



# Indira Gandhi National Open University

REGIONAL CENTRE VATAKARA

Madhavi Building, Nut street P.O., Vatakara – 673 104, Kozhikode.  
Ph: 0496-2525281, FAX: 0496-2515413, E-mail: rcvatakara@ignou.ac.in  
Website: www.ignou.ac.in



Ref.:IG/RC VAT83/Admn/Building-Hire/2016

Date: 02-08-2016

Sub: - Tender Enquiry inviting offers for 'Hiring of Office Space for IGNOU Regional Centre and Warehouse, Vatakara for a period of three years.

## Part-I Bid Opening Date / Time 29.08.2016 at 11.30 AM Hours

Dear Sir,

Sealed tenders (in two part bid) are invited on behalf of IGNOU for hiring of office space for IGNOU Regional Centre and Warehouse, Vatakara as detailed below:

Sl. No.	Description of Services	Earnest Money Deposit (in Rs.)	Bid Opening Date	Contract Period
1	Hiring of office space on Monthly Rent measuring carpet area ranging from <u>5500 Sqft. TO 6500 Sqft.</u> to accommodate around <u>25 - 35</u> employees of IGNOU Regional Centre and Warehouse	Rs.5000/- (Rupees Five Thousand Only)	<b>29.08.2016</b> at <b>11.30 Hrs.</b> (Bid submission upto <b>11.00 Hrs</b> of <b>29.08.2016.</b> (Technical Bid)	03 Years (extendable for a further period as may be mutually agreed)

### NOTE:

1. If the date of opening happens to be closed holiday, then the tenders shall be received and opened on the next working day.
2. Tenders shall be received up to **11.00 AM Hrs** of **29.08.2016** on the date of opening and Part-I bid will be opened on **29.08.2016** at **11.30 AM Hrs.** IGNOU takes no responsibility for delay, loss or non-receipt of tender documents sent by post. Tenders without earnest money and / or letter of undertaking shall be rejected.
3. IGNOU reserves the right to accept / reject any or all the tenders without assigning any reasons whatsoever.
4. The envelope containing the Technical bid & Price bid should be superscribed as **"TENDER DOCUMENT. HIRING OF OFFICE SPACE – IGNOU"**. Tender shall be addressed to:  
The Regional Director,  
IGNOU Regional Centre,  
Madhavi Building, Nut Street P.O., Vatakara, Kozhikode – 673 104.
5. No brokerage shall be paid by IGNOU.



The tender documents shall comprise of the following enclosed documents: -

- i. Instructions for filling and submitting the bid - **Annexure-I**
- ii. Qualifying Requirements - **Annexure-II**
- iii. Scope of Services - **Annexure-III**
- iv. Special Terms & Conditions - **Annexure-IV**
- v. Payment Terms - **Annexure-V**
- vi. Evaluation Criteria - **Annexure-VI**
- vii. Deviation Statement **Annexure-VII**
- viii. Technical Bid **Annexure VIII**
- ix. Price Bid (Part-II) - **Annexure-IX**
- x. Proforma of Letter of Undertaking - **Annexure-X**
- xi. Proforma of Lease Agreement - **Annexure-XI**

The rates shall be quoted inclusive of all taxes / duties (but excluding service tax). No variation in rates / escalation shall be allowed on any account whatsoever unless specified in tender / contract document. You are requested to submit your most competitive rates in the enclosed Proforma of Price Bid and return the same in a sealed envelope along with all tender documents duly signed and stamped on each page. In case, you need any clarification on Bid documents, please make all your references in writing at the address given above. The reply to all such clarifications, received not later than 03 days prior to the date fixed for submission of bids shall be issued to you. Any clarification referred to IGNOU after the above period shall not be entertained.

We look forward for your participation.

