

BUREAU OF PHARMA PSUs OF INDIA (BPPI)

bppi

IDPL CORPORATE OFFICE COMPLEX,
DUNDAHERA, GURGAON-122016 (HR)
Tel. 0124-4556750, Fax. 0124-2340370



URGENT REQUIREMENT OF OFFICE SPACE

BPPI is the implementing agency for Pradhan Mantri Bhartiya Janaushadhi Pariyojana of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, and Government of India. BPPI is expanding its operations and has urgent requirement of office space of 7000 sq. ft approx. carpet area, for its Head office, within 05 kms radius of Shastri Bhawan, New Delhi. For details visit our website at janaushadhi.gov.in and respond before 05:00 PM on **17.04.2017**.

Chief Executive Officer

TENDER DOCUMENT FOR PROVIDING OFFICE SPACE

CLOSING AT 17.00 Hrs on 17.04.2017

- 1.1 BPPI is the implementing agency for Jan Aushadhi Scheme and is under the administrative control of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India. The objective of the scheme is to make available quality generic medicines at affordable prices to all.
- 1.2 BPPI under Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers is presently located at Gurgaon BPPI is in need of office space.
- 1.3 The tender is to seek proposal from owner /lease Holders, of properties approved for commercial /institution purpose, for furnished office space measuring 7000 sqft. approx Carpet area. located within a radius of 05 kms from Shastri Bhawan , New Delhi.
- 1.4 The office space preferably with internal furnishing, having 01 CEO chamber, 6 to 7 Director chambers with 50 work stations, conference room, reception, pantry etc.

TERMS & CONDITIONS

- 2.1 The space offered should preferably be fully furnished approved for commercial / institutional use on a single floor. In case, space offered is on multiple floors, it should be on continuous floor with the provision for dedicated entry for movement between the floors Evidence of appropriate approvals for commercial /institutional use of the property must be submitted with technical Bid.
- 2.2 If the accommodation offered is in a multi storey building, appropriate provisions for lift should be available.
- 2.3 Adequate space for parking should be available to park about 08 to 10 cars.
- 2.4 The offered property should have 24 hours electricity supply. A separate electric meter (commercial) should be installed exclusively for the use of BPPI. The property offered should also have adequate space for installation of Genset/Ups /units of split AC etc.
- 2.5 The accommodation should have provision for 24 hours running water supply
- 2.6 There should be enough arrangement for public utilities (Toilets etc) for men women, separately.
- 2.7 The responsibility for payment of all kind taxes such as property tax, Municipal tax etc in connection with the property offered shall be of the owner /Bidder and updated copies of all tax receipts should be attached with the bids.
- 2.8 The property offered should be well connected by public transport at a reasonable distance and should be easily accessible
- 2.9 The property offered should have adequate security cover and fire safety measures installed as per the requirements of Delhi fire service. Sufficient accommodation for watch and ward staff should be available. Also the corridors, staircases etc. Should be sufficiently wide

- 2.10 Possession of the accommodation will be handed over to BPPI maximum within 30 days from the award of the order and rent shall be payable from the date of possession.
- 2.11 The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no opening payments against the same.
- 2.12 Clearances/No objection certificates from all relevant central /state Govt and municipality authorities including Fire department for use as office premises conforming to the Municipality rules /Bye laws along with the documents in support of ownership of building /land and construction thereon must be submitted with the technical Bid. Also copies of approved plan of the accommodation offered should be submitted along with the technical Bid.
- 2.13 The tender will be acceptable only from original owner of the building /property. BPPI will not pay any brokerage for the offered property.
- 2.14 If the space offered has power Back –up, electrical fixtures (light, fans etc) ACs, etc installed the bidder may quote the rates separately. However if the rates quoted for these facilities are not found acceptable the bidder should be prepared to remove the same at their own cost and for the purpose of assessment of lowest bid, rates for space only would be considered.
- 2.15 The Bidder should give rates, showing taxes, if any separate.
- 2.16 Rates should be quoted in Indian rupees only. Rates quoted in currencies other than Indian rupee shall not be considered.
- 2.17 Overwriting alterations, if any, in the Bids should be signed by the authorized signatory preferably the bids should be in the typed form
- 2.18 No tender will be accepted by fax, E-Mail, Telex or any other such means, except by hand, through post or courier.
- 2.19 Tender of conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- 2.20 The property tax, water tax etc levied by local Govt and central Govt. and to be borne by the owner.
- 2.21 Any form of canvassing/influencing the bid will attract rejection of bid submitted by the bidder.

