

Uttarakhand Science Education & Research Centre
Department of Science & Technology

33-Phase-II, Vasant Vihar, Dehradun (UK)/Email: u.serc@rediffmail.com
Tel: 0135 2760302, / Fax: 0135- 2760302

**TENDER FOR HIRING OF PREMISES FOR EXTENSION OF USERC OFFICE
DEHRADUN**

LAST DATE & TIME OF SUBMISSION OF TENDERS: 18 May 2018 at 2:30 P.M.

DATE & TIME OF OPENING OF TECHNICAL BID: 18 May 2018 at 3:00 P.M.

Signature of the Bidder with seal

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Tender Notice for Hiring of premises for Extension of USERC, Dehradun

USERC intends to hire premises from individual/ firms/ etc suitable for USERC office at Dehradun having approx 2000 sq. ft. carpet area in the locality under Two Bid system on lease basis which is in ready to occupy condition. The preferred location of the premises shall be easily approachable from Railway Station/Bus Stand. For complete details and bid documents please log on to www.userc.org and go to “Tenders” and click on the link “**Tender for Hiring of Premises for Extension for USERC office at Dehradun**”.

The last date for submission of filled in offers is 18 May 2018 upto 2.30 PM. The Technical Bids will be opened on the same day at 3.00 PM.

USERC reserves the right to accept or reject any or all offers in full /part without assigning any reasons whatsoever.

Director

Signature of the Bidder with seal

TENDER SCHEDULE

Sr.	Description	
1	Name of work :	Tender for Hiring of Premises for Extension of USERC office at Dehradun
2	Cost of tender document (Non refundable)	250/- (Rupees Two hundred Fifty only).
3	Earnest Money Deposit	10,000/- (Rupees Ten thousand only)
4	Last Date & Time of receiving / Submission of tender document.	On 18 may 2018 upto 2.30 PM.
5	Date & Time of opening of Technical Bids	On 18 May 2018 at 3.00 PM
7	Date & Time of opening of Financial Bids.	Shall be opened on the same day after finalization of Technical board the Bidders of suitable technical Bids, later on.
8	Time Limit for handing over possession of the premises.	Within fifteen days from the date of issue of acceptance letter.
9	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
10	Notice period for Termination of contract.	04 (Four) months on either side.
11	Validity of tender	03 (Three) months from the date of opening of Technical/Financial Bid.

Director

Signature of the Bidder with seal

INSTRUCTIONS FOR BIDDERS

1. The last date for submission of filled in tenders (both technical and financial bids) is 18 May 2018 upto 2.30 PM. The offers received after the last date and time mentioned above will not be considered.
2. The filled in tenders should be submitted to the address given below :

**The Director
Uttarakhand Science Education & Research Centre (USERC)
33 Phase-2, Vasant Vihar, Dehradun**

4. The Tenders are to be submitted in Two Bid system consists of the following documents. i.e.
 - i) Technical Bid (including Instructions to bidders, Terms & Conditions duly signed)
 - ii) Financial Bid.

The **Technical Bid** 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, location, area of the plot, copy of sanctioned plan with completion / occupation certificate , floor area of portion to be leased, specification of internal finishes , amenities sanctioned electrical power load , usages of the property , title reports to confirm ownership and clear marketability and other terms and conditions relevant to the hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover marked **Envelope – I** super scribing as “**Technical Bid for Hiring of Premises for Extension of USERC at Dehradun**”. The envelope shall contain the addressee’s details and details of the bidder also.

The **Financial bid** shall contain only price details i.e., rate / rent per Sq.ft. on carpet area basis and other financial implications. The Financial Bid shall be placed in sealed cover marked **Envelope - II** super scribed as “**Financial Bid for Hiring of Premises for Extension of USERC at Dehradun**” with addressee and bidders details.

EMD as per the details given below **in the form of Demand Draft / Pay Order in favour of “ Director, USERC, Dehradun”** the cost of tender fee (Non-refundable) of Rs. 250/- (Rupees Two hundred fifty only), in the shape of D.D shall be submitted in sealed cover marked.

Envelope – III super scribing as “**Earnest Money Deposit for Hiring of Premises for Extension of USERC office at Dehradun**”.

