

## **IMPORTANT INSTRUCTIONS ALONG WITH TERMS AND CONDITIONS**

Important instructions along with Terms and Conditions of the notice inviting tender for hiring of office premise on lease rental basis for the office Branch MSME-Development & Facilitation Office under the Ministry of MSME, Government of India at Bhagalpur.

1. Office space is required on lease rental basis initially for a period of 5 years for the office.
2. Offers from property dealers, real estate agents, etc. will not be entertained and therefore, they should not apply in response to this advertisement. Only Owners/ Trustees of the building are eligible to apply. In case of joint ownership, offer is to be signed by all owners or by a person who is authorized to do so. An authorization letter is to be enclosed in such case.
3. The accommodation should have a carpet area of about 1500 to 2000 Sq. feet preferably on a single floor with the following features/amenities among others:
  - (i) Electricity connection with adequate electrical fixtures with provision for installation of independent meter/sub-meter,
  - (ii) Electric load capacity should be adequate for air conditioning, computers etc.
  - (iii) 24 hours water supply,
  - (iv) Separate toilets for ladies and gents
  - (v) Sufficient parking space for four wheeler and two wheeler vehicles of official and visitors.
4. The building should have building utilization certificate issued by the Municipal authority and the copy of the same should be submitted along with Technical bid.
5. The accommodation should be at a convenient location and well connected by public transport. The building should preferably be accessed with Bhagalpur Bus Stand/Railway.

### **6. AMENDMENT OF BID DOCUMENTS:**

- (i) At any time, prior to the date for submission of bids, the Office may, for any reason whether suo motto or in the response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.
- (ii) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Office may, at its discretion, extend the deadline for the submission/opening of bids suitably.

### **7. PREPARATION OF BIDS:**

The bidder shall bear all costs associated with the preparation & submission of the bid. The office will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## **8. RENT**

(i) The rent quoted by the bidder shall remain fixed during the entire period of lease & shall not be subjected to variation on any account. A bid submitted with an adjustable rent quotation will be rejected.

(ii) No extra amount will be paid towards parking, repair and maintenance of office premises, etc.

(iii) The rent will be subject to Rent Reasonability Certificate (RRC) issued by CPWD.

## **9. SIGNING OF BID:**

(i) The bidder shall submit, as a part of his bid, the documents (in original) duly signed on each & every page, establishing the conformity of his bid documents.

(ii) The bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder in which case, the person or persons signing the bid shall sign such corrections with date.

(iii) The tenderer will be bound by all terms & conditions as detailed in the tender documents.

(iv) Any tender with conditions other than those specified in the tender documents is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after submission of the tender.

## **10. SUBMISSION OF BIDS:**

(i) The proposal should be submitted in two sealed envelopes. The first envelope should be super-scribed as "Technical Bid" consisting of technical parameters like design parameters, amenities, etc. and the second envelope should be super-scribed as "Financial Bid" containing the financial aspects such as the rent proposed to be charged and other financial terms and conditions. Both envelopes should be placed in one sealed envelope super-scribed as "Offer for office accommodation".

(ii) The Technical bid should be submitted in the enclosed Performa (Annexure-I)

(iii) The financial bid may be submitted in enclosed Performa (Annexure-II)

(iv) On envelope the name, address and contact no. of the tenderer must be clearly mentioned & should be properly sealed.

(v) The tenderer is to ensure the delivery of the bids at the correct address. The office shall not be held responsible for delivery of bid to the wrong address.

(vi) The interested parties should send their proposal in a sealed cover super-scribing "Offer for office Accommodation" to the Director & Head of Office, MSME- Development and Facilitation Office, Patliputra Industrial Estate, Patna-800013 by 18.03.2023 by 3 PM.

(vii) A sum of Rs 5,000/- (Five Thousand Only) for Earnest Money Deposit will be submitted in the favour of "PAO (MSME), Kolkata" payable at Kolkata in the form of Demand Draft which is refundable and will be returned to the applicant.

## **11. LATE BIDS:**

Tenders will not be accepted after the specified date and time of submission of the tender and the same shall be rejected and returned unopened to the bidder. It is the sole responsibility of the tenderer that he should ensure timely submission of the tender.

## **12. POSTPONEMENT OF TENDER OPENING:**

(i) Whenever it is considered necessary to postpone the opening date of tenders, it will be communicated to all bidders who have submitted their tender. Such notice of extension of date of opening will also be put-up on the notice board of the office.

(ii) In case the date fixed for opening the Bids of the tender is declared as holiday subsequently by the Government of India, the revised date and time for opening the bids will be notified. However, in the absence of any such notification, the bids will be opened on the next working day at the same time and venue as notified earlier.

