



National High Speed Rail Corporation Limited

Tender No.: NHSRCL(ST)/MA/AD/04/Office Space/1/2018

BIDDING DOCUMENTS

FOR

PROVIDING OF OFFICE SPACE ON LEASE BASIS IN
SURAT

LESSEE

National High Speed Rail Corporation Limited
Office of Chief Project Manager, Office no 104, 3rd
Floor, Someshwar Square, Vesu, Surat - 395007



Tender No.: **NHSRCL(ST)/MA/ADM/04/Office Space/1/2018**

Name of Work: **PROVIDING OF OFFICE SPACE ON LEASE BASIS IN SURAT**

National High Speed Rail Corporation Limited, New Delhi-110077 desire to hire office space for the use of the office of Chief Project Manager, Surat. The requirement is for approximately 12500 Sq. feet **built up area** in single premise in adjoining floors (maximum 3 floors and minimum area at one floor 2500 Sq. feet) with exclusive parking facilities on main road located preferably between Yamuna Nagar & Antroli (Near of NH 6), Udhana – Magdalla Rd, Parvat Gam – Dindoli R, etc. and other suitable locations at Surat initially for a period of Six years.

Pre Bid Meeting	Date - 26/07/2018 (before 2 PM) Place - Office of Chief Project Manager, Office no 104, 3rd Floor, Someshwar Square, Vesu, Surat - 395007
Last date and Time of submission of Tender Documents	Date - 07/08/2018 (before 3 PM) Place - Office of Chief Project Manager, Office no 104, 3rd Floor, Someshwar Square, Vesu, Surat - 395007
Date, Time & Place of Opening of Tender Bids - Packet 1 – Technical Bid	Date – 07/08/2018 Time – 3.30 PM Place - Office of Chief Project Manager, Office no 104, 3rd Floor, Someshwar Square, Vesu, Surat - 395007
Date, Time & Place of Opening of Tender Bids - Packet 2 – Financial Bid	Will be notified to technical qualified tenderer only. Financial Bids of all technically non-qualified bidders shall be returned.
Address for Communication	Office of Chief Project Manager, Office



	no 104, 3rd Floor, Someshwar Square, Vesu, Surat - 395007
Earnest Money Deposit (EMD)	Rs. 50,000.00/- in the form of Bank Draft/ Bankers Cheque in favour of " National High Speed Rail Corporation Limited" payable in New Delhi.
Issue of blank tender forms	The blank tender documents can be downloaded from the website: www.nhsrcl.in
Validity of offer	120 days from the date of opening
Type of tender	Open Tender

Right to reject any or all offers without assigning any reason thereof is reserved with NHSRCL.

- (a) Tenderer may also note that the end of the document is marked as "**END OF THE DOCUMENT**". The total tender document (19 pages) is required to be signed and stamped and to be submitted with offer as an acceptance to clause/requirement of tender document by tenderer otherwise the document will be treated as incomplete and therefore invalid.
- (b) Each and every page of the tender offer should be duly signed by the competent authority and stamped.
- (c) Tenderer(s) may please also note that if any change/addition/deletion with malafide intention is made by the bidder and the same is detected at any stage even after award of the tender, all necessary action including banning of business may be taken against the bidder.
- (d) The NHSRCL, before the due date & time of closure of issue of tender documents on its own or in response to any clarification requested or suggested by any person including that of the tenderer, may modify the tender document at its sole discretion.



The tender documents comprises various parts and contains as under.

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NATIONAL HIGH SPEED RAIL CORPORATION LIMITED

FORM OF TENDER

Name of Work: - Providing of Office Space on lease basis in Surat for NHSRCL.