Signature of the Bidder with seal

All the three envelopes (**Envelope – I, II & III**) will be placed in a fourth sealed envelope marked **Envelope – IV** super scribed as “ **Tender for Hiring of Premises for Extension of USERC at Dehradun**” submitted to the **Uttarakhand Science Education & Research Centre (USERC), 33 Phase-2, Vasant Vihar, Dehradun** before the last date for submission i.e. 18 May 2018 upto 2.30PM.

5. The Technical bid will be opened on 18 May 2018 at 3.00 PM in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the shortlisted premises offered by them, assessment of the offers, the financial bids of only those bidders, whose offers are found suitable to the USERC, will be opened on the same day.
6. **EMD** amount is Rs. **10000/-** (Rupees ten thousand only). **Please note that no interest is allowed or accrue on the EMD.** The tender form is downloaded from the USERC web site www.userc.org, **the non-refundable tender fee of Rs. 250/- (Rupees Two hundred Fifty only) may be remitted in the form of Demand draft / Pay order drawn in favour of “Director Uttarakhand Science Education & Research Centre (USERC” payable at Dehradun.**
7. **Refund of EMD :-**
 - (i) EMD of all unsuccessful bidders shall be refunded within one month’s time after scrutiny.
 - (ii) EMD of other bidders (except lowest bidder) shall be refunded within one month’s time after opening of Financial Bids.
 - (iii) EMD of lowest bidder shall be refunded separately after taking possession of the Premises for Extension of USERC. In case, the lowest bidder refused to offer premises after issue of Acceptance letter, a notice shall be served to them by giving 30 (thirty) days time failing which their EMD amount lying / retained with us shall be forfeited without any further correspondence.
8. The following documents should be enclosed with the offers:
 - a) A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any, width of the road/s and adjacent properties etc. around the properties.
 - b) A copy of the Title deed documents.
9. Tenders from intermediaries or brokers will not be entertained.
10. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.

Signature of the Bidder with seal

11. Tenderers should note that their tenders should remain open for consideration for a minimum period of 03 (Three months) months from the date of opening of Technical Bids.
12. Tender which is received on account of any reason whatsoever including postal delay etc.after the expiry of time and date i.e upto 2.30 PM on 18 May 2018 fixed for submission of tenders shall be termed as “**LATE**” tender and not to be considered. Such tender shall be returned to the concerned Bidder without opening the same.
13. 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 USERC reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.
14. In case the space in the tender document is found insufficient, the Bidder may attach separate sheets.
15. The short-listed Bidders will be informed in writing by the USERC for arranging site inspection of the offered premises.
16. Separate tender forms are to be submitted in case more than one property is offered.
17. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

Place:

Signature of the Bidder with seal

Date:

TERMS & CONDITIONS

1. Property should be situated with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals.
2. The Title documents proving ownership and clear marketability is to be enclosed.
3. There should not be any water logging inside the premises and surrounding areas.
4. The premises should have good frontage and proper access.
5. 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 USERC.
6. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid.
7. The Lessor shall arrange for repairs and maintenance, white washing /colour washing/ OBD painting / painting to doors, windows etc. at an interval of 3 years.
8. **The bids will be evaluated on techno commercial basis** giving weightage to the equivalent aspects in various parameters like location, distance from local railway station, Bus stand, amenities available, exclusivity , nearby surroundings , proneness to water logging / flood etc. quality of construction, efficacy of the internal layout of premises and layout of building.
9. 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 week after the acceptance of their offer by the department.
10. **Rate per sq.ft. of Carpet area :** The carpet area rate shall be inclusive of basic rent and all statutory charges (i.e. all taxes / cess present and future – House tax , Property tax, Municipal taxes etc. and Maintenance charges/ Service charges like Society charges etc. but excluding GST). The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly rent which would be payable in advance before 10th of every month.
11. **Lease period:** Minimum period of lease will be **Three** years and minimum notice period of four months from either side for termination of agreement. The **escalation in rent may be @ 10% every after 3 years** during the lease period on the desecration of the Director. The Lessee shall however have the option to continue the lease thereafter at mutually agreed escalation in rent for a mutually agreed period.
12. **Addition & alteration works:** During the period of tenancy, if the lessee desires to carry out any alterations works at its own cost as per the requirement, lessor will permit the same on the existing terms and conditions and obtain any permission, if required, from the local authority.
13. Lessor will also provide space for display signboards without any extra cost. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to USERC, herein termed as USERC.

