

**Notice Inviting Tender for
HIRING OF OFFICE SPACE 8000 sq. ft. (\pm 20%) FOR RECPDCL
FOR A PERIOD OF FIVE YEARS**

Office space should be within 08-15 kms. (Road distance) from SCOPE complex, 7, Lodhi Road, New Delhi. The property should be located in a single building only

No. RECPDCL/AGM/HR/Tender /2014/1679 Dated. 17/12/2014

By



REC Power Distribution Company Limited

(A wholly owned subsidiary of REC, a 'Navratna CPSE' under the Ministry of Power, Govt. of India)

Corporate office

1016-1023, Devika Tower, Nehru
Place, New Delhi-110019
Telefax: 011-44128768
Website- www.recpdcl.in

Description of task, qualification required, Tender submission format and procedure is available on RECPDCL website (www.recpdcl.in), REC website (www.recindia.com), Central Publication Portal (www.eprocure.gov.in).

Important Dates for Tender	
Date of Release of NIT	18 .12.2014
Last date for seeking queries/clarification if any seeking	26 .12.2014 up-to 10:30 hrs.
Pre bid meeting	26 .12.2014 at 11:00 hrs.
Last date of submission of Tender	05 .01.2015 up-to 15:00 hrs.
Date of Opening of Technical bid	05 .01.2015 at 16:00 hrs.
Date of site visit	will be intimated later
Date of opening of Price bid	will be intimated later

- Addl. Chief Executive Officer-

[This document is meant for the exclusive purpose of consultant against this tender and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]



REC Power Distribution Company Limited

(A wholly owned subsidiary of REC, a 'Navratna CPSE' under the Ministry of Power, Govt. of India)

Tender No. RECPDCL/AGM/HR/tender /2014/ 1679

Dated.17/12/2014

REC Power Distribution Company Limited, hereinafter referred as "REC PDCL" or "REC Power Distribution Company Limited" is a wholly owned subsidiary of Rural Electrification Corporation Limited (A 'Navratana' Company and Government of India Enterprise) has been in operation for the last six years and carrying out third party inspection of works executed under RGGVY 10th Plan & 11th Plan Projects and also carrying out an independent quality and quantity inspection of distribution network executed under various Power utilities.

REC Power Distribution Company Limited (hereinafter called "RECPDCL"), invites property owners/Brokers to participate in the Tender for Hiring of **office space fully furnished** on lease rent complete with fully air-conditioning and full power back up measuring approximate **area of 8,000 Sq. ft. (± 20%)** to accommodate at least 80 to 100 employees including other infrastructure such as board room, conference room, store room, pantry, toilets, reception space etc. with description provided herein **for a period of 05 years**. Office space should be within 08-15 kms. (Road distance) from SCOPE complex, 7, Lodhi Road, New Delhi. The property should be located in a single building only.

Details bid documents which include detailing the requirement of office space terms and conditions of contract, various bid formats, etc. can be downloaded from official website of REC Power Distribution Company Limited: www.recpdcl.in or official website of REC: www.recindia.com. or Central Publication Portal: www.eprocure.gov.in. Any amendment(s)/corrigendum/clarifications with respect to this Bid document shall be uploaded on RECPDCL / REC websites only. The applicants should regularly follow up for any amendment / corrigendum / clarification on the website.

Addl. Chief Executive Officer

NIT No. RECPDCL/AGM/HR/tender /2014/1679

Dated.17/12/2014

Sub.: Tender inviting offers for 'Lease of Office Space for RECPDCL office for a period of five years'.

IMPORTANT INSTRUCTIONS:

Sealed Bids (in two parts) are invited on behalf of REC Power Distribution Company Limited (RECPDCL) for hiring of office space as per terms and conditions contained herein:

1. A Pre-Bid meeting for required clarifications of the tender conditions shall be held on **26.12.2014 at 11:00 A.M.** at RECPDCL Corporate office, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019.
2. Tenders shall be received up to **14.30 Hrs. on 05.01.2015** and Part-I bid will be opened at **15.00 Hrs. on 05.01.2015**. RECPDCL takes no responsibility for delay, loss or non-receipt of tender documents sent by post.
3. Tenders received without Original authorization letter of owner if the bid is submitted by a Broker; shall be summarily rejected.
4. RECPDCL reserves the right to accept/reject any or all the tenders without assigning any reasons whatsoever.
5. Tender should be submitted to the address given below:

**Addl. Chief Executive Officer,
1016-1023, 10th Floor, Devika Towers,
Nehru Place, New Delhi-110019**

**Phone: 011-44128764; Fax: 011-44128768
Email-recpdcl@rediffmail.com**

6. No brokerage shall be paid by RECPDCL.
7. For any pre-bid queries, the prospective Bidders may contact the following Officials:

