

**NOTICE INVITING TENDER FOR HIRING OFFICE SPACE ON RENT BASIS IN
PRIVATE /PUBLIC COMMERCIAL BUILDINGS FOR SETTING UP THE OFFICE OF THE
PRESS INFORMATION BUREAU GOA**

The Office Press Information Bureau (PIB), Ministry of Information and Broadcasting, Government of India, invites sealed tenders from owners/ landlords of private/public commercial buildings having office space at Panaji city, centrally located. This office requires suitable space in a commercial building measuring at least 2440 square feet (approximately) carpet area, for setting up the office of Press Information Bureau (hereinafter termed as PIB Goa)

Tender Document for hiring of office space

The Tender consists of three parts:

Part A – Terms and conditions

Part B – Technical Bid – (Annexure – I)

Part C – Financial Bid – (Annexure-II)

Both Part B & C should be sealed in separate envelopes and super scribed in bold letters:

- a. Technical bids for hiring of office space of PIB ,Goa
- b. Financial bid for hiring of office space for PIB ,Goa

Both these envelopes should be placed in a single sealed cover super scribed “**Tender for hiring of Office Space for PIB, Goa**”.

The offer in sealed cover comprising technical bid and financial bid (each in separate sealed cover super scribed as "Technical bid for hiring of office space for PIB Goa, " and "Financial bid for hiring of office space for PIB Goa complete in all respect may be submitted latest by 21.01.2019 up to 11.00 am.

Tenders (Technical bid only) will be opened on 21.01.2019 at 3.30 pm at PIB, Goa in the presence of bidders/ representative of the bidders, present, if any. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall only be opened.

Part A: Terms and Conditions

1. The terms and conditions shall form part of tender to be submitted by the bidder to the Press Information Bureau, Goa, hereinafter termed as PIB, Goa.
2. All bidders are requested to submit the tender documents (Technical and Financial bids) duly filled in with relevant information supported by relevant documents to the following address:

**The Addl Director General
Press Information Bureau,
Government of India,
2nd Floor, Daulat Bldg,
St. Inez, Panaji- Goa 403 001**

3. All columns in the tender document should be duly filled in and no column should be left blank. 'NIL' or 'Not Applicable' should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his authorized power of attorney holder. Any cutting, over writing, use of white ink etc. should be duly signed by the bidder. PIB, Goa, reserves the right to reject incomplete tender or in case information submitted is found to be incorrect.
4. In case space in the tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
5. Tender documents received by PIB, Goa after due date and time i.e. 11 am on 21.01.2019 and tenders which are incomplete shall be rejected outright. No correspondence in this regard shall be entertained.
6. The offer should remain valid for six months from the closing date of tender. During the validity period of the offer, the bidder should not withdraw/ modify the offer in terms of area and price and other terms and conditions quoted in the technical/ financial bids.
7. There should not be any deviation in the terms and conditions as has been stipulated in the tender document.
8. The tender will be accepted only from the original owner of the building or the person having valid Power of attorney or representative of the owner with duly signed letter of authority. The space offered should be free from all encumbrances/ claims and disputes/ any liabilities and litigations with respect to its ownership, lease/ renting and pending payments against the offered space.
9. Offers received from Government bodies and Public Sector Undertakings would be given preference if otherwise found suitable.
10. The building offered should be ready for immediate occupation.

11. There should be adequate electrical fixtures with provision for installations of independent meters/ sub-meters.
12. The location should be preferably in and around Patto, EDC Complex, or surrounding areas, or in Panaji city.
13. Premises should be adequately secured.
14. The space required is approximately **2440 sq. ft. carpet area** in a single lot for setting up of office. The bidder may quote rate separately for additional fixtures like shelves, racks, etc.
15. The space offered shall be an open hall approved for commercial/institutional use on a single floor, preferably the ground floor. In case, the space offered is on multiple floors, it should be on adjacent floors, one of the floors should preferably be the ground floor, with the provision for movement between the floors. The copy of necessary approvals for commercial/institutional use of the property must be submitted with the Technical Bid.
16. The monthly rent quoted should include all taxes such as GST, charges and assessment as applicable at the time of commencement of lease and nothing beyond the quoted rent shall be paid by the Bureau.
17. The rent will be revised after the expiry of five years from the commencement of the lease period, provided that such revision shall not exceed eight (08) percent per annum of the rent payable at the time of such revision.
18. The essential building services such as lifts, power supply, water sewerage system, telephone connectivity, air conditioning etc. should be fully functional. The particulars of amenities provided/ proposed to be provided inside the proposed space should be clearly furnished in the technical bid. The space should have all required electrical fixtures such as switches, power points, fans, lights, exhaust fans, etc.
19. There should be provision for 24 hrs. Running water supply for both drinking and utility facilities and enough arrangements for public utilities (toilets, etc.) for men and women separately.
20. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered shall be safe, strong, stable and should have a durable remaining life of more than 30 years.
21. The technical bid is required to be submitted along with certified copies of relevant documents like approved drawings and building completion certificate from the concerned authorities,
 - a. Copy of land deed.
 - b. Municipal receipts.
 - c. Occupation certificate,
 - d. Floor Space Index
 - e. Approved plan of the building,
 - f. Copy of ownership of the building,

- g. Copy of power of attorney and
- h. No Objection Certificate from the fire department for use of the office premises.
- i. The land rate of the location duly issued from the sub-registrar office.
- j. Encumbrance certificate

Technical bids received without these documents are liable to rejection without any reference to the party whatsoever.