National High Speed Rail Corporation Limited

Office of Chief Project Manager,

Office no 104, 3rd Floor,

Someshwar Square, Vesu,

Surat - 395007

1. I/We _____, have read the various conditions to the Tender attached hereto and hereby agree to abide by the said conditions. I/We also undertake to keep this tender open for acceptance for a period of 120 days from the date fixed for opening the same and in default there of I/We will be liable for forfeiture of my/our earnest money deposit. I/We offer to do the work for Office of Chief Project Manager, Office no 104, 3rd Floor, Someshwar Square, Vesu, Surat – 395007 at the rates quoted in the attached Schedule and hereby bind myself/ourselves to (handover the premises , ready in all respect, to NHSRCL) within 3 Months from the date of issue of letter of acceptance of the Tender. I/We also understand that Bid received without Earnest Money shall be summarily rejected.
2. The value of the earnest money shall stand forfeited without prejudice to any other rights or remedies if:
 - i. I/We do not execute the lease agreement within Seven days after receipt of notice issued by the NHSRCL that such documents are ready
OR
 - ii. I/We do not provide / handover the completed office to NHSRCL as per requirement of tender documents within 75 - 90 days after receipt of LOA (Letter of Acceptance).
3. Until a formal agreement is prepared and executed, acceptance of this Tender shall constitute a binding Contract between us subject to modifications as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for this work.



4. If, I/We do not execute the lease agreement, the NHSRCL may determine such Tenders has abandoned the contract, and there upon my/our Tender and acceptance thereof shall be treated as cancelled and the NHSRCL be entitled to forfeit full amount of Earnest Money Deposit and to recover the liquidated damages for such default.

Signature of Witness: -

Signature of Tenderer(s)

(Name and Address also)

1)

Date: -

.....

Tenderer's Address: -

2)

.....

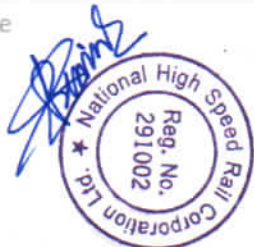
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For,

Managing director,

National High Speed Rail Corporation Limited,
Office of Chief Project Manager,
Office no 104, 3rd Floor, Someshwar Square,
Vesu, Surat - 395007



A. TERMS AND CONDITIONS TO BE SATISFIED:

1. The successful party will be declared as 'the lessor', which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives.
2. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
3. In case a particular party owns more than one premises and he wishes to submit bid in respect of those premises, he should submit separate bids in respect of each premise.
4. In case of co-owners/joint owners, the document should be signed by all the co-owners/joint owners. In case any one of the owner chooses to sign the bid documents, he should invariably submit an authorization to do so from the remaining owners.
5. Accommodation offered should not be more than 7 years old.
6. The building in which office space is offered shall have all basic amenities like proper water connection/facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity and water connections. Sufficient wiring and meters should be in place to take up electricity load for air conditioning and electrical fittings of the premises. Necessary statutory approvals must be in place.
7. In case of damage to the leased property due to any natural calamities, rioting or events which themselves are force majeure etc. NHSRCL will not compensate the loss or damage incurred by the owner of the property.
8. The Bid will be acceptable to the original owner/lease holder /power of attorney holder of the building/property or their authorized agents. The lease deed would however be executed by the original owner / lease holder. The lease deed would be executed after the verification of documents by NHSRCL.
9. For the built up area measurement, a certificate from the registered architect or any government authority should be submitted along with the document.
10. Bid not conforming to above requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.



11. After opening of the technical bid and before evaluation of the same, the Committee constituted by the lessee NHSRCL, will ascertain its suitability for the purpose of setting the office based on but not limited to Location, Accessibility, Aesthetics etc. In case the lessee finds the premises not suitable for the purpose of setting up of the office, the document submitted by such the owner will not be evaluated. The decision of the NHSRCL in this matter will be final.

12. NHSRCL reserves the right to shortlist any offer or reject any offer or cancel the requirement altogether without assigning any reason.