14. There should not be any deviation in terms and conditions as have been stipulated in the tender documents.
15. Income-Tax and Statutory clearances shall be obtained by the Bidders at their own cost as and when required.
16. **Lease agreement:** will be executed with the owner/s as per USERC standard draft & rent will be paid to respective owner/s, accordingly.
17. **Income Tax :** will be deducted at source at prevailing rate.
18. **Possession of premises :** within 15 days from the date of receipt of acceptance of offer / letter. The premises has to be painted & should be in habitable condition while taking over the possession.
19. **Water Supply:** The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period.
20. **Electricity :**
 - a) The building should have sufficient electrical / power load sanctioned and made available to the Corporation.
 - b) If required, additional electric power will have to be arranged by the Lessor at his / their cost from the energy suppliers.
 - c) 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. Any additional cost on the electrical connectivity will be borne by the owner / lessor.
 - d) At the time of taking over possession of the premises, we will note the electricity meter reading in your presence or your authorized representatives. The electrical charges will have to be born by the owner up to that point.
21. **Parking:** The landlord shall provide minimum one Car parking space (Open/ Covered) without any extra cost.
22. **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 USERC official and Bidder / authorized representative for finalizing the carpet area.

Date:

Signature of the Bidder with seal

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ANNEXURES TO BE SUBMITTED BY THE BIDDER UNDER TWO BID SYSTEM FOR HIRING OF PREMISES FOR EXTENSION OF USERC AT DEHRADUN

TECHNICAL BID

(TO BE SUBMITTED IN SEALED ENVELOPE – I)

Name of the Bidder :

Reference No.

NOTE : The reference no. to be filled up by the tenderers for the particular Premises offered

1	Details of Owner / Bidder	Remarks
1.1	Name of the Lessor :	
1.2	Address of the Lessor :	
	Phone No.	
	Fax No.	
	E - Mail ID	
1.3	Name of the contact person duly Authorised.	
	Phone No.	
1.4	Constitution of the Bidder (Individual/ Proprietary/Partnership firm Private / Pvt. Ltd./ Public Ltd/PSU etc)	
1.5	PAN No. of the Lessor	
2	Details of the property :	
2.1	Location and address of the property	
2.2	Usage of the property (as approved by the Competent Authority). -Residential/ Commercial/ Residential cum commercial	
2.3	Whether the proposal for premises in a multi - storied building.	
	No. of floor in the building.	
2.4	Whether the property is mortgaged? If yes mention the details.	
1.5	Name of the Organization where the property is mortgaged. (1) Address of the Organization with phone no. (2) Amount of loan availed (3) Tenure of mortgage (4) Residual mortgage period (5) EMI paid.	

Signature of the Bidder with seal

- 2.5 Type of locality – Residential/ Commercial/
Commercial cum Residential/ Industrial
- 2.6 Area of the plot – Sq. ft.
- 2.7 Size of the plot
(a) Frontage in fts
(b) Depth in fts
- 2.8 Whether the locality is free from Special
hazards like flood etc.
-
- 2.9 Please enclose copy of the Conveyance
deed or Patta etc.
-
- 2.10 Please also indicate distance from the
nearest
(i) Railway (local) station
(ii) Bus Stand
(iii) Bank (Nearest)
(iv) Airport
(iv) Hospital
-
- 2.11 Year of construction. Enclose a attested
copy of the completion certificate.
-
- 2.12 Date on which premises can be handed
over to USERC after finalization of the
deal.
-
- 2.13 Built up area of the premises being offered
now for Guest House. Please enclose
layout plan.
-
- 2.14 What is the carpet area (approx 2000
Sq.ft for consideration purpose).
-

