatory Bath.	

Certified that the demand is based on prevailing market Rate of Rent for similar accommodation in the locality of the city.

Signature of Legal Owner /  
Power of Attorney Holders

Date :

## **List of Enclosures:**

Technical Bids received without the following documents are liable to rejection without any reference to the party whatsoever.

1. Demand Draft of Rs. 25,000/-(Rupees Twenty Five Thousand only) of nationalized scheduled bank in favour of NIELIT, Chandigarh on account of Earnest Money Deposit (EMD)
2. Notarized Affidavit from owner(s) and if tender is submitted by the Power of Attorney Holder an Affidavit from such Power of Attorney Holder regarding accommodation offered for hiring being free from any litigation / liability / pending dues and taxes, electricity & water bill dues etc. and approved for commercial activities.
3. Possession Certificate
4. Fire Safety Certificate
5. Proof of sanctioned and connected Electricity Load

Attested photocopies / certified true copies of following documents are required to be annexed with the Technical Bid. Originals of these documents / certificates shall be produced at the time of execution of Lease Agreement:

1. Title Deed showing the ownership of the premises.
2. Floor Plan Sketch, Blue print of building plans duly approved by local body, attested / certified true copy showing area offered on rent/hire. The area under occupation of Owner, either by one or other tenants in the building should also be shown in the sketch plan/drawing.

Signature of Legal Owner /  
Power of Attorney Holders

Date :

Annexure-II

**FINANCIAL BID FOR HIRING OF OFFICE ACCOMMODATION**

**OPTION-I (WITH POWER BACKUP ARRANGEMENT)**

Sr. No.	Details of Accommodation	Total Super Area (Sqft) (A)	Total Carpet Area (Sqft) (B)	Rate Quoted (per Sqft) (C)	Rent per Month (Rs.) (B * C)
	Taxes if any				
	Total Rent per Month (X)				

**OPTION-II- (WITHOUT POWER BACKUP ARRANGEMENT)**

Sr. No.	Details of Accommodation	Total Super Area (Sqft) (A)	Total Carpet Area (Sqft) (B)	Rate Quoted (per Sqft) (C)	Rent per Month (Rs.) (B * C)
	Taxes if any				
	Total Rent per Month (Y)				

Total Rent quoted per Month at (X) & (Y) above is inclusive of all taxes.

Signature of Legal Owner /  
Power of Attorney Holders

Date :