13. Overwriting, alterations, if any, in the document should be signed by the authorized signatory.

14. Possession of the accommodation in the ready-to-move-in condition will be handed over to NHSRCL within 75-90 days after receipt of LOA (Letter of Acceptance) after doing all necessary fittings, fixtures, furniture, etc. as per the requirement of lessee. The rent would be payable from the date of actual possession of the hired property. A joint visit of the property will be made and necessary repairs/changes related to furnishing i.e. fittings, fixtures, furniture, etc. as per requirement will be assessed. The quoting party should complete these works at their own cost within 75-90 days after receipt of LOA (Letter of Acceptance).

15. NHSRCL will not pay any brokerage or commission.

B. Instructions to bidders and evaluation criteria:

1. Building offered must be free from all encumbrances, claims and legal disputes etc. Documentary Proof of ownership of Building, payment of all Taxes, Duties, Dues, etc. must be submitted along with this Bid Document.
2. Selected party shall be required to sign a Rent Agreement with the designated authority in National High Speed Rail Corporation Ltd, in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of five years and renewed further as per the requirements of the user and with mutual consent.
3. In addition to the lease rent, the liability of the payment of service tax/GST lies with the lessee. Also, the lessee shall pay all taxes relating to the demised premises and portion of basement including property taxes, municipal tax/assessment tax, etc. as applicable from time to time. The



lessor shall intimate these charges to the lessee with supporting calculations and necessary documentation.

4. National High Speed Rail Corporation Limited shall pay charges in respect of electric power / light and water used on the said premises during the lease period.
5. NHSRCL may, at any time during the period of the rent /extended rent Period make such non-structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable. However, if any structural changes are required in the building on condition basis, the same shall be done by the lessor at his own expense.
6. The Bid offer should be sent either by speed post or may be submitted in drop box so as to reach the office of Office of Chief Project Manager, Office no 104, 3rd Floor, Someshwar Square, Vesu, Surat – 395007 on or before 2 PM on 07/08/2018. The offer is to be submitted in a single bid with two packet system i.e. technical and financial bid separately in two sealed envelope. The quoting party should enclose the financial offer considering all requirements as given in tender documents. The both envelopes should be put in a sealed cover and submitted to the above said office.
7. All information and documents furnished in response to this invitation shall be deemed to be a technical offer. Details furnished in the Technical Offer shall be assessed/ evaluated.
8. Rent charges shall be paid at the fixed rate at the end of each month or as per the Lease Agreement entered into with the party on the Terms & conditions mutually agreed.
9. Before the signing of the agreement, the selected party will be required to furnish the original copy of the Title Deed of the Property along with proof of identity of the owner along with photograph(s). Original Documents shall be returned after decision is taken.
10. Quoting parties are required to keep their offer valid for a period of 120 days.
11. The decision of the National High Speed Rail Corporation Limited will be final and cannot be challenged.
12. If any special offers, additional facilities are offered there from the owner's side that may be mentioned as separate attachment.
13. The conditions for termination of the lease shall be decided mutually at the time of signing of the agreement.
14. The offer documents should be submitted under seal & signature of the authorised person.