3	Layout or Plan specification	
3.1	No. of rooms	
3.2	Size of rooms	(i) Sq. ft. (ii) Sq. ft. (iii) Sq. ft. (iv) Sq. ft. (v) Sq. ft.
3.3	(i) No. of attached Toilets with rooms (ii) No. of common Toilets (iii) Size of Toilets (iv) Wall tiles in Toilets. (v) Type of sanitary fittings	(i) Sq. ft. (ii) Sq. ft. (iii) Sq. ft. (iv) Sq. ft. (v) Sq. ft.
3.4	Drawing room and its Size	
3.5	Dining Hall and its size Wash Basin in Dinning area	
3.6	(i) No. of Kitchen and Size (ii) Wall tiles in Kitchen (iii) Type of sanitary fittings	(i) Sq. ft. (ii) Sq. ft. (iii) Sq. ft.
3.7	Servant room and its size	
3.8	Details of Flooring(M.M.Tiles/Ceramic/ Vitrified / Marble) or any other.	
3.9	Details of Door shutters (Flush door / Teak wood/ Aluminum / PVC) or any other.	
3.10	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.	
3.11	Provision for installing Air Conditioners	
4	SERVICES:	
4.1	If Lift facility is available, please give details of Number of lifts.	
4.2	Please indicate source of water supply.	
4.3	Is bore well provided?	
4.4	Capacity of the overhead tank feeding to the premises under consideration for leasing.	
4.5	Please give details of sewerage system .	
4.6	Please indicate whether the building is prone to flooding/ Water logging.	
5	Electricity	

5.1	(i) What is the connected load to the building in KW / KVA ?	
	(ii) Type of electric connection – commercial/ residential	
5.2	Pl. indicate the type of wiring used , Aluminum or copper?	
5.3	Whether ELCB is provided	
6	Common services	
6.1	Car parking- Reserved	----- nos./
	Open -----	nos.
6.2	Generator for emergency. If any.	
6.3	Security arrangements, if any, please give details	
7.	Other Information, if any	
8.	List of Enclosures	

I/ We declare that the information furnished above is true and correct to the best of my knowledge.

Place:

Date:

Signature of the Bidder with seal

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ANNEXURES TO BE SUBMITTED BY THE BIDDER UNDER TWO BID SYSTEM FOR HIRING OF PREMISES FOR EXTENSION OF USERC AT DEHRADUN

FINANCIAL BID (TO BE SUBMITTED IN SEALED ENVELOPE –II)

Name of the Bidder :

Reference No.

THE ENVELOPE – II CONTAINING FINANCIAL BID IS TO BE OPENED
AFTER SCRUTINY OF TECHNICAL BIDS AND SHORTLISTING OF THE
PROPERTIES.

Details of the property as per Technical Bid	Carpet area of the premises offered (sq.ft)	Basic Rent Rate per sq. ft. of carpet area (Inclusive of all taxes/cess-House tax Property tax, Municipal taxes and etc.) Maintenance charges like society but charges etc.	Per sq. ft., if applicable	Total Rent-Rate per sq ft. of carpet (inclusive of all taxes)
(i)	(ii)	(iii)		
			(Rs. in figures)	
			(Rs. in words)	

Note

1. **Carpet area rate:**

The carpet area rate shall be inclusive of basic rent plus all statutory charges (i.e. all taxes / cess present and future – House tax , Property tax, Municipal taxes etc. and Maintenance charges like Society charges etc. but excluding GST) The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly rent which would be payable in advance before 10th of every month.

3. If there are differences between the rates given by the Bidder in words and figures or in the amount worked out by him, the following procedure shall be followed:

- (i) When there is a difference between the rates in figures and words, the rates which correspond to the amounts worked out by the Bidder, shall be taken as correct.
- (ii) When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Bidder in **words** shall be taken as correct.
- (iii) (iii)When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the Bidder shall be taken as correct and not the amount.

Carpet area measurements :

The carpet area Joint measurements will be taken in the presence of USERC official and Bidder / authorized representative for finalizing the carpet area.

Validity of offer :

The offer shall remain valid at least for a period of 03 months (three) to be reckoned from the date of opening of “Technical Bid”.

Place:

Date:

Signature of the Bidder with seal