3. PROCEDURE FOR SUBMISSION OF TENDER

- 3.1 Both the bids (Technical and Financial) duly signed owner or his Authorized signatory should be sealed in two separate envelopes as describe below.
- a) Envelope 1 – containing Technical Bid in Annexure (i) duly completed in all respects along with all relevant documents.

- b) Envelope 2- containing the financial Bid, as prescribed in the Annexure (ii) showing rates, financial terms and conditions etc.
- 3.2 Both the Envelope should be super scribed in hold letters with the statements 'TECHNICAL BID FOR LEASED ACCOMODATION' or 'FINANCIAL BID FOR LEASED ACCOMODATION' as the case may be.
- 3.3 Finally, the above mentioned two envelopes should be sealed in a single cover and addressed to the CEO, BPPI, IDPL Corporate Office, Old-Delhi Gurgaon Road, Dundaheera, Old Delhi, Gurgaon

Super scribed as '**BID FOR LEASED ACCOMODATION**' and must reach on or before 05:00 PM of 17.04.2017

NOTE: Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.

- 3.4 Technical Bid should contain the details required, as per Proforma at Annexure and financial bid should contain details as per Performa at annexure ii.
- 3.5 Bids not submitted as per above Performa will be summarily rejected.
- 3.6 The bidders should be rates, showing taxes, if any separately. Tenders not conforming to these requirements shall be rejected and no correspond will be entertained in this regard, whatsoever.
- 3.7 The Technical Bid should be accompanied by the documents, as per Annexure i without which the tender will be considered incomplete and hence, summarily rejected.
- 3.8 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorised signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- 3.9 Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

PROCEDURE FOR OPENING OF TENDER

- 4.1 While opening the tenders, the envelopes containing Technical Bids shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation committee will open financial bid after evaluation of the technical Bids. Financial Bids of technically qualified Bidders will only be opened.

5. Bid Evaluation

- 5.1 The Bids would be evaluated based on the basis of criteria like distance from Shastri Bhavan availability of parking space, proximity to metro station availability of power back up mentioned furnished rate coated for rental of carpet area of the space and rates quoted for other facilities

6. PAYMENTS

- 6.1 Payments shall be made by the BPPI against pre receipted bills as per the lease deed to be executed between the BPPI and the owner or his/her legal representative.
- 6.2 Payments of rent will be made on monthly basis by account payee cheque in favour of owner after deduction of the tax at source (TDS) as applicable from time to time.

7. TERMS OF TERMINATION OF LEASE

- 7.1 The period of lease should be minimum nine years with provision for extension of lease on mutually agreed terms.
- 7.2 The lease can be cancelled by either side by giving a notice of not less than 3 months

8. ARBITRATION

All dispute connection with the execution of contract shall be settled under the provision of Arbitration and conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings, however CEO, BPPI shall be the sole Arbitrator. The arbitration proceedings shall take place at New Delhi only.

9. PENALTY CLAUSE

Failure on the part of the owner will attract penalty on the rates decided by the Arbitrator.

10. MISCELLANEOUS

- 10.1 BPPI shall be under no obligation to accept the lowest quotation.
- 10.2 Non fulfilment of any of the above terms shall result in rejection of Bid.
- 10.3 All disputes lie within the jurisdiction of Delhi only.
- 10.4 Department reserves the right to reject all or any at any stage without assigning any reason thereof.

11 LISTS OF ENCLOSURES

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the authorized signatory. All undertakings provided shall be on the letterhead of the company and duly signed by the authorized signatory.

Annexure-1

TENDER DOCUMENT –TECHNICAL BID

FOR HIRING OF OFFICE SPACE TO BPPI

S. NO	Particulars	Documents to be submitted
1	Full particulars of the legal owner of the premises: A) Name B) Address (official & residence): C) Telephone & Mobile No: D) Tele fax: E) E mail-Id F) PAN no & TAN NO.	Copies of PAN & TAN
2	Full particulars (with complete contact details e.g postal address, phone no, mob no, and e mail id of the person (s) offering the premises on rent/lease and submitting the tender.	Please provide details
3	Status of the applicant with regard to the accommodation offered for hiring	Certificate of authorized signatory from CEO if the owner is a firm, society etc. And power of attorney if the applicant is other than the owner
4	a) Complete address with brief description and location of the accommodation offered. b) whether commercial or dual use (residential cum commercial) c) Radial Distance (approx) from Shastri Bhavan	Relevant certificates from DDA and MCD/NDMC/any other authority for commercial purpose.
5	Total area offered for rent (floor wise) in sq ft. i) Carpet area ii) Covered area iii) Super area iv) Dimensions of staircase	Certified sketch & site plan
6	Particulars of completion certificates	Attested/ self certified copy of completion certificate issued by the component
7	Facilities for vehicles parking	Please provide details of capacity of vehicle parking space in terms of number of cars and two wheelers separately.
8	Types of accommodation- a) Whether single floor or multi storey	Please provide answer to each of the sub points