22. PIB, Goa, reserves the right to verify/ inspect the building before finalization of the tender and reject it out right if the building is not according to the specification required by the PIB, [Goa](#)

23. All existing and future rates, taxes, insurance fee including public liability insurance, property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the Landlord/ Owner.

24. Maintenance and hygiene of the premises to be made (external or common areas like toilets, corridors, parking space etc.) by the owner.

25. PIB, Goa may, during the lease period/ extended lease period carry out such alterations to the existing building such as partitions, office fixtures and fittings as may be easily removable.

26. During the currency of the lease agreement, the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the Bureau with any party affecting the Bureau's right of occupation and any of the terms of the lease without the written consent of the Bureau.

27. The Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of the Bureau. The registration charges, stamp duty for registration of lease deed etc. must be borne by the owner /landlord.

28. The Bureau shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving six months' notice in writing. The owner/landlord shall not claim /be entitled to any compensation or rent for the unexpired period of lease. The right to terminate the lease before the expiry of the lease period shall vest only with the Bureau.

29. The major maintenance works (civil, electrical and plumbing) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges will be paid for the same.

30. The building should be in ready to use condition.

31. The building should be friendly to Persons with Disabilities

32. Shortlisted bidders will be informed for arranging site inspection of the offered premises.

33. Possession of the accommodation will be handed over to PIB, Goa, within 30 days from the award of the order and rent shall be payable from the date of possession.

34. Rates should be quoted in Indian Rupees only.

35. Canvassing in any form will automatically disqualify the offer. No brokerage will be paid

36. All disputes would lie within the Jurisdiction of Panaji only. PIB, Goa reserves the right to reject all or any tender without assigning any reasons thereof.

37. **Earnest Money Deposit:** The bidder will be required to furnish earnest money of Rs.100000/- (One Lakh) in the form of Demand Draft in favour of AO, PIB, Mumbai (payable at Mumbai). The EMD of the unsuccessful bidders will be refundable within one and half month of finalization of tender, issuing and acceptance of the offer. In case of the order is not awarded or the tender is rejected, the EMD shall be refunded within two months of the opening of Financial Bids. No interest would be payable on the amount of EMD. Without the EMD the tender shall be out rightly rejected. EMD should be submitted with Technical Bid. The EMD will be forfeited in case the Bidder asks for modification in his/their bids or does not accept the Contract after being awarded the same.

Procedure for submission of tender:

i. Both the bids (Technical and Financial) duly signed by the owner or his authorized signatories should be sealed in two separate envelopes as described below:-

a. **Envelope – 1** Containing **Technical Bid and Annexure –I** duly completed in all respects along with all relevant documents and Demand Draft towards EMD.

b. **Envelope – II** Containing the **Financial Bid as prescribed in Annexure-II** showing rates, financial terms and conditions, etc.

ii. Both the envelope should be super scribed in bold letters with the statement **‘TECHNICAL BID FOR OFFICE SPACE FOR PIB GOA’** and **‘FINANCIAL BID FOR OFFICE SPACE FOR PIB, GOA’** respectively.

ii. The above mentioned two envelopes should be sealed in a single cover and addressed to the Additional Director General, Press Information Bureau, Government of India, 2nd Floor, Daulat Bldg., St. Inez, Panaji-Goa 403001 super scribed as **‘TENDER FOR HIRING OF OFFICE SPACE FOR PIB, GOA’** and must reach on or before the closing time and date indicated at the beginning of this document.

38. The Technical Bid should be accompanied by the copy of this tender document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidder’s acceptance of terms and conditions of the tender.

39. For any pre bid queries, submission queries, the prospective bidders may contact the Deputy Director PIB, Goa, in person or on telephone No.0832-2226929

40. Queries if any, raised by the PIB, Goa, subsequent to the opening of the Technical Bid should be answered by the bidder within the prescribed date. In case no reply is received from the bidders, the bid shall be rejected.

41. Procedure for the opening of tender :

- i. While opening the tender, the envelope containing the technical bid and EMD 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 only the technically qualified bidders will be opened.
- ii. Committee appointed by the Competent Authority, may visit the space offered by the bidders **to ascertain the suitability of the space**. The bidders would be treated to have been qualified for the opening of their financial bids after evaluation of the technical bids submitted and the satisfactory report from the Committee after visiting the space.
- iii. The date, time and place of the opening of the Financial Bids would be informed to the bidders whose technical bids are found acceptable.