C. Tentative furnishings and Services Requirements for the office of NHSRCL at Surat -:

SN	Items	No.	Remarks
1	CPM's Chamber with False Ceilings	1	Appx Area – 300 Sq. ft. per Chamber. To be provided as per drawings approved by NHSRCL.
2	Dy. CPM's Chamber with False Ceilings	14	9 - Appx Area 150 Sq. ft. per chamber and 5 – Appx. Area 100 Sq. ft. To be provided as per drawings approved by NHSRCL.
3	Conference Room – Big – with False Ceilings	1	Appx area 600 Sq. ft. To be provided as per drawings approved by NHSRCL.
4	Conference Room – Small – with False Ceilings	2	Appx area 300 Sq. ft. To be provided as per drawings approved by NHSRCL.
5A	Working stations	40	Appx 6 x 6'.To be provided as per drawings approved by NHSRCL.
5B	Working stations	35	Appx 4 x 4'.To be provided as per drawings approved by NHSRCL.
5C	Auto Cad Room	1	150 Sq. ft. Area
5D	Net Working	1	100 Sq. ft. Area
5E	Record Room	2	100 Sq. ft. Area for Each
5F	Pantry	1	1. Kitchen Area –100 Sq. ft. 2. Sitting Area –300 Sq. ft.
5G	Rest Rooms	2	200 Sq. ft. Area for Each
5H	Reception/Waiting/ Lounge	1	600 Sq. ft. Area
5I	Store	1	100 Sq. ft. Area
	Furniture (new)		
	a. Furniture for Conference room		
6	(i) Executive Chairs	80	Godrej interio Kareena (conference room).
	(ii) Conference Tables	3	Godrej Interio Talk modular - Size will be as per size of Conference Rooms
	b. CPM's Chamber		
	(i) Executive Chair	1	Godrej interio Monarch



SN	Items	No.	Remarks
			(high back)
	(ii) Visitor's Chair	4	Godrej interio Monarch visitor
	(iii) Executive Table	1	Godrej interio Impress
	(iv) Sofa 3 seater with Table	1	Good Quality as approved by NHSRCL
	(v) File Cabinets	1	Godrej make approved by NHSRCL
	(vi) File Cup boards	3	Godrej make as approved by NHSRCL
	c. Dy. CPM's Chamber		
	(i) Executive Chair	14	Godrej Interio Kareena high back
	(ii) Visitor's Chair	56	Godrej Interio Kareena visitor
	(iii) Executive Table	14	Godrej interio Ascent.
	(iv) Sofa 3 seater with table	9	Good Quality as approved by NHSRCL
	(v) File Cabinets for work stations	14	Godrej make approved by NHSRCL
	(vi) File Cup boards	28	Godrej make as approved by NHSRCL.
	d. Working Stations		
	(i) Executive Chair	75	Godrej Interio ultima Super (Mid back).
	(ii) Table for Working Stations	75	As per requirement and approval of NHSRCL
	(iii) Visitor's Chair	15	Godrej Interio ultima Super (Mid back).
	(iv) File cabinets for work stations	75	Godrej make as approved by NHSRCL
	e. Common file Cupboards	75	Compactors Godrej make tile optimizers as approved by NHSRCL.
	f. Sofa set for visitors in lobby Two 3 seaters Sofa + centre tables + Side tables	1	Good Quality as approved by NHSRCL
	g. Chairs for peons etc.	8	Godrej model No 1007 multipurpose chairs.
	h. Reception Table	1	Godrej make First impression.
	i. Furniture for Pantry.	About 40 seating (10 round/square tables and 40 chairs)	Godrej make (Chair - Shell and table as approved by NHSRCL).
7	Air-conditioning System	Office Area as approved by NHSRCL	AC system should be of good quality and having smooth functioning (less noise). The installation and maintenance of AC

SN	Items	No.	Remarks
			System will be responsibility of the owner. Air conditioning should be such that temperature of 23-25°C is maintained throughout the year. Office Area should be properly ventilated.
8	Cabling for Networking System up to chambers and working stations etc.	To be available to all users	Cabling for networking to be done by the owner. The operational cost of the networking will be borne by the tenant.
9	Lifts	Lift services should be provided from the ground floor to the leased floor	Lifts should be of good quality and good make. The installation and maintenance of Lift System will be responsibility of the owner.
10	Power Backup	Entire leasing premises including lifts.	Power backup should be of good quality. The installation and maintenance of power back up System will be responsibility of the owner.
11	Rest Rooms	At least two units	Each unit should consist of Separate Male and female units. Handicapped facility should be available in one of the units. For Restrooms - Male Per Unit - 2 Wash Basins - 3 Urinals - 2 Toilets (one Indian and one Western - water jet cleaning facility in case of western) For Restrooms - Female Per Unit - 1 Wash Basin - 1 Toilets
12	Parking Facility	Exclusive parking for 10 four wheelers + 20 two wheelers	During occasional visits of any delegations, additional space for 4 cars.
13	Ceiling Height	Preferably Above 10	For ambience of conference rooms.