Chief Financial Officer,
Ph. No.(O): 011-44128766

Asst. Manager (Tech)
Ph. No.(O): 011-44128760

8. The short listing of successful Bidder in technical evaluations shall be done by a Tender committee based on the Site visit/presentation etc.
9. **Decision of tender committee shall be final and binding. No further correspondence in this regards shall be entertained by the company.**

2. **SCOPE OF SERVICES**

- 2.1 The scope of services is to provide **fully furnished office space** on rent in the building within the maximum road distance of 10-15 kms from the SCOPE Complex, Lodhi Road, New Delhi having **area** of approximately 8,000 Sq. ft. ($\pm 20\%$) **to RECPDCL** spread over a maximum of **Two consecutive floors** within one building to accommodate about 80 to 100 employees along with centralized air conditioning and full power backup and providing basic amenities necessarily include but not be limited to the details mentioned in **Table-A**.
- 2.2 The internal housekeeping and security services of the space hired shall be in the scope of RECPDCL.
- 2.3 Telephone, Internet connections (expects of wiring in the premises) shall be in the scope of RECPDCL.

Note: Offered office space is be furnished and/or modified as per requirement of RECPDCL, such entire scope shall be carried by the Bidder to the satisfaction of RECPDCL at his own cost only.

Table-A

Sr. No.	Description	Nos.
1	Reception with Visitors Lounge with full furnishing for 10 officials	01
2	Chambers for CEO, with attached toilet/reserved toilet along with premium table, one executive premium chair, back rack, centre and corner table, five seater sofa set and at least 4 premium visitors chairs, 40 inch TV etc. and at least one bookshelf.	01
3	Chambers having an area of 500 sq. ft. for Addl. CEO, with attached toilet/reserved toilet along with premium table, one executive premium chair, back rack, center and corner table, 2+1 seater sofa set and 4 visitors chairs and one cupboard.	01
4	Chambers having an area of 250 sq. ft. each for Senior Officers (CTO & CFO) with Seating & Desking with visitor sitting space and furniture consisting of main table/table top, one Premium executive chair, rack under the table, 2 seater sofa set & 4 visitors chairs and one cupboard	02
5	Chambers having an area of 100 sq. ft. for Senior Officers (AM & Sr. Officer) with Seating & Desking and furniture consisting of main table/table top, one executive chair, rack under the table, 2 visitors chairs and one cupboard.	10
7	Main Conference Room/Board Room with Projector, Screen, LED TV of 42 inch as larger , Wall mounted writing Board, U-Shaped or Oval Shaped Table with premium Executive Chairs, accommodating at least 30 persons of total capacity in two rows on each side.	01
8	Mini-Meeting Rooms/ Doctor Room to seat 10 persons with Round Table, 10 Conference Chairs, wall mounted writing board, having an area of 100 sq.ft	01

9	Work station having an area of 50 sq. ft. each of shoulder height with Seating & Desking with visitor sitting space and furniture consisting of main table/table top, one executive chair, rack under the table.	60
10	Exclusive Toilet – Gents & Ladies separate each having an area of 100 sq.ft at least (2- male and 1- female)	03
11	Record Room with steel almirah with track mounted	01
12	Store Room for Stationery, housekeeping items	01
13	Server Room/ space for photocopier/ FAX machine etc.	01
14	Pantry with necessary platform, cupboard etc. to the satisfaction of RECPDCL.	01

3. GENERAL CONDITIONS:

- a) **For offers of two consecutive floors, Offices located in the basement or any combination thereof will not be considered.**
- b) Must provide minimum reserved parking space for 8-10 cars and 20-30 two-wheelers as per specified norms of parking within the premises of the property. However this is tentative requirement.
- c) Must provide energy efficient lighting system with centralized control to the satisfaction of RECPDCL. Any modification as may be required by RECPDCL shall be carried out by the Bidder at its own cost.
- d) Must provide 100% Central Air Conditioning, Heating, & Ventilation System and power back-up.
- e) Must provide window Venetian Blinds/sun film on window/glass glazing to the satisfaction of RECPDCL.
- f) Must provide pantry room with necessary platform, cupboard etc. to the satisfaction of RECPDCL.
- g) Must provide one toilet with urinals each for gents and ladies separately on each floor of the building.
- h) The walls shall be finished with POP/wall paneling/decorated and pleasant ceiling to the satisfaction of RECPDCL.
- i) Must provide sufficient no. of water coolers for drinking water for approximately 100 persons. These water coolers shall have connection with RO systems.
- j) Must provide service water system along with sufficient water for wash basins, housekeeping, other cleaning purposes etc.
- k) Must provide sufficient number of lifts in the offered building as per norms.
- l) All Building services such as Air Conditioning, Lifts, 100% Power Backup, Plumbing & sewerage system shall be fully operational at the time of possession by RECPDCL and be maintained for full term of the lease to the satisfaction of RECPDCL.
- m) All other civil works not specifically mentioned herein but required to make the system complete to the satisfaction of RECPDCL need be carried out by the Bidder at its own cost only.
- n) RECPDCL shall not pay any of maintenance charge and cost of repair modification, alterations, further furnishing etc. in whatsoever manner except of the agreed lease rent. **However the electricity charges, telephone & internet charges shall be born by the company on actual basis.**

3.1 Electrical fitting & fixture:

- a) Providing concealed wiring for power supply. At least 3 power supply points with decorative receptacle (5 + 15 amp) at all locations to the satisfaction of RECPDCL.
- b) Providing wall mounted fans in cabins, rooms and other air-conditioned areas to the satisfaction of RECPDCL.
- c) Providing proper earthing & lightning protection for the total building.
- d) All other electrical works not specifically mentioned herein but required is to be provided to make the system complete to the satisfaction of RECPDCL be provided by the Bidder at its own cost.
- e) Providing 1+1 LAN connection using Cat-6 Cable up to the respective rooms, cabins, cubicles and workstations and other related facilities to the satisfaction of RECPDCL.

3.2 Maintenance Services:

The Scope includes providing following services for 12 hrs. basis (8 AM to 8 PM) from Monday to Saturday: Providing infrastructure, operation and maintenance services for air-conditioning, Power back-up, Service water system, RO water system, Electrical supply system including equipment's and fittings, Sanitary & Plumbing, all Civil related services, all wooden and furnishing related problems, Firefighting system, water cooler, etc. All the materials / consumables / spares required for maintaining the above services shall be in the scope of the Bidder.

3.2 Special Terms and Conditions:

- a) The successful Bidder shall be required to execute the Lease Agreement with **RECPDCL within 10 days of Letter of Intent (LOI)** in the format as may be provided by RECPDCL. The Lease Agreement shall be initially for a period of five years extendable on mutually agreed terms and conditions.
- b) Cost of Stamp Duty and other administrative arrangements and expenses e.g. registration charges of Lease Agreement shall be borne by the Bidder.
- c) In case the successful Bidder is awarded the Letter of Intent [LOI] by RECPDCL, the Bidder shall handover the office space in a **ready to move-in condition within 30 days from the date of issuing LOI.**
- d) Building/space offered must be free from all encumbrances, claims and legal disputes etc. Bidder also undertakes to indemnify RECPDCL against any legal dispute or encumbrance.
- e) Documentary proof of ownership of Building, payment of all Taxes, Duties, Dues, Telephone, Water, Electricity charges etc. must be submitted along with offer document.
- f) **No brokerage, agency charges, service charges will be paid by RECPDCL.** All correspondence will be made directly with the registered owner(s)/ any agency authorized by the registered owner(s) of the property only as may be deemed necessary by the RECPDCL.
- g) Required clearances 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.
- h) A draft plan should be submitted accommodating all requirements.

- i) **The lease period is 5 years and lock-in period is 3 years.** During the lock-in period of 3 years, RECPDCL alone can give notice for vacating office space after giving notice of 3 months; however, owner of the office area cannot give notice to RECPDCL to vacate the premises upto a period of three years. After the lock-in period of 3 years, either party can give notice to vacate the office area after giving notice of three months in writing.
- j) **Security Deposit equal to one month rent will be paid by RECPDCL to the successful Bidder** which will be adjusted from the rent of last months of the lease period or of the notice period as the case may be.
- k) The Lease Rent shall be paid in advance latest by 10th working months of the lease period or of the notice period as the case may be day of the respective month against satisfactory services and submission of bills. **However, the annual escalation for second and subsequent years shall be allowed @5% over first year's rent on compounding basis.**
- l) **The rate for hired space should be quoted on the basis of "Per Sq. ft. area offered on rent to RECPDCL" including all levies and taxes, i.e. land, water, sewage, property & commercial tax, maintenance charges and Service Tax etc.** The rates shall also include complete Scope of Service, Bill of Quantity as indicated in **Table-A**. No other additional charges whatsoever would be paid. However the rent invoice should show the applicable service tax separately.
- m) The TDS as may be necessary by the prevalent law shall be deducted from monthly rental bills. All taxes applicable on rent shall be borne by the Bidder.
- n) Insurance of all the properties, equipment, furnishings and fitting owned by the Bidder and let out to RECPDCL shall be arranged and born by the Bidder.
- o) RECPDCL shall pay the monthly electricity bill to the Electricity Provider (viz. SEB/ concerned DISCOM etc.) for the same. If Owner provides sub meter from its main source then RECPDCL will pay charges to him based on rates charged by concerned DISCOMs.
- p) Cost of deployment of outside security for building by Lessor. Maintenance of premises to be made by owner.
- q) The building should be located on main road with easy access. It should be fit and approved for office use.
- r) There should be provision for 24 hours electricity supply with 100% power back up round the clock.
- s) The building should have adequate security cover to protect the Government property.
- t) The successful Bidder shall be required to make necessary arrangements for modular furnishings including tables and chairs as per sitting plan approved by RECPDCL.
- u) The owner shall arrange for new paint, polish etc., make good the walls, ceiling, flooring, paneling, doors, windows etc. of the premises and its furnishing and fittings etc. before occupation by RECPDCL and thereafter, once in two years during lease period or extended lease period, at his own cost to the satisfaction of RECPDCL.
- v) All major repairs such as leakage in Building and water pipes, cracks, other defects and electrical defects shall be attended up by the owner at his own cost to the satisfaction of RECPDCL upon such defects being notified by RECPDCL.
- w) All the maintenance related complaints shall be attended on priority but not later than 4 hours, to the satisfaction of RECPDCL.
- x) CEO - RECPDCL will be the final authority for the operationalization of this lease contract and his decision in this regard including for any dispute shall be final and binding.
- y) RECPDCL reserves the right to accept or reject any or all the bids without assigning any reasons whatsoever and no claim whatsoever in this regard shall be entertained by the

company. Further, RECPDCL will also not be responsible for any loss whatsoever sustained by the Bidder in this regard. Further, RECPDCL will be right to award the LOI to the other than lowest as it may deem fit at its sole discretion.

4. **EVALUATION METHODOLOGY**

- a) In the technical evaluation, the preference shall be given to the premises within the range of 8-10 KMs (Road distance) from the SCOPE Complex, Lodhi Road, New Delhi.
- b) Further, the technical evaluation shall be based on the space, furnishing and amenities offered, floor layout, ambience aspects of the property such as approach road, nature of activities being carried out in the surrounding area, hygiene in the neighborhood etc. and willingness to make necessary modifications/ further furnishing as may be required by RECPDCL which can only be judged with the site visit and presentation meetings. Thus properties with unacceptable amenities/ambience are liable to be rejected.
- c) It may be noted that the Second Envelope containing the Detailed Price Offer will be opened only for those Property owners / dealers whose technical proposals is short listed by the Tender Committee as per their technical evaluation. **The decision of Tender Committee shall be final and binding and no further correspondence in this regards shall be entertained by the Company.**
- d) CEO - RECPDCL will be the final authority for the operationalization of this lease contract and his decision in this regard including for any dispute shall be final and binding.

5. **INSTRUCTIONS TO BIDDERS FOR FILLING & SUBMISSION OF BID**

- a) The Bid shall be submitted in two sealed envelopes as under:
- b) **First envelope** should contain the **Technical Bid in the format enclosed at Annexure-I, Original authorization letter** of the Owner if the bid is submitted by a Broker, **Layout Plan of the offered office space, documents in support of qualifying requirements and Deviation Statement etc.**, and
- c) **Second envelope** should contain **Price Bid in the format enclosed at Annexure-II.**
- d) The name of the services, NIT number, the due date and the contents of the envelope should be clearly indicated on the envelopes.
- e) All the bid papers should be duly signed and stamped on each page by the authorized signatory of the Bidder along with technical bid papers. The technical bid shall be submitted in the form as per **Annexure-I.**
- f) The rates should be quoted both in words and in figures, in the "**Price Bid**" in the form of **Annexure-II** enclosed. If, there will be a discrepancy between words and figures, the amount indicated in words will prevail.
- g) The offer shall be valid for a period of **120 days** from the last date of bid submission.
- h) All the deviations to the terms and conditions to the NIT shall be clearly brought out in the enclosed deviation statement.
- i) **A Bidder can submit multiple offers for fully furnished office space, however each such offer need to be submitted as an independent bid duly supported with the required document and required submissions separately.**

Further, the Bidder need to submit the following documents as part of the Technical bid in Second envelope:

- a) Attested copies of Allotment Letter of the Property establishing the proof of ownership issued by the appropriate authority as applicable. The offered space must be free for lease and should not be in the prohibited zone.
- b) Original authorization letter of owner if the bid is submitted by a Broker.
- c) Floor Plan/drawing demonstrating the total carpet area offered with details of all facilities in **Table-A**.
- d) PAN No. of the property owner.
- e) The Bidder has to submit the occupancy certificate/ completion certificate/ functional certificate as per the Building Regulation of Delhi Development Authority or appropriate authority of the Government.
- f) Letter of Undertaking (Annexure-II).
- g) 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 on the letter head of the Bidder.
- h) The Bidder has to indicate the following areas offered for rent separately for Office fully furnished OR unfurnished office space as the case may be:
 - a. Carpet area offered for the offered office space in Sqft.
 - b. Super area as registered in Property Registry for the offered office space in..... Sqft.

Annexure-I

Technical Bid form (Part-I)

Sl. No.	Description	Bidder to fill in the details
1	Complete Address of the Property	
2	Anticipated date of readiness / handing over of office space	
3	Floor No. of the Property offered	
4	Property Area in Sq. Ft. (As per Registry)	
5	Total carpet area	
6	Road distance of the proposed office space from SCOPE complex, Delhi	
7	Road distance of the proposed office space from the nearest metro station	
8	Immediate approach road to the office building (2 lane or 4 lane)	
9	Draft plan accommodating requirement given in Annexure-2 (to be attached separately)	
10	Name of the Property Owner with Address	
11	Parking Area : Four wheeler / Two Wheeler	
12	Whether Electric Fixtures and LAN Wiring is installed	
13	Quantum of Power backup for the proposed area	
14	Air-conditioning – Central or Split with details	
15	Flooring (Vitrified / Wooden / Carpet etc.)	
16	Provision for Toilets exclusively for the proposed area	
17	Whether adequate Fire Fighting Equipment have been installed in the building / proposed area	
18	Canteen service in the premises (Y/N) If yes then (Own/ Out Source)	
19	Can the canteen facility was avail by RECPDCL	
20	Documentary proof of ownership of office space (payment of taxes, water bill, electricity charges, telephone bill must be submitted)	

Annexure - II

PRICE BID (Part-II)

(To be used for Bids for fully furnished Office Space for RECPDCL)

Tender No. Date:

1. Bidder's name & Address:
2. Owner of Properties name & Address:
2. Carpet area offered for rent by the Bidder: Sqft.
3. Rental charges:

Sl. No.	Description	Unit (Per Month)	Rate inclusive of all taxes/ and service tax)	
			In Figures	In Words
1	Rental charges for the hired space including Maintenance Charges etc.	Rs. Per sq. ft. area offered on lease rent to RECPDCL (As per Registry)		

Date:

Place:

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

NOTE:

1. Our above price quote is valid for 120 Days from the date of Bid Submission.
2. The above price quote is inclusive of all taxes and levies, land, water, sewage, property & commercial tax, maintenance charges and Service Tax etc. as applicable on the date of Price Bid opening.
3. The monthly rent for a period of first year shall be as per rates quoted under Sl. No. '1' above. The annual escalation for second and subsequent years shall be @5% over first year's rent on compounding basis.
4. I/We have noted that the electricity charges shall be paid by RECPDCL based on the actual consumption of electricity and therefore, the electricity charges are not required to be quoted here.
5. I/We further noted that RECPDCL shall not pay any brokerage amount for facilitating the requirement / finalization of office space.

- 6. I/we have read and examined the tender documents for hiring of office space by RECPDCL issued under reference no----- Dtd----- . Copy of tender documents duly signed on each page are attached herewith.
- 7. I/We hereby submit our Bid and undertake to keep our Bid valid for a period of hundred and twenty (120) days from the date of Bid submission. 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 enter into the contract after the award is made by RECPDCL to the Bidder
- 8. I/We hereby undertake to obtain and submit the clearances and rent permission from the appropriate authorities as may be necessary for letting out our premises to RECPDCL before execution of lease agreement and offer the space to be occupied by the RECPDCL with in the stipulated time period.
- 9. This offers is in consideration of RECPDCL agreeing to open my/our Bid, consider and evaluate the same for the purposes of award of services in terms of Bid documents.
- 10. I/We have read all the Terms and Conditions of the tender documents and confirm that the all Terms and Conditions are acceptable to us.
- 11. Should this Bid be accepted by RECPDCL, I/We also agree to abide by and fulfill and comply with all the terms, conditions and provisions of the above mentioned tender documents.
- 12. I/We also represent that the Building/ Office space offered by us is free from all encumbrances, claims and disputes etc. and also undertakes to indemnify RECPDCL for the loss whatsoever against any dispute, claim or encumbrances.

Date:

Place:

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