42. Bid Evaluation

- i. The bid evaluation will be two stage process i.e. 'Technical' and 'Financial'. First stage will be technical evaluation that shall be done on the basis of information asked in Annexure –I. The bidders that are technically qualified (First stage) shall be considered for financial evaluation i.e. Stage-II in accordance of Annexure-II.
- ii. The bids would be evaluated based on the basis of the criteria like distance from Panaji Bus Stand, suitability of space for setting up of Media Conference Room, availability of power back-up and rates quoted for rental of carpet area of the space.
- iii. The reasonability of rent shall be assessed by Central Public Works Department (CPWD). Finalisation of rent for the space offered shall be subject to certification by CPWD / hiring committee constituted for the same and final approval by Government of India.
- iv. The successful bidder should accept the reasonable rent assessed by the CPWD.

43. Payments

- i. Payments shall be made by the PIB, Mumbai against pre-receipted bills as per the Lease Deed to be executed between PIB, Goa and the owner or his/ her authorized representative.
- ii. Payment of rent will be made on monthly basis after the completion of month in favour of the Owner after deduction of TDS as applicable from time to time.

44. Terms of the Lease

- i. The period of Lease should be minimum five years with provision for extension of the lease on mutually agreed terms.
- ii. The lease can be terminated by either party by giving notice of not less than six months.

45. Arbitration

All disputes in connection with the execution of the contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and Rules framed thereunder and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at Panaji only.

46. Miscellaneous

- i. The offer should be valid up to six months after closing date of tender.
- ii. PIB, Goa shall be under no obligation to accept the lowest quotation.
- iii. Non-fulfilment of any of the above terms shall result in rejection of the bid.
- iv. PIBGoa reserves the right to reject all or any tender without assigning any reasons thereof.

- **Part B : Technical Bid**

Annexure-I

TENDER DOCUMENT – HIRING OF OFFICE SPACE FOR PIB- (Goa)
TECHNICAL BID

Sl	Particulars	Documents to be submitted
1	Full particulars of the legal owner of the premises a. Name : b. Address : c. Telephone and Mobile No. d. E-mail ID e. PAN & TAN No/ GST No.	Copies of PAN and TAN/GST registration
2	Full particulars (with complete contact details e.g. postal address, phone/ mobile number 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 space 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 space offered b. Whether commercial or dual use (residential-cum-commercial) c. Radial distance (approx.) from Panaji Bus Stand	Relevant certificates from Municipality/ Corporation of the City of Panaji any other authority for commercial or dual use. If applicable, Corporation of the City of Panaji clearance certificate for use of commercial purpose.
5	Total area offered for rent in Sq. Ft.	Certified sketch
6	Particulars of building completion certificate	Attested/ self-attested copy of building completion certificate issued by

		competent authority
7	Whether space offered for rent is free from litigation including disputes in regard to ownership pending taxes/ dues or like	Enclose copy of Affidavit from owner or Power of Attorney holder
8	Types of space a. Whether there are any conditions for carrying out partitioning as per requirement of PIB. b. Whether modification in internal plan permitted in case of constructed space	Please provide answer to each point
9	a. Whether electrical installation and fitting, power plugs, switches, etc. Are provided or not. b. Whether provisions for fans/ exhaust fans provided or not.	Please provide answer to each point
10	a. Electricity load sanctioned b. Whether Parking space provided	Please provide answer to each point
11	Details of power backup facility	
12	Details of water connection/ public utilities	
13	Details of Security facility	
14	Details of Fire Safety facility	Copy of Fire Department Certificate
15	Whether the premises is ready for occupation	
16	a. Specify the period for which the space is being offered for rent (minimum five years) with provision of extension. b. Whether owner of the building is agreeable to keep the monthly rent fixed to remain valid for initial lease period of five years.	Undertaking from the owner/ authorized person to be submitted
17	Various Tax receipts	Property, municipality tax, etc.
18	The space offered should be free from any liability and litigation with respect to its ownership, lease/ renting and there should be no pending payments against the same.	A self-attested undertaking indicating the same along with certificate in this regard by the competent authority
19	Clearance / No Objection Certificate from all relevant State/ Central Government and Municipal authorities including Fire Department for use as office premises conforming to the municipality Rules/ Bye-laws	Copies of all clearances/ No Objection Certificates from all relevant State Central Government and Municipal authorities Copies of approved plan of the office space being offered.

		Documents in support of ownership/ building/ land and construction
20	Any other salient aspect of the space, which the party may like to mention	

Declaration

- i. I/We have read and understood the detailed terms and conditions applicable to the subject and supplied with the bid documents and agree to abide by the same in totality.
- ii. It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/ our knowledge and belief and in the event of any of the same being found to be false, I/ We shall be liable to such consequences/ lawful action as PIB, Goa may wish to take.

Dated: Signature _____

Name: _____

Designation: _____

Seal: _____

Date:

• Part C: Financial Bid

Annexure –II

TENDER DOCUMENT – HIRING OF OFFICE SPACE FOR PIB-Goa
FINANCIAL BID

Sl	Particulars	
1	Full particulars of the legal owner of the premises: a. Name : b. Address : c. Telephone & Mobile No. d. E-mail ID e. PAN & TAN No