SN	Items	No. feet.	Remarks
14	Curtains/blinds	As per requirement	Should be new and of good quality as approved by NHSRCL
15	Water Supply and Sewerage system	As per requirement	The responsibility of installation, operation and maintenance lies with the owner and continuous availability of water to be maintained.
16	Painting	As per requirement	Should be of good quality as approved by NHSRCL
17	Working Light and Illumination of all areas	As per Requirement	- do -
18	Noise and Vibration	As per Requirement	Premise should be free from noise and vibration. If any, sufficient measure to be taken by lessor to control within acceptable limits.
19	Flooring	As per Requirement	-
20	Maintenance of Furniture	As per Requirement	-
21	Maintenance of all Electrical Appliances and Consumables	As per Requirement	-
22	Appointment of Staff - day to day maintenance and supervision	1 no.	-
23	24*7 - Security of Premise	As per Requirement	-
24	Electrical Cabling and Power Plug Points	As per Requirement	At each work station, Chambers, Conference Rooms, Pantry and, etc. in sufficient quantity and as per requirement and as approved by NHSRCL
25	External Cleaning of Surrounding Areas	As per Requirement	-
26	Facility for Disposal of all types of Office Wastes daily	As per Requirement	To be arranged by lessor preferably in the morning time
27	Any other maintenance charges for the common space in & around the building	-	To be borne by lessor

D. Provision by NHSRCL (Lessee): The computers, printers, projectors, screen and audio system in conference room, internal telecommunication system will be provided by NHSRCL. Daily Internal cleaning (built-up area only) will be responsibility of NHSRCL.



E. Modus-operandi :-The firm finally selected for providing leased office space should provide a detailed proposed plan within 14 days of the issue of acceptance letter indicating following details:

1. Proposed plan of the office development including various chambers, working stations, conference rooms, reception, lobby, passages, toilets, networking room etc. including proposed furniture etc.
2. Plan should also include Proposed Air-conditioning system, networking system, power backup and details of exclusive parking area .
3. Office Development Plan must be made in consultation with NHSRCL as this office space will also be shared by its Supervision Consultant. Supervision Consultant's requirement have been already added in the above mentioned requirement.
4. Once the plan is approved by NHSRCL, the firm should complete the work within 75 to 90 after receipt of LOA (Letter of Acceptance) and handover the office space completed in all respect to NHSRCL.



Technical Bid (Packet -1)

A. Following documents should be submitted along with Technical Bid:

1. Form of Tender (duly filled, signed, stamped and witnessed)
2. Signed and Stamped copy of Whole Tender Documents in Original
3. EMD (Rs.50,000.00) in the form of Bank Draft/ Bankers Cheque in favour of "National High Speed Rail Corporation Limited" payable in New Delhi.
4. Documents in support of ownership of building / Land and construction thereon.
5. Copy of PAN No. of original owner of premises.
6. Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
7. Certificate of authorized signatory from CEO, if the owner is a firm, Society etc.
8. An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there is no pending payments against the same.
9. No Objection Certificate/clearance certificate from all relevant Central/State Government and Municipal authorities, including Fire Department, for commercial/institutional/office / dual use of the property.
10. Copies of approved plan of the accommodation offered.
11. Attested/self-certified copy of completion certificate issued by the competent authority.
12. Proof / certificate from the authorized registered architect certifying the built up area of the space offered for hiring.
13. Updated copies of all Municipal/other applicable tax receipts.
14. General maintenance of the building like painting, replacement of sanitary fittings, tiling/flooring, miscellaneous wood work, repairs to doors and windows, maintenance of electrical/electronic equipment shall be done by the lessor, periodically or as & when required, at his own cost.
15. Tenderer to submit the information as per following table for easy understanding of property by NHSRCL:

1.	Name of Person / Party holding Title to the Property:	
2.	Nationality of the Owner	
3.	Full Postal Address of Property with PIN code :	
4.	Contact Details	
5.	Name :	
6.	Mobile No:	
7.	Total Carpet Area in Sq. feet (Floor wise)	
8.	Essential Documents Furnished (please tick mark the	



	correct option)	
9.	PLEASE INDICATE:	
(I)	Copy of Title Deed of the proposed property	
(II)	Copy of building plan :	
	(I) Whether it is an Independent Building for exclusive use of office of NHSRCL	
	(II) General Amenities / Toilets available on each floor :	
	(III) Parking Space for Cars /two wheelers	
	(IV) Number and Area Of Cabins / Rooms/work stations	
	(V) No & Size of Conference hall/Meeting rooms	
	(VI) Any Temporary Structure Built up with area of each such Structure	
	(VII) Proposed furnishings (Chairs, tables, curtains, etc.), networking facilities/wiring	
	(VIII) Whether proposed building is physically vacant / ready to occupy	
	(IX) Whether all Govt. dues, (property) Taxes Electricity, Telephone, Water Bills are Paid up as on date of Application with (documentary proof should be furnished).	
	(X) Water Storage Tanks fitted on the roof. If yes, Water storage capacity (In Litres).	
	(XI)Source of water	
	(XII) Details of furnishings as per requirement	
	(XIII) Details of Electrical backup system.	
	(XIV)Provision of Electrical lifts	
	(XV) Details of pantry/canteen area as per requirement	
	(XVI) Photographs of the property	
	(XVII) Other Information which the Indenting Party wishes to furnish	
10	Tentative Office Development Plan - considering all requirements given in tender document	

16. EMD of bidders whose technical/financial bid is rejected, will be refunded after evaluation of technical bids. EMD of successful bidder, will be returned / refunded after handing over of completed office to NHSRCL as per tender documents.
17. After opening of the technical Bids, physical inspection of the premises offered by the bidders will be carried out to verify whether the offer complies with the technical specifications or otherwise.
18. If any bidder's technical bid found not substantially complying the technical requirement given in the tender document, then the tenderer will be disqualified by technical committee and their financial bid will not be opened. In this regard, NHSRCL's decision will be final and cannot be challenged.



19. **Deviation** – Any major deviation from requirements/conditions given in the tender documents will lead to dis-qualification of technical/financial bid (the whole bid). Any minor deviation can be accepted however definition of minor or major deviation as per requirement will lie with NHSRCL. Bidders to take note of this.
20. All the details and documents mentioned in the tender documents must be submitted. Tender offers having incomplete details/documents are liable to be rejected. However, the NHSRCL may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The NHSRCL may also call for any additional details/documents from the bidder, if required. The bidder before submitting the tender offer should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the tender offer invalid.
21. If any bidder's technical bid found not substantially complying the requirement given in the tender document, then the tenderer will be disqualified by technical committee and their financial bid will not be opened. In this regard, NHSRCL's decision will be final and cannot be challenged.



Financial Bid (Packet -2)

Item No.	Item	Rate in INR (per sq. feet of built up area per month)
1	Providing Office Space to NHSRCL for Six years with all terms and conditions mentioned in the tender document.	

GST shall not be included in the rate and same will be paid extra or reimbursed after submission of documentary proofs.

NOTE:

1. Furniture, furnishings & services as detailed in tender documents should be provided & maintained by the successful tenderer at their own cost & no extra payment shall be paid on this account.
2. Quoted rate above will be fixed for initially 3 years after handing over of office to NHSRCL and no escalation will be paid in this period. After successful completion of 3 years, 5% escalation per year shall be paid.
3. Applicable TDS as per prevalent tax provisions will be deducted from the payments.



**END OF THE
DOCUMENT**