## **13. MODIFICATIONS AND WITHDRAWAL OF BIDS:**

(i) The technical bids will be opened on 20.03.2023 at 11:00 AM. The office will open the bids in the presence of bidders or their authorized representatives who choose to attend. The bidder's representatives, who are present, shall sign an attendance register. The bidder shall submit a letter of authority (Annexure-III) to this effect before they are allowed to participate in the bid opening.

(ii) Office will evaluate the offers on the basis of suitability of the space offered. The offer which is found most suitable will be shortlisted. For this purpose, the office is free to take help of any experts as deemed fit. Officers of the office, if need be, may visit the premises offered on rent after opening of technical bids.

(iii) The financial bids of only those parties will be opened whose technical bids are shortlisted. The financial bids will be opened on 20.03.2023 At 03:00 PM.

## **15. CLARIFICATION OF BIDS BY THE OFFICE:**

To assist in examination, evaluation & comparison of bids, the office at its discretion ask the bidder for clarification of its bid. However, no post-bid clarification at the initiative of the bidder shall be entertained.

## **16. CONTACTING THE OFFICE:**

(i) No bidder shall try to influence the office on any matter relating to its bid, from the time of bid opening till the time the lease agreement is signed.

(ii) Any efforts by the bidder to modify his bid or influence the office in the Office's bid evaluation, bid comparison, etc. shall result in the rejection of the bid.

17. The office reserves the right to reject any bid without assigning any reason.

**PROFORMA FOR TECHNICAL BID**

Sl. No.	Subject	Particulars
01	Whether space to be given on rent is in the name of Individual/Jointly or Trustee (copy of the supportive documents to be enclosed)	
02	Name of the owner(s)/Trust	
03	Location and address of the offered accommodation	
04	Distance from the Bhagalpur Bus Stand/Railway Station (in km)	
05	Plinth/Carpet area (in sq.fit) of the portion to be given on rent	
06	Total number of floor (in case of multi-storey building)	
07	Availability of lifts, if any	
08	Availability of covered parking space for four wheeler and two wheeler vehicles is preferred (i) Area (in sq. fit) (ii) Four wheeler vehicle space (No.) (iii) Two wheeler vehicle space (No.)	
09	Furnishing status with people convenience/washroom, etc.	
10	Other facilities and amenities available, if any (specify)	
11	Lay-out sketch of approved plan of the accommodation on offer (copy to be enclosed)	
12	Address and Contact number at which owner/Trustee is to be contacted	

I am willing to rent out the premises as indicated at Sr. No. 3 above to Branch MSME-Development & Facilitation Office, Bhagalpur, Government of India and to accept either the rent quoted by me in the financial bid or the rent to be fixed by CPWD, whichever is less. I am also willing to sign a lease agreement in the form prescribed by Government for a period of five years.

Place :

Signature of the owners(s)/Trustee of the .....

Offered accommodation .....

Date :

Name : .....

Contact No:.....

**PROFORMA FOR FINANCIAL BID**

Sl. No.	Subject	Particulars
01	Name of the owner(s)/Trust	
02	Address of the premises offered on rent	
03	Address and contact number at which owner/Trustee is to be contacted	
04	Carpet area (in sq. ft) of the portion to be given on rent	
05	Plinth area (in sq. ft) of the portion of be given on rent	
06	Monthly rent of the area to be given on rent during lease period of 5 years. The rent offered should be exclusive of Municipal Tax.	
07	Amount of Annual Municipal Tax if it is to be paid by the lessee (Enclose copy of latest Municipal Tax bill)	
08	Amount of Municipal Tax per month (Sr. No./ 7/12)	
09	Total monthly rent inclusive of Municipal Tax (Sr. No. 7 + Sr. No. 9)	

I am willing to rent out the premises as indicated in Sr. No. 2 above to Branch MSME-Development & Facilitation Office, Bhagalpur, Government of India and to accept either the rent quoted by me in the financial bid or the rent to be fixed by CPWD, whichever is less. I am also willing to sign a lease agreement in the form prescribed by Government for a period of five years.

Place : Signature of the owners(s)/Trustee of the .....  
Offered accommodation .....

Date : Name : .....  
Contact No:.....

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

**Subject:** Authorisation for attending bid-opening on ..... (date) in the tender for office accommodation on lease rental basis for office of Branch MSME-Development & Facilitation Office, Bhagalpur, Government of India

Following person is hereby authorized to attend the ..... bid opening for the tender mentioned above on behalf of .....(Bidder).

Name

Specimen signature of the Authorised person

.....  
Signature of bidder or  
Office authorized sign the bid  
Document on behalf of the bidder