	b) Whether modification in internal furnishing permitted c) Details of space available for installation of Gensets/UPS etc	
9	Number of lifts and their carry capacity	Provide details of make year of installation & status of working etc
10	Availability of facilities / utilities	Number of toilets (floor wise) with details of capacity of each toilet i.e. WCs, Urinals, commodes and Wash Basin (separately for men and women)
11	a) Whether running water , both drinking and otherwise , available round the clock b) Whether sanitary and water supply installations have been provided	Please provide point wise reply
12	a) Whether electrical installations and fitting power plugs, switches etc. Are provided or not. b) Whether building has been provided with fans or not. (if yes, the number of fans/floor wise) c) Whether provisions for Air conditioner with power points available or not?	Please provide point wise reply
13	i) Sanctioned electricity load ii) Whether willing to get the electricity load increased in case needs BPPI	
14	l) Details of power backup facilities	Please provide point wise reply
15	Details of fire safety Mechanism along with particulars of fire department certificate	Copy of certificate to be enclosed
16	The period and time when the said accommodation could be made available for occupation after the approval by BPPI	Undertaking from the owner
17	i) Specify the period for which the property is being offered for rent (minimum five years) with provision of extension. ii) for what duration after handing over the possession to BPPI the rates quoted should remain unchanged for which property it being rented	A self attested undertaking from the owner of the property indicating number of years for which the property is being offered for rent to the department An undertaking from the owner of the property indicating number of years for which the rent shall remain constant and rate of increase thereafter.
18	Distance from the nearest:	Please provide point wise

	a) Metro station b) Bus stand	details
19	Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority	
20	Various Tax receipts (property, municipality tax etc)	
21	The space offered should be free from any liability and litigation with respect to its ownership, lease, renting and there should be pending payments against the same.	A self attested undertaking indicating the same along with certificate in this regard by the competent authority
22	Clearance/No objection certificates from all relevant central /state Government and municipal authorities including fire department for use as office premises conforming to the municipality rules/bye-laws	Copies of all clearance/No objection certificates from all relevant central /state government and municipal authorities. Copies of approved plan of the office space being offered Documents in support of ownership of building /land and construction.
23	Any other salient aspect of the building , which the party may like to mention	

Declaration:

- a) 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.
- b) It is hereby declared that the particulars of the buildings etc. As furnished against the individual items are true and correct as per my knowledge and belief in the event of any of the same being found to be false. I /we shall be liable consequences /lawful action as the Department may wish to take.

Signature: _____

Name: _____

Designation: _____

FINANCIAL BID**HIRING OF SPACE FOR OFFICE /RESIDENCE/GUEST HOUSE**

Full particular of the legal owner of the premises:

- A) Name
- B) Address
- C) Telephone & mobile no
- D) E mail id
- E) Address of property offered

S no	Brief description	Total carpet Area	Total super area	Rate quoted per sq.ft	Amount per month(RS)
1	Property for office space only				
2	Taxes, if any				
Total amount per month (in figures)					
Total amount per month (in words)					

% rent revision proposed (yearly)_____
--

Note

- a) Lowest bidder shall be decided based on the total amount filed in above and any rent revision proposed. No other changes shall be considered in deciding lowest bidder.
- b) Quote should be covering all taxes and duties. This shall be amount payable by the BPPI monthly as rent.
- c) Rates should be quoted in figures and words without any errors, overwriting or correction and should include all applicable taxes etc. In case of any discrepancy between the amount mention in numbers and words, the amount mentioned in words shall prevail.

Signature:_____

Name:_____

Designation:_____

Date:_____

OTHER CHARGES**HIRING OF ACCOMODATION FOR OFFICE**

SN	Brief Description	No. of units being made available	No. of units cost quoted (in Rs)	Total amount (in Rs)	Remarks ,if any
1	Power back up if any				
2	Charges for fan &lights fixtures, if provided				
3	Charges for AC, if installed				
4	Any other charges eg. for maintenance any extra feature etc (please specify)				
Total Amount (in Rs)					

Note:

- Above mentioned charges shall be over and above the total amount quoted in Annexure IIA as monthly rent.
- The other charges mentioned in this Annexure shall be considered while deciding the lowest bidder.
- If the charges quoted are unacceptable to the BPPI, the bidder shall be ready to remove the assets from the property being rented.
- BPPI shall have no obligation to accept these charges. The charges may be negotiated with the selected bidder.
- If accepted these charges shall be one time payable by the BPPI.

Signature: _____

Name: _____

Designation: _____

Date: _____