  
Regional Director





**INSTRUCTIONS FOR FILLING IN AND SUBMITTING THE BID**

1. The Bid shall be submitted in three sealed envelopes as under:
  - 1.1. **First envelope** should contain the **Covering Letter, Earnest Money Deposit,**
  - 1.2. **Second envelope** should contain the **Letter of Undertaking, Technical Bid, Tentative lay out by incorporating requirements of IGNOU in the proposed space offered for rent and Deviation Statement,** and
  - 1.3. **Third envelope** should contain **Price Bid.**
2. The name of the services, the bid notice no., the due date and the contents of the envelope should be clearly indicated on the envelopes.
3. The envelope containing the Covering Letter and earnest money shall be opened first. The second envelope containing the letter of Undertaking, Technical bid and deviation statement shall be opened for only those parties who have submitted Earnest Money Deposit (EMD). The third envelope containing price bid of only those parties will be opened whose premises is considered suitable for use by IGNOU and meets all qualifying requirements. Date of opening of price bid will be intimated to the technically qualified Bidders separately. The price bid of Bidders not meeting qualifying requirements shall remain in unopened condition.
4. All the Bid papers should be returned to us duly signed and stamped on each page by the authorized signatory of the Bidder along with technical bid papers.
5. The rates should be quoted both in words and in figures, in the "Price Bid" **Annexure – IX** enclosed. In the event of any mismatch between the two, the rates in words shall prevail. If any bidder does not accept the correction of errors, their bid will be disqualified.
6. The letter of Undertaking should be executed on a non-judicial stamp paper of Rs.100.00 Stamp Paper for submitting undertaking should not be older than six months from the date of execution.
7. EMD shall be in favour of IGNOU, payable at **Vatakara** in the form of pay order or bank draft from any nationalized bank or scheduled bank. EMD of the unsuccessful Bidders shall be returned within fifteen days of acceptance of award of services by the successful bidder.
8. EMD shall not carry any interest.
9. EMD of the successful bidder shall be refunded within one week of handing over the hired space in a ready to move in condition.
10. The offer shall be valid for a period of 120 days from the date of opening of the price bids.
11. All the deviations to the Bid conditions and the cost for withdrawing them shall be clearly brought out in the enclosed deviation statement.
12. The tender shall be received up to **11.00 AM Hrs of 29.08.2016** and shall be opened at Regional Centre, Vatakara at **11.30 AM Hrs** on the same day.



**2. QUALIFYING REQUIREMENTS**

The bidder has to submit the following documents as a part of technical bid:

- 2.1 Undertaking for agreeability to fixation of rent as per Government Rules/CPWD/Rent Control Authority and for rent on initial hiring to remain in force for the initial period of three years
- 2.2 Title deed or Allotment letter of the property establishing the proof of ownership issued by the local authority.
- 2.3 Floor plan sketch, Blue Print of the building duly attested/certified True Copy showing area on rent /hire.
- 2.4 Confirmation regarding providing 5 reserved parking for cars as per specified norms of parking along with suitable parking for 30 two wheelers.
- 2.5 Completion Certificate:
- 2.6 PAN No. & Service Tax Regn.
- 2.7 EMD amount of Rs. Five Thousand in the form of Pay Order / DD in favor of 'IGNOU' payable at **Vatakara** issued by any nationalized or scheduled / commercial bank.
- 2.8 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 and approved for commercial activities.
- 2.9 Deviation Statement (**Annexure-VII**)
- 2.10 Letter of Undertaking (**Annexure-X**)
- 2.11 The information regarding ambience of the property including approach roads, nature of activities being carried out in the surrounding properties, hygiene in the neighborhood etc. shall be furnished by the bidder.
- 2.12 The bidder has to indicate the following areas :
  - a) Carpet Area offered for the rent ..... Sqft.
  - b) Super Area worked out for rental Covered area ..... Sqft.





### 3. SCOPE OF SERVICES

#### 3.0 Scope of Services

INDIRA GANDHI NATIONAL OPEN UNIVERSITY a Central University established by an Act of Parliament is the largest University in India. The University has recently established its Regional Centre in Vatakara. This proposed office space shall be used for IGNOU Regional Centre Vatakara for a period of three years.

The scope of services is thus to provide ready to move in premises between 5500 Sqft. to 6500 Sqft. covered area spread over a maximum of two consecutive floors within a single premises to accommodate about 25-35 employees on rent and providing basic amenities and shall necessarily include but not be limited to the following.

#### 3.1 General

- A) Providing an office space with covered area between 5500 Sqft to 6500 Sqft. offered on maximum of two consecutive floors to accommodate around 25-35 employees in a single / multiple tenanted building for the purpose of setting up IGNOU Regional Centre's office.
- B) The location should be in prime area suitable for educational institute and should be easily accessible. The approach to the premises should be wide enough to transport materials through truck.
- C) All Building services such as Plumbing, sewerage system, telephone connectivity by BSNL / other service providers shall be fully operational at the time of submission of the offer by the bidder.
- D) Providing one toilet each for gents and ladies on each floor preferably approachable by physically challenged persons and compatible with wheel chairs in the premises. The gents' toilet on each floor shall have a provision of minimum one flush toilet, one wash basin, two urinal pots, and one exhaust fan. The ladies' toilet shall have a provision of minimum one flush toilet, one wash basins, and one exhaust fan. All sanitary wares shall have good look and shall be of reputed makes.
- E) Provision of keeping a water cooler for drinking water for 50 persons.
- F) Providing service water system along with sufficient water for Toilets, wash basins, house keeping, other cleaning purposes etc.
- G) Providing separate space for pantry.
- H) The walls shall be finished with POP / wall paneling.
- I) All other civil works not specifically mentioned here but required to make the system complete.



## Exclusions

### 3.2 Housekeeping and security services of hired space.

\* Approx. space area in Sqft. indicated above are excluding the common area like corridors, passages, staircases, lifts, lobbies, service shafts etc. out side the rented space to IGNOU Regional Centre in the building.

### 3.3 Electrical

- A) Providing concealed wiring for power supply. Sufficient power points should be provided within the office space and near other related facilities i.e. in pantry room, common areas, water cooler space, toilets, etc.
- B) Providing provisions for the ceiling fans in rooms, installation of Window Air Conditioners, Split Air Conditioners or Coolers as per requirement. For the installation of Coolers/ACs, if the situation so requires, some minor alterations in the grills of the window as per justified requirements will be made, for which bidder will not have any objection.
- C) IGNOU at its own expense will lay cabling for the purpose of Intercom in the rooms, cabin, cubicles, and workstations totaling to around 20-30 locations and in the area of other related facilities, Cabling for installing access control system for entry & exit and many other works of this nature which will be required for smooth running of the office as per the justified requirement. Bidder has to agree for this.
- D) Providing Electrical power connection, with provision of additional load in case required with independent meter for billing purpose. This electrical load does not include the building services such as Lifts, Common lighting etc. out side the rental floor space.
- E) Providing proper earthing & lightning protection for the total building.
- F) All other electrical works not specifically mentioned here but required is to be provided to make the system complete.
- G) Maintenance of the lift will be at the cost of owner. The owner will ~~get the~~ fault removed wherever a request is made.

### 3.4 Maintenance Services

- 3.4.1 The housekeeping and security services of the space hired shall be in the scope of IGNOU.





**4. Special Terms & Conditions**

- 4.1 Any statutory / legal requirement (such as rent permission, NOC etc.), if required from local bodies for providing office space to IGNOU on hire basis shall be arranged by the Bidder within 15 days of award of LOI. The bidder shall provide an undertaking on a non judicial stamp paper of Rs.100/- in this regard.
- 4.2 All day-to-day liaisons with local authorities pertaining to this building shall also be maintained by the bidder.
- 4.3 The rates quoted above on the basis of "Per Sqft. Carpet area offered for rent to IGNOU" shall also take into consideration charges towards all the maintenance services. The maintenance charges shall include all services as defined in Annexure-III.
- 4.4 To obtain sufficient power connection from concerned authority shall be in the scope of Bidder. Separate metering shall be provided by the bidder for the internal power consumption of space hired. IGNOU shall pay the monthly bill directly for normal power consumption towards such bill raised by the Electricity Provider for the same.
- 4.5 All major repairs such as leakage in Building and water pipes, cracks, lift other defects and electrical defects shall be taken up by the owner at his own cost immediately upon such defects being notified by IGNOU. If the owner fails or continues to neglect to make such repairs, IGNOU shall get the same repaired and deduct the expenses of such repairs from the monthly rent of the premises.
- 4.6 The owner shall arrange whitewash, distemper, paint, make good the ceiling, flooring, polish the premises before occupation by IGNOU and thereafter, once in two years during rent period or extended rent period, at his own cost.
- 4.7 The approved bidder shall go for Lease / Rent agreement with IGNOU within 3 days of Letter of Intent (LOI) in the format attached with bid documents. The Lease Agreement shall be initially for a period of three years extendable on mutual agreement, on the same terms and condition. The Lease Agreement can be extended for further three years term after increasing the lease amount by 10%. Cost of Stamp Duty and registration charges of Lease Agreement shall be borne by the bidder and the same shall be reimbursed by IGNOU upon submission of documents. However, other administrative arrangements and expenses thereof for registration of Lease Agreement shall be borne by the bidder.
- 4.8 Any clarification can be sought before submitting the bid. No revision in rates shall be allowed after the bid has been submitted.
- 4.9 The clearance for Lifts, Fire and Electrical Installation from the local bodies / Govt. agencies shall be furnished by the bidder before entering in to the lease agreement.
- 4.10 Insurance of all the properties, equipment, furnishings owned by the bidder and let out to IGNOU shall be arranged by the bidder.



- 4.11 The bidder shall handover the hired space in a ready to move in condition. Failure to provide the space would attract a penalty of Rs.500/- per day delay or which would be adjusted from the EMD of the successful bidder. The rent shall be paid by IGNOU effective from the date of handing over the hired space in a ready to move in condition.
- 4.12 Carpet area will be taken as covered area minus wall area, columns area, AHUs area, common lift lobby if used by other tenant on the same floor. Proper calculation of covered area, carpet area and super area shall be indicated in the tentative floor plan incorporating requirements of IGNOU.
- 4.13 **Vacation by IGNOU** - While vacating the building, the facilities / items provided by the Bidders shall remain with the bidder. IGNOU shall carry the items owned by IGNOU.





**5. PAYMENT TERMS**

- 5.1 No Security Deposit or advance towards rent is payable by IGNOU to the successful bidder.
- 5.2 The Rent shall be paid by 7th working day of the respective month against satisfactory services and submission of bill.
- 5.3 No brokerage, agency charges, service charges will be paid by IGNOU. Correspondence will be made directly with the registered owner(s)/any agency authorized by the registered owner(s) of the property only.
- 5.4 The bidder shall raise the monthly rental bill and payment towards the same shall be released by IGNOU within 7 working days of receipt of bill complete in all respect.
- 5.5 Unless and otherwise exempted under IT Act, the income tax shall be deducted from monthly rental bill. All taxes applicable on rent shall be borne by the bidder.
- 5.6 The charges for electricity consumption for common area lighting and lift shall be separately reimbursed every month on sharing basis at actuals against documentary evidence. Separate metering shall be provided by the bidder
- 5.7 All statutory taxes & charges etc. for the premises are to be paid by the registered owner(s) of the property at his own cost.
- 5.8 IGNOU shall not allow any escalation of rent for the initial term of 3 years.



**6.0 EVALUATION CRITERIA**

- 6.1 After the submission of bids, IGNOU shall identify the technically qualified bidders based on the qualifying requirements indicated in the tender document. However for the final short-listing the technically acceptable properties shall be visited by the committee to ascertain the ambience of the property which being a subjective issue cannot be assessed based on the written information furnished by the bidders. The ambience of the property includes aspects such as approach road, nature of activities being carried out in the surrounding properties, hygiene in the neighborhood etc. can only be judged during the site visit. Thus properties with unacceptable ambience are liable to be rejected and the decision of this committee shall be final and binding.
- 6.2 The price bid shall be opened in presence of the Bidders for only those bidders who would be found qualified after techno-commercial evaluation and site visit.
- 6.3 The evaluation criteria of Price Bid would be the L-1 rate per Sq. ft. Carpet Area against the scope of work.





DEVIATION STATEMENT

Bidder's Name and Address:

To  
The Regional Director  
IGNOU Regional Centre  
Madhavi Building, Nut Street P.O.  
Vatakara, Kozhikode – 673 104.



Sirs,

The following are the deviations and variations from and exceptions to the specification and bidding documents for Hiring of office space for IGNOU Regional Centre Vatakara. These deviations and variations are exhaustive.

We confirm that except for these deviations and variations stated in this Attachment to our bid, the entire services shall be performed as per your specifications and conditions of contract documents:

Section*	Clause No.	Page No.	Statement of Deviations / Variations*

\* Deviations / Variations may or may not be accepted by IGNOU.

Date:  
Place:

(Signature).....  
(Printed Name).....  
(Designation).....  
(Common Seal).....

Note: Continuations sheets of like size and format may be used as per Bidder's requirements and shall be annexed to this Attachment.

(Signature of the authorized representative of Bidder)



**TECHNICAL BID FOR HIRING OF OFFICE  
ACCOMMODATION**

1	Full particulars of the legal owner of the Premises: i) Name: ii) Address Office & Residence: iii) Telephone No. / Mobile No.: iv) Tele Fax: v) E-mail address	
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 (enclosed power of attorney also if the applicant is other than the owner)	
4	a) Complete Address and location of the Building: b) Details of the accommodation offered for rent (viz. total super area, total carpet area, floor wise) (Enclose Certified Sketch Plan also)	
5	Total Area offered for rent ( Carpet Area ) :	
6	Particulars of completion certificate. Enclosed attested / self certified copy of completion certificate issued by Competent Authority.	
7	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues etc. (enclose copy of Affidavit from the owner or Power of Attorney Holder)	
8	Accommodation offered is approved for Commercial activities (Attach proof)	
9	Facilities for Vehicle parking (mention details)	
10	No. of lifts and their carrying capacity. Provide details of make, year of installation etc.	
11	No. of Toilets- Floor wise with details (separately for man and woman)	
12	a) Whether (running) water, both drinking and otherwise, available round the clock.	
13	a) Whether electrical installations and fittings, power plugs, switches etc. are 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.)	
14	Sanctioned electricity load	
15	1) Details of power backup facilities: 2) Arrangement for regular repairs and maintenance of 'Power Backup' facility:	



16	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate. (copy of Certificate to be enclosed)	
17	The period and time when the said accommodation could be made available for occupation after the approval by this office.	
18	Whether the owner of the building is agreeable to: i) Monthly rent as determined and fixed by Competent Govt. Authority like CPWD. ii) Monthly rent fixed as per (i) above to remain valid for initial lease period of 3 years. If yes, an undertaking to this effect is required to be submitted by the owner(s) of the building.	
19	Provision for regular repairs and maintenance and special repairs, if any of the building	
20	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 subject offer as supplied with the bid documents and agree to abide by the same in totality.
- 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 to be not true, I/We shall be liable to such consequences/lawful action as the Regional Director, IGNOU Regional Centre Vatakara may wish to take.



Date-

Signature of Legal Owner(s)  
Address with Contact details

**PRICE BID (Part-II)**Hiring of Office Space for IGNOU Regional Centre Vatakara

Tender Document No. &amp; Date:



1) Bidder's name &amp; Address:

2) Carpet area offered for rent by the bidder: ..... Sqft.

3) Rental charges as per format detailed below:

Sl. No.	Description	Unit (Per Month)	Rate (Rs.) inclusive of all taxes / duties (but excluding service tax).	
			In Figures	In Words
1	Rental charges for the hired space including Maintenance Charges etc. as per <b>clause 4.4 &amp; 4.5 of Annexure-IV.</b>	Rs. _____ per sq. ft Carpet area offered on lease rent to IGNOU		Rupees _____ _____ _____ _____ Only

Date:

Place:

(Signature).....

(Printed name).....

(Designation).....

(Common Seal).....

**NOTE:**

1. The Technical &amp; Price Bids are to be submitted separately in sealed envelopes.



PROFORMA OF LETTER OF UNDERTAKING

To be executed on Non-Judicial Stamp Paper of Rs.100.00 and submitted in a separate cover along with the Earnest money (Stamp paper for submitting undertaking should not be older than six months from the date of execution of undertaking)

REF:

DATE:

The Regional Director  
IGNOU Regional Centre  
Madhavi Building, Nut Street P.O.  
Vatakara, Kozhikode – 673 104.



Dear Sirs.

1. I\*/we\* have read and examined the following bid documents relating to hiring of office space for IGNOU consisting of the following enclosed documents:
  - i. Instructions for filling and submitting the bid - Annexure-I
  - ii. Qualifying Requirements - Annexure-II
  - iii. Scope of Services and Bill of Quantity - Annexure-III
  - iv. Special Terms & Conditions - Annexure-IV
  - v. Payment Terms - Annexure-V
  - vi. Evaluation Criteria - Annexure-VI
  - vii. Deviation Statement - Annexure-VII
  - viii. Technical Bid - Annexure-VIII
  - ix. Price Bid (Part-II) - Annexure-IX
  - x. Proforma of Letter of Undertaking - Annexure-X
  - xi. Proforma of Lease Agreement. (Draft) - Annexure-XI
- 2.0 I\*/we\* hereby submit our Bid and undertake to keep our Bid valid for a period of One hundred twenty (120) days from the date of opening of Part-I Bids i.e. up to dt. .... I\*/We\* hereby further undertake that during the said period I\*/We\* shall not vary/alter or revoke my/our Bid during the validity period of the Bid and the earnest money will be forfeited on revocation of tender before expiry of validity of bid or refusal to enter into the contract after the award is made by IGNOU to the bidder within validity period of offer or on failure to furnish permission / No objection certificate from the concerned authorities for enabling IGNOU to open its Offices.
- 3.0 This undertaking is in consideration of IGNOU agreeing to open my Bid consider and evaluate the same for the purposes of award of services in terms of Bid documents.
- 4.0 Should this Bid be accepted, I\*/We\* also agree to abide by and fulfill and comply with all the terms, conditions and provisions of the above mentioned Bidding documents.

- 5.0 We have read the relevant clauses of Terms of Payment as stipulated in the Bidding documents and confirm that the specified Terms of Payment are acceptable to us.



Signature along with Seal of Company

(Duly authorized to sign the Bid on behalf of the Bidder)

Name: .....

Designation: .....

Name of Co.: .....

Date and Postal address: .....

Witness: .....

Signature: .....

Date: .....

Name & Address: .....