

National Centre for Antarctic & Ocean Research

(An Autonomous Society under the Ministry of Earth Sciences)

Headland Sada, Vasco-da-Gama, Goa-403804



Bid Document

**Notice Inviting Quotations for Office Accommodation
on Rent / Lease at Karad**

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The Bid documents shall comprise of the following enclosed documents:

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Bid No: NCAOR/EST/CE/73/01/14-15

Name of the work: "Office Accommodation on Rent / Lease at Karad".

PRESS NOTICE

National Centre for Antarctic & Ocean Research

(An Autonomous Society under the Ministry of Earth Sciences)

Headland Sada, Vasco-da-Gama, Goa-403804

OFFICE ACCOMMODATION REQUIRED ON RENT / LEASE AT KARAD

Director, NCAOR, Goa intends to hire office accommodation for Central Government Office at Karad from individuals/firms on rent / lease basis measuring, 3000 sqft - 4000 sqft carpet area (preferably halls) [\pm 5% variation in area is acceptable] which are in ready to occupy condition and preferably on ground or first floor. The premises should be located in Karad Municipal area (Dist-Satara), Maharashtra.

For complete details and downloading bid documents log on to www.ncaor.gov.in

Last date of submission of bid documents is **28/08/2014**.

Bid No: NCAOR/EST/CE/73/01/14-15

Name of the work: "Office Accommodation on Rent / Lease at Karad".

National Centre for Antarctic & Ocean Research

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NOTICE INVITING QUOTATIONS

Bid No: NCAOR/EST/CE/73/01/14-15

The Director, National Centre for Antarctic and Ocean Research, Goa intends to hire Office accommodation which are in ready to occupy condition from Individuals / Firms only under Two Bid system as per details given below:

Desired carpet area required	Location	Remarks
3000 sqft to 4000 sqft (approx) { \pm 5% variation in areas is acceptable}	Karad City	Building should preferably located in the main market area at the prime location of the township having availability of all public amenities like Banks, Post Offices, Railway station, Bus stops etc. The premises offered for lease / rent should be in ready to occupy condition and suitable for use as Office premises.
Status of property	Lease Hold / Freehold with clear marketable title	
Usage of the property	Official	

The prospective bidders meeting the above requirements are requested to collect the bid documents from the Estate Section at the above address or the same can also be downloaded from the official website at www.ncaor.gov.in. The bid documents will be issued from 18.08.2014 to 27.08.2014 between 11:00 AM and 4:00 PM only on week days (excluding Holidays and Saturday, Sundays) . The last date for submission of filled in bids is 28.08.2014 up to 12.30 PM. The "Technical Bids" will be opened on the same day at 03:00 PM in the presence of bidders or their authorized representatives who may wish to be present. For complete details and bid documents please log on to www.ncaor.gov.in and go to tenders and click on the link "Hiring of office accommodation at Karad".

Director, NCAOR reserves the right to accept or reject any or all bids in full/part without assigning any reason whatsoever.

BID SCHEDULE

SI No	Description	
1	Name of work :	Hiring of Office Accommodation at KARAD
2	Cost of bid document	Nil
3	Date of sale of bid document	From 18.08.2014 to 27.08.2014 between 11.00 AM and 4.00 PM only on week days (excluding Holidays and Saturday, Sundays) from the above office and the same can also be downloaded from the website www.ncaor.gov.in
4	Last Date & Time of receiving / submission of bid document (Both technical and financial)	On 28.08.2014 up to 12:30 PM
5	Date & Time of opening of Technical Bids	As on the last date of submission of Bid i.e. on 28.08.2014 at 3:00 PM.
6	Date & Time of opening of Financial Bids.	Shall be intimated later on.
7	Time Limit for handing over possession of the premises.	Within 07 (Seven) days from the date of issue of acceptance letter.
8	Lease period / Contract period	Minimum 11 months
9	Notice period for Termination of contract.	02 (two) months on either side..
10	Validity of bid	03 (Three) months from the date of opening of Technical Bid.

INSTRUCTION TO BIDDERS

1. The filled in bids should be submitted to the address given below :
**Director,
National Centre for Antarctic and Ocean Research,
Headland Sada, Vasco-da-gama,
Goa-403804**
2. The technical bid will be opened on the same day i.e. 28.08.2014 at 3:30 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 short listed premises offered by them, assessment of the bids, the financial bids of only those bidders, whose offers are found suitable to the Institution, will be opened at a later date. The date of opening of financial bids will be intimated in writing/fax/post to those bidders whose offers are found suitable.
3. The bids are to be submitted in Two Bid system i.e., Technical Bid and 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 other terms and conditions relevant to the hiring of office accommodation (other than the rent).
4. The Technical Bid shall be submitted in sealed cover marked as: (Envelope – I) superscribing as "Technical Bid for Hiring of Office Accommodation at "KARAD". The envelope shall contain the addressee's details and details of the bidder also.
 - The price bid shall contain only financial details i.e., rate/rent per sqft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope - II and superscribed as " Financial Bid" with addressee and bidders details.
 - The two envelopes will be placed in a third envelope and sealed and submitted to the Director, NCAOR at the address given above.
 - The 3rd envelope must be superscribed with "Bids for Hiring of Office Accommodation at KARAD".
5. The following documents should be enclosed with the bids:
 - A set of floor plans and site plan of the premises offered showing the detailed dimensions and key location plan.
 - Title deed or Allotment letter of the property establishing the proof of ownership issued by the local authority.
6. All the pages of the bid form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids (Technical and Price bids). Incomplete bids and bids lacking details and without signatures are liable to be rejected.
7. Separate tender forms are to be submitted in case more than one property is offered.
8. 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.

TERMS AND CONDITIONS

1. The terms and conditions shall form part of the bid to be submitted by the bidder to the National Centre for Antarctic and Ocean Research herein after to be termed NCAOR.
2. The terms and conditions along with the instructions will form part of the bid to be submitted by the bidder to NCAOR.
3. Bid which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e 28.08.2014 at 12.30 PM fixed for submission of bids shall be termed as 'LATE' bid and not to be considered. Such bid shall be returned to the concerned party without opening the same.
4. All columns of the bid documents must be duly filled in and no column should be kept blank. All the pages of the bid documents are to be signed by the authorized signatory of the bidder. Any over writing or use of white ink is to be duly initiated by the bidder. The Director reserves the right to reject the incomplete bids or in case where information submitted / furnished is found incorrect.
5. In case the space in the bid document is found insufficient, the bidders may attach separate sheets.
6. There should not be any deviation in terms and conditions as have been stipulated in the bid documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the bid document, the bidder is required to attach a separate sheet marking "list of deviations".
7. The Technical bids will be opened on (28.08.2014 at 3:00 pm) in the presence of bidders at our above office. All bidders are advised in their own interest to be present on that date, at the specified time.
8. Canvassing in any form will disqualify the bidder.
9. The short-listed bidders will be informed in writing by the NCAOR for arranging site inspection of the offered premises.
10. Income-Tax and Statutory clearances shall be obtained by the bidders at their own cost as and when required.
11. Property should be situated in good commercial area of the town / city with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals etc.
12. 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.
13. There should not be any water logging inside the premises and surrounding areas.

14. The premises should have good frontage and proper access.
15. The Lessor shall have no objection to the Lessee installing exclusive D.G. Set for the use of the lessee. If so desired by the lessee, the lessor/s shall provide suitable space for installation of Genset without any extra cost to the lessee.
16. 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.
17. NCAOR at its own expenses will lay cabling for the purpose of Intercom in the rooms, cabin, cubicles and workstations totalling to around 20-30 locations and in the area of other related facilities, cabling for installing access control system for entry and 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.
18. Latest certificate from the Competent authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing.
19. Bids received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. would be given preference.
20. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid.
21. The Lessor shall arrange for repairs and maintenance as and when required. White washing / colour washing/ OBD painting / painting to doors, windows etc. shall be carried out once in two years as and when informed by the lessee.
22. The bids will be evaluated on techno commercial basis giving weightages to the equivalent aspects in various parameters like location, distance from local railway station, amenities available, 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.
23. Bidders from intermediaries or brokers will not be entertained.
24. 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.
25. It may be noted that no negotiations will be carried out, except with the lowest bidder and therefore most competitive rates should be offered.
26. Rate per sqft. 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, Service tax 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 is payable monthly by 10th of subsequent month. However no interest shall be payable in case of delay of monthly payment.

27. Lease Period: Minimum period will be initially for one year and minimum notice period of two months from either side for termination of agreement. The lease period will be extendable for mutually agreed period.
28. Addition and alteration works: During the period of tenancy, if the lessee desires to carry out any addition and alterations works at its own cost as per the requirement of the Dept., 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 to display signboards without any extra cost.
29. Lease agreement will be with the Owner of the property and rent will be paid to respective owner.
30. Income Tax will be deducted at source at prevailing rate.
31. Service Tax will be borne by the Owner of the property.
32. Registration and stamp duty charges will be shared equally between the Lessor and the Lessee (50 : 50) for rent agreement
33. The payment shall be made only after occupation of the premises or after the possession is handed over to us. No advance should be made for a building under construction or for putting up an extension to an existing building or to construct a new building on a vacant plot of the landlord.
34. Possession of premises : within 7[seven] days from the date of receipt of acceptance letter. The premises has to be painted and should be in habitable condition while taking over the possession.
35. Water Supply : The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period at his own cost
36. Electricity :
 - i. The building should have sufficient electrical / power load sanctioned and made available to the NCAOR.
 - ii. If required , additional electric power will have to be arranged by the Lessor / Offerer at his / their cost from the energy suppliers.
 - iii. 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.
 - iv. At the time of taking over possession of the premises, the electricity meter reading shall be noted jointly in the presence of authorized representatives of lessor and lessee. The electrical charges will have to be borne by the owner up to that point.

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- 37. Parking : Nothing extra shall be paid for common four / two wheeler parking or open parking. If any charges are demanded for dedicated car parking the area of the car parking should be specified in the technical bid and lease rate to be specified in the financial bid.

- 38. 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 authorized representatives of lessor and lessee for finalizing the carpet area.

Place :

Signature of bidder with seal

Date :

TECHNICAL BID

Sr. No	Details of vendor / Owner / Builder /Firm	Remarks
1.1	Name of the Lessor / owner	
1.2	Address of the Lessor / owner Phone No. Fax No. E – Mail ID. Pan No.	
1.3	Name of the contact person duly authorised.	
	PHONE NO.	
1.4	Constitution of vendor / firm (Proprietary/Partnership/Private / Pvt. Pan nos of the Directors / Partners / Firms.	
2	Details of the property :	
2.1	Name of the building	
2.2	Details of encumbrances, if any?	
2.3	Location and address of the property	
	(a) Name of the scheme	
	(b) Sector No.etc.	
	(c) Street No.etc.	

2.4	Usage of the property (as approved by the Competent Authority).	
	(a) Residential	
	(b) Commercial	
	(c) Residential cum Commercial	
	(d) Shopping centre	
2.5	Whether the proposal for Office premises is a multi -storied building.	Yes / No
	(a) No. of floor in the building.	
	(b) At which floor(s), the office premises are offered.	
2.6	CTS No.	
2.7	Survey No.	
2.8	Ward No.	
2.9(a)	Whether the plot is free hold or lease hold?	
2.9 (b)	If lease hold, please mention the details of	
	(i) Name of the Title Holder / Lessor	
	(ii) Tenure of the land	
	(iii) Residual lease period	
	(iv) Annual lease rents and amount.	
2.10	Whether the property is mortgaged? If yes mention the details.	
	(i) Name of the Organisation where the property is Mortgaged	
	(ii) Address of the Organisation with phone no.	
	(iii) Amount of loan availed.	
	(iv) Tenure of mortgage	
	(v) Residual mortgage period	
	(vi) EMI paid.	

2.11	Character / Type of locality	
	(a) Residential	
	(b) Commercial	
	© Commercial cum Residential	
	(d) Industrial	
	(e) Slum	
2.12	Area of the plot	
2.13	Size of the plot	
	(a) Frontage in meters	
	(b) Depth in meters	
2.14	Schedule of the plot i.e. boundaries of the plot on	
	North East South West	
2.15	Whether the locality is free from Special hazards like fire / flood etc.	
2.16	Whether the locality has protection from adverse influence such as (a) Encroachment. (b) Industrial nuisance, smoke, noise etc.	
2.17	Please enclose copy of Property Card or Patta etc.	
2.18	Please also indicate nearest distance in Km from the	
	(i) Railway (local) station	
	(ii) Bus Stand	
	(iii) Bank (Nearest)	
	(iv) Airport	
	(v) Hospital	
2.19	Year of construction (Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Govt.Bodies)	

2.20	(a) Incase of old constructions, NOC from the Society may be enclosed	
	(b) Mention year of completion (as given in Completion Occupancy Certificate issued by the Authority).	
	(c) Indicate in whose name the conveyance deed is executed.	
2.21	Date / period on which Office premises can be handed over to NCAOR after finalisation of the deal.	
2.22	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.	
2.23	What is the carpet area (for consideration purpose).	
3	Specifications	
3.1	Type of building (Residential/Semi commercial)?	
3.2	Type of structure (RCC / Steel framed /load bearing).	
3.3	Type of wall (Brick / Cement block). Mention thickness of external wall and internal partition wall.	
3.4	Details of Flooring (M.M.Tiles/Ceramic/Vitrified / Marble) or any other.	
3.5	Details of Door frames (Sal wood/Teak Wood/ Hard wood/ Aluminium) or any other.	
3.6	Details of Door shutters (Flush door /Teak wood/ Aluminium / PVC) or any other.	
3.7	Details of Window frames (Sal wood/Teak Wood/hard wood/Aluminium) or any other.	
3.8	Details of window shutters (Teak wood /Aluminium / steel) or any other with security grills or without security grills.	
3.9	(i) No of toilets in each floor offered for office usage on lease basis	
	(ii) Details of Floors & Dado in Toilets	

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4	SERVICES:	
4.1	If Lift facility is available, please give details of Number of lifts, capacity, make and the year of installation.	
4.2	Please indicate source of water supply.	
4.3	Is bore well provided? If so what is the yield and depth of bore well.	
4.4	Capacity of the over head tank feeding to the office premises under consideration for leasing.	
4.5	Please give details of sewerage system and for storm water disposal.	
4.6	Please indicate whether the building is prone to flooding.	
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	Yes / No
6	Common services	
6.1	Car parking	Reserved -----nos. Open -----nos.
6.2	Two wheeler parking	Reserved -----nos. Open -----nos.
6.3	Power / Electricity supply available.	Yes / No
6.4	24 Hrs. water / Overhead tanks available.	Yes / No
6.5	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
6.6	Anti lightening device arrangement.	Yes / No
6.7	Security arrangements, please give details.	
7	Other Information	
7.1	Whether any ready built flats / office premises have been given on lease / rent to any government and semi government institutions / financial institutions? If so please give name and addresses of such clients.	

8	Details of Plan / Blue Prints / Sanctioned Plan	
8.1	Whether the plan of the property is sanctioned by the Competent Authority	
8.2	If sanctioned, please enclose copy of approved Floor Plan/ sections, Elevations and Site Plan of the building.	
9	Provision for proper arrangement of fire safety.	
9.1	Are the safety measures taken?	
9.2	If yes, give details of arrangement.	
9.3	Is No Objection certificate obtained /Secured from fire control authorities.	
9.4	If yes, produce copies of proof /certificates.	
10	List of Enclosures	
(i)	Approved drawings of the property	
(ii)	Site plan	
(iii)	Floor plan	
(iv)	Survey plan of the land	
(v)	Completion certificate / occupancy certificate / document from the local authority.	
(vi)	Land ownership title certificate / document	
(vii)	Property card / Patta	

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

Place:

Date:

Signature of bidder with seal.

FINANCIAL BID

Name of the Owner / Vendor / Firm : _____

Name and address of property to be leased / rented: _____

Sr. no	Details of the Property	Floor Level	Carpet area of the premises offered (sqft)	Rate per sqft of carpet area (Both in figures and words)	Amount in figures and words.

Note:

1. Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp Duty charges will be shared equally by the Lessor and the Lessee (50 : 50).

Bid No: NCAOR/EST/CE/73/01/14-15

Name of the work: "Office Accommodation on Rent / Lease at Karad".

2. 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, Service tax 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.

3. 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 authorized representatives of lessor and lessee for finalizing the carpet area.

4. Validity of bid :

The bid should remain valid at least for a period of 03 months to be reckoned from the late date of submission of " Technical Bid".

Place:

Date:

Signature of bidder with seal.