

Department of Governance Reforms, Punjab
SCO 193 – 195, Sector 34 A, Chandigarh- 160 022
TEL: 0172-2600971, Fax (0172) – 264632

TERMS & CONDITIONS FOR HIRING OF OFFICE SPACE BY DGR

Department of Governance Reforms, Punjab requires suitable office space on rent/lease basis in Chandigarh in commercial building to set up its office in approximate carpet area about 5000 sq. ft.

Offers are invited individually and/ or jointly legal from owners of commercial Properties for hiring build up space as above. The rent/lease agreement would be executed initially for a period of three years. The offers should be neatly typed and submitted in a sealed envelope super-scribing “**Offer of Commercial Space for DGR**” latest by 2:00 PM on **4th April 2013** at the above mentioned address in person or by speed post/courier.

Instructions to the Bidders

1. The tenderer will be required to furnish Earnest Money Deposit (EMD) worth Rs. 50,000/- to be placed in the Technical Bid envelope, in the form of Demand Draft in favour of “Punjab State e-Governance Society (PSEGS)”, payable at Chandigarh.. Without the earnest money the tender shall be outrightly rejected.
2. The Bids will be opened in the presence of the representatives of the Bidders who are present at the time prescribed. The Covers containing the Technical Bid will be opened on 4th April 2013 at 03:00 pm. The Commercial Bid of the technically qualified Bidders will be intimated at a later date. The qualified Bidders will be informed through post/e-mail. Bidders therefore shall provide the necessary information for communication.
3. It is to be ensured that complete information is filled up by the Bidders so as to enable evaluation of the Office Space Offered. Typed offers will be accepted. Overwriting, alterations will not be considered. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
4. The Bid documents are to be signed by the authorized signatories only.

5. The rates are to be quoted in Indian Rupees only and have to be valid up to 120 days.
6. The detailed layout of the Office Space offered is to be enclosed with the Bid. The details of the Firm/ owner offering Office Space are to be enclosed. The Bank Account Number and the PAN of the owner is to be provided. The legal documents pertaining to the space offered for lease are to be provided.
7. No tender will be accepted by fax, e-mail, telex or any other such means.
8. The property tax, water tax, etc., levied by the Government are to be borne by the Owner.
9. The lease will be for an initial period of three years.
10. Payments of rent for the leased property will be made monthly to the Owner after deduction of the tax at source (TDS) as applicable from time to time.
11. The standard government terms and conditions for signing of the agreement will be applicable on acceptance of the Offer.
12. Possession of the premise by Directorate of Governance Reforms (DGR), Chandigarh will be within 30 days from the signing of agreement and rent shall be payable from that date.
13. Tender shall be rejected because of non-fulfillment of any of the above terms.
14. DGR shall be under no obligation to accept the lowest quotation and also reserves the right to reject all or any tender without assigning any reason thereof.
15. All disputes will lie within the jurisdiction of Chandigarh.

Technical Bid:-

Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever. The property owner (s) are advised to go through the following details and terms and conditions of hiring of space:-

1. Demand draft of Rs. 50,000/-(Rupees Fifty thousand only) on account of Earnest Money Deposit – EMD.
2. Affidavit from owners 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 bills and approved for training and commercial activities.

3. The following details/documents are required to be submitted along with the offer:-
 - a. Complete address of the property
 - b. Proof of ownership
 - c. Carpet area (Unit Wise)
 - d. Copy of approved building plan
 - e. Brief description of the covered area
 - f. Rent demand per square feet of carpet area or lumps sum
 - g. Terms & Conditions of offer from the property owner, if any
4.
 - a. Offers are invited individually and/or jointly from legal owners of commercial properties
 - b. Office space would be hired only in a commercial building located in Chandigarh
 - c. The rent / lease agreement is required to be executed initially for a period of 3 (three) years.
 - d. The rent would remain the same for a period of 3 (three) years.
 - e. A rent / lease agreement will be executed in the office of the sub-registrar, the entire cost of which would have to be borne by the property owners(s)
 - f. The agreement may be renewed after expiring, at the discretion of department for a further period on mutually agreeable rent amount and terms
 - g. No security amount or advance rent will be paid by the department
 - h. No fees or commission would be paid by the department to anyone
 - i. Payment of all government taxes including Municipal taxes will be the liability of the property owner
 - j. Payment of maintenance charges to market association, if any, would be the liability of the owner
5. The property owner(s) would be required to
 - a. Install independent electric meter with adequate sanctioned load at his/ their own costs

- b. Provide adequate light fittings & fixtures and fans as per requirement of this office.
6. The conditions that would govern the selection of a space are as follows:
- I. Floor wise preference is as follows:
 - (a) First preference will be accorded to Ground floor properties
 - (b) Next preference will be given to First floor properties
 - (c) Next preference would be for next upper floor and so on
 - II. The overall suitability of the space offered for establishing this office such as location.
 - III. The rent amount/ lease rate at which the spaces are offered
 - IV. For hiring total space about 5000 sq. ft.

The bids will be evaluated as per the following parameters:-

Sr. No	Parameters	Requirement	Weightage for evaluation
1.	Spatial Extent	5000 Sq. Ft.	25
2.	General layout	The office space should be laid out in a single building and should be clean	40
3.	Toilets & Wash Rooms	Adequate number of toilets; fully functional; with modern fittings; water supply; ventilated and in good condition; separate toilets for Officers and staff; separate toilet for ladies	10
4.	Parking facilities provided	Parking area	10
5.	Lifts/Stairs/emergency exits	Functional adequate number of lifts; staircase and emergency exits	10
6.	Water Supply	Good quality water supply	
7.	Power Back-up	24 hours power back-up through DG set with adequate capacity to cover the functioning of the Office	05

Signature

Evaluation Criteria

1. The Offers given by the Bidders will be evaluated by the Committee, by physical inspection of the premises. The evaluation will be done by assigning a weightage to each of the parameters listed in the Office Space Evaluation Format. This evaluation would establish the suitability of the Office space to the requirement of the Organization.
2. On evaluating the suitability of the Office Space offered by the Owners, the commercial offer will be opened in case of those bidders who score 70 marks in the technical bid.
3. The suitability of office space will then be based on the lowest bidders after the evaluation of technical bid.

Format for Commercial Offer (Commercial Bid)

Sr. No	Particulars	Offer by the Bidder
1.	Area Offered in Square Feet	
2.	Lease Period	
3.	Rent per square feet per month	
4.	Taxes applicable on the rent	
5.	Maintenance charges per square feet	
6.	Other charges, if any	
7.	Validity of the Offer	
8.	Payment Terms	