

**National Institute of Electronics & Information Technology (NIELIT), Guwahati,**

No. 04/73/2019/Ghy/TRG/1894

Date: 03/01/2020

Sealed tenders are invited by the office of the Director In-charge, NIELIT, Guwahati for hiring suitable Office Building/Premises with modern infrastructure along with Electricity Connection, Water Supply & Adequate Parking space which are in ready to occupy condition under Two Bid system as per details given below:

<b>Carpet area required</b>	<b>Location</b>	<b>Status of Land/Plot</b>	<b>Usage of the Property</b>	<b>Remarks</b>
3,000 – 4,000 Sq. feet	Silchar	Free Hold/ Lease Hold with clear marketable Title	Academic Use	Should be located preferably in Silchar Main City Area.

Quotations are invited in two bids Tender system wherein separate **Technical & Financial** bids should be submitted in separate envelopes with Technical and Financial bid clearly mentioned on the envelopes. The Tender forms and details regarding General Terms and Condition (Annexure A), Technical bid (Annexure B) and Financial bid (Annexure C) can be downloaded from the Website [www.nielit.gov.in/guwahati](http://www.nielit.gov.in/guwahati) **from 3<sup>rd</sup> January' 2020 (Friday).**

The rent will be approved by the Competent Authority on the basis of assessment and recommendation of CPWD/ APWD and the owner should be willing to accept the rates as approved.

The Tender should be addressed to the Director In-Charge, NIELIT Guwahati, AFC Building, Vittiya Bhawan, Md. Shah Road, Paltan Bazar, Guwahati – 781 008. **The last date for submission of Tender is 24<sup>th</sup> January, 2020 (Friday) upto 2:00 P.M. The Technical bid shall be opened on 24<sup>th</sup> January, 2020 (Friday) at 4:00 P.M.**

Sd-  
(Director In-Charge)  
**NIELIT Guwahati**

**Background:**

National Institute of Electronics & Information Technology (NIELIT) an Autonomous Scientific Society under the Ministry of Electronics & Information Technology (MoE&IT), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT).

NIELIT has forty one (41) offices all over India with its Headquarters at New Delhi. At present NIELIT has 07 (seven) Centres in Assam located at Guwhati, Jorhat, Tezpur, Silchar, Dibrugarh, Majuli & Kokrajhar.

Presently NIELIT Guwahati Silchar Extension Centre is located in a rented space at National Institute of Technology (NIT), Silchar.

**Tender for Hiring of Office Premises**

This Tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and Conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid and, Financial Bid should be sealed in envelopes. The use of envelopes will be as under.

- (a) **Envelope marked as I:** The duly completed **Technical Bid** be put in this envelope and sealed.
- (b) **Envelope marked as II:** The duly completed **Financial Bid** be put in this envelope and sealed.
- (c) **Envelope marked as III:** Both the envelopes shall be placed in envelope marked –III and sealed (i.e. Envelopes marked as III, will contain two envelopes marked as I & II) and submitted to the Director In-Charge, NIELIT Guwahati, AFC Buiding, Vittiya Bhawan, Md. Shah Road, Paltan Bazar, Guwahati – 781 – 008, in sealed condition **Superscribing as “Tender for Hiring of Office Premises in /at Silchar” to be opened on 24<sup>th</sup> January, 2020 (Friday)at 4:00 P.M.”**

**Terms and Conditions:**

1. The Terms and Conditions along with the instructions will form part of the Tender to be submitted by the tenderer to the Director In-Charge, NIELIT, Guwahati.
2. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e. 24<sup>th</sup> January, 2020 (Friday) at 2:00 P.M. fixed for submission of tenders shall be termed as ‘**LATE**’ Tender and not to be considered. Such Tender shall be returned to the concerned party without opening the same.
3. All vendors are requested to submit the Tender documents (Technical Bid and Financial Bid) duly filled in with relevant documents/ information at the following address:

**The Director In – Charge**

**NIELIT Guwahati**

**AFC Building, Vittiya Bhawan, Md. Shah Road, Paltan Bazar,**

**Guwahati – 781 008**

4. All columns of the Tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the Tenderer. Any over writing or use of white ink is to be duly initialed by the Tenderer. The Director In-Charge, NIELIT Guwahati reserves the right to reject the incomplete Tenders or in case where information submitted/ furnished is found incorrect.
5. In case the space in the Tender document is found insufficient, the vendors may attach separate sheets.
6. The offer should remain valid at least for a period of 01 (one) year to be reckoned from the date of opening of "Technical Bid".
7. There should not be any deviation in Terms and Conditions as have been stipulated in the Tender documents. However, in the event of imposition of any other condition, which may lead to deviation with respect to the Terms and Conditions as mentioned in the Tender documents, the vendor is required to attach a separate sheet marking "list of deviations".
8. The Technical bids will be opened on 24<sup>th</sup> January, 2020 (Friday) at 4:00 P.M. in the presence of Tenderers at our above office. All Tenderers are advised in their own interest to be present on that date, at the specified time. The Financial Bids will be opened subject to fulfilled/ qualify the Technical bid.
9. The Director In-Charge, NIELIT Guwahati reserves the right to accept or reject any or all the Tenders without assigning any reason thereof.
10. Canvassing in any form will disqualify the Tenderer.
11. The short-listed Parties will be informed in writing by the Director In - Charge, NIELIT, Guwahati for arranging site inspection of the offered premises.
12. Income-Tax and Statutory clearance shall be obtained by the Parties at their own cost as and when required. **All payments to the successful Parties shall be made through Bank Transfer.**
13. Property should be situated in proper area of the town/city with congenial surroundings and proximity to public amenities like Bus Stop, Banks, Markets, Hospital, Post Office, etc.
14. The title report proving ownership and clear marketability is to be enclosed.
15. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.
16. There should not be any Water logging inside the premises and surrounding areas, the premises should have good frontage and proper access.
17. Latest Certificate from the Competent Authority of having paid all the updated relevant Taxes indicating the details of the property offered for leasing out to NIELIT, Silchar Extension Centre.
18. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.

19. The particulars of Amenities provided/ proposed to be provided in the premises should be furnished in the Technical Bid.
20. The Lessor shall arrange for Repairs and Maintenance, White Washing/ Colour Washing/ Painting to Doors, Windows, etc. as and when informed by the lessee.
21. **The bids will be evaluated on Techno Commercial basis** giving weightages to the equivalent aspects in various parameters like Location, Amenities Available, Exclusivity, nearby surroundings, Proneness to Water logging/ flood, etc. Quality of Construction, efficacy of the internal layout of premises and layout of buildings in the complex.
22. Tenders from intermediaries or brokers will not be entertained.
23. The Premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within one month after the acceptance of their offer by the department.
24. It may be noted that no negotiations will be carried out, except with the lowest Tenderer and therefore most competitive rates should be offered. Notwithstanding anything contain herein above, the rent will be approved by the Competent Authority on the basis of assessment and recommendation of CPWD/ APWD and the owner should be willing to accept the rates as approved.
25. **Rate per Sq. ft. on Carpet area:** The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all Taxes/ Cess present and future- House Tax, Property Tax, GST and Municipal Taxes, etc.) Maintenance Charges and Service Charges like Society Charges, etc. The rent will be paid from the date of taking possession of the premises. Lease rent for every month is payable by 10<sup>th</sup> of next month.
26. **Lease Period:** Minimum period of lease will be for 5 years period and minimum notice period of three months from either side for termination of Agreement. The lease period will be extendable for mutually agreed period and escalation in rent. Agreement may be terminated by the either party even before 5 year of minimum lease period by issuing proper notice period as mentioned above.
27. **Addition & alteration works:** During the period of tenancy, if the lessee desires to carry out any addition & alterations works at its own cost as per the requirement of the Department, lessor will permit the same on the existing Terms and Conditions and obtain any permission if required, from the local authority. Lessor will also provide space for installation of DG Set and for display signboards/ Glow Signboard, etc. without any extra cost.
28. **Lease Agreement:** The Agreement will be with the Owner & Rent will be paid to respective owner.
29. **Income Tax/ GST:** The Taxes will be deducted at source at prevailing rate.
30. **GST:** GST will be borne by the Owner.
31. **Registration & Stamp Duty Charges:** It will be paid by the Lessor.
32. **Possession of Premises:** Within 30 days from the date of receipt of acceptance of offer

Letter. The premises have to be painted and should be in habitable condition while taking over the possession.

33. **Water Supply:** The owner should ensure and provide adequate Supply of Drinking Water and Water for other uses throughout the lease period at their own cost.
34. **Electricity:**
- (i) The Building should have sufficient Electrical/ Power load sanctioned and made available to the NIELIT, Silchar Extension Centre.
  - (ii) If required, additional Electric Power will have to be arranged by the Lessor/Offerer at their cost from the Energy supplier.
  - (iii) Electricity Charges will be borne by the lessee for the area taken on lease, on actual basis based on the Separate Energy Meter which would be provided by the lessor. Any additional cost on the Electrical connectivity will be borne by the owner/lessor.
  - (iv) At the time of taking over possession of the premises, lessee will note the Electricity Meter Reading in the presence of authorized representatives. The Electrical Charges will have to be borne by the owner up to that point.
35. **Parking:** The landlord shall provide Car Parking & Two Wheelers parking space (Open/ Covered as per the details given below without any extra cost:
- (i) Car Parking- 02 nos. (minimum).
  - (ii) Two wheelers/ Bicycle - 10 nos. (minimum).
36. **Carpet Area Measurements:** The Carpet area Measurements shall be as per Bureau of Indian Standards IS No. 3861:2002. Joint measurements will be taken in the presence of the Director In-Charge, NIELIT Guwahati or his nominated officials.

SD/-  
Director In-Charge,  
NIELIT Guwahati

Date: 03/01/2020

Place: Guwahati

**(Performa for Technical Bid)**

REG: Technical Bid for premises at .....

REF: Your advertisement dated \_\_\_\_\_ published in

\_\_\_\_\_ News Paper and at Official website.

1.	Full particulars of the legal owner of the premises (i) Name: (ii) Address of the Office & Residence: (iii) Telephone No./ Mobile No. (iv) Tele Fax: (v) Email Address: (vi) PAN No.:* (vii) GSTIN No.:* *copy to be enclosed	
2.	Full Particulars of person(s) offering the premises on rent/ lease and submitting the tender:	
3.	Status of the Applicant with regard to the accommodation offered for hiring (enclose Power of Attorney also if the applicant is other than owner).	
4.	(a) Complete Address and location of the building: (b) Details of the Accommodation offered for Rent (viz. Carpet Area, No. of Floors, Floor wise area (enclosed certified sketch plan also).	
5.	Total Carpet Area offered for rent /lease in Sq. ft.	
6.	No. of Car/ Two Wheeler Parking Space offered.	
7.	Particulars of Completion Certificate. Enclose Attested /Self Certified copy of Completion Certificate issued by the Competent Authority.	
8.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending Taxes/Dues or like (enclose copy of Affidavit from owner or Power of Attorney holder).	
9.	No. of Lifts/ Carrying Capacity, provide details of make,	
10.	Number of Toilets- Floor wise with details.	
11.	(a) Whether running Water, Drinking and otherwise, available round the clock (b) Whether Sanitary and Water Supply installations have been provided for ?	
12.	Whether Separate Electricity and having sufficient installed Electricity Load and Water connection available.	
13.	Sanctioned Electricity Load.	

14	(a) Whether Electrical installation and Fitting, Power Plugs, Switches, etc. provided or not?	
	(b) Whether Building has been provided with Fans in all Rooms or not? (if yes, give the Nos. of Fans Floor wise).	
	(c) Details of Power Back up Facility. (DG Set, etc.) optional	
15	Details of Fire Safety Mechanism, if any.	
16.	Whether the premises is ready for occupation.	
17.	The period and time when the said accommodation could be made available for occupation (after the approval).	
18.	Specify the lease period (Minimum five years) and provision for extension.	
19.	Provision for Regular Repairs and Maintenance and special Repairs, if any of the Building.	
20.	Whether the .Building is Earth Quake Resistant, if so, please Provide a Certificate from the Competent Authority.	
21.	Any other salient aspect of the Building, which the Party may like to mention.	

**Rates should not be mentioned here or anywhere in Technical Bid.**

**DECLARATION:**

I/We confirm that the above particulars are correct to the best of our knowledge. I/We will give the consent as per your Banks standard Performa if you find our premises suitable.

PLACE:

SIGNATURE

DATE:

NAME

**Enclosures:**

1. Documents for proof of ownership(Tax Receipt/ Electricity Bill)
2. Location Map and Building Map.
3. Sketch Plan drawn to Scale
4. Photographs showing Exterior as well as Interior
5. Completion Certificate
6. Permission to Construct
7. Building use Permission
8. Certificates from Competent Authorities

**(Performa for Financial Bid)**

REG: Technical Bid for premises at .....

REF: Your advertisement dated \_\_\_\_\_ published in  
\_\_\_\_\_ News Paper and at Official Website.

Dear Sir,

In continuation with the Technical Bid submitted by me/ us in respect of Premises situated at  
.....

I / We hereby offer the premises on lease/ rental basis as under:

Sl. No.	Details of the property	Floor Level	Carpet area of the premises offered (Sq. ft.)	Rate per sq ft of carpet area (Both in figures and words) (in ₹.)	Amount in Figures and words (in ₹.)

**Note:**

Lessor shall quote the rate and amount excluding Registration and Stamp Duty Charges for execution of lease Agreement. Registration and Stamp Duty Charges will be paid by the Lessor.

**Carpet Area Rate:**

The Carpet Area rate shall be inclusive of basic rent plus all proportionate Statutory Charges (i.e. all Taxes/ Cess present and future- House Tax, Property Tax, GST and Municipal Taxes, etc.) Maintenance Charges and Service Charges like Society Charges, etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent for every month is payable by 10<sup>th</sup> of next month.

**Carpet Area Measurement:** The Carpet Area Measurements shall be as per Bureau of Indian Standards IS No. 3861:2002. Joint measurements will be taken in the presence of the Director In-Charge, NIELIT Guwahati or his nominated officials.

**Validity of Offer:** The offer should remain valid at least for a period of 01 (one) year to be reckoned from the date of opening of “Technical Bid”

Yours faithfully

**Signature of Lessor**

Name:

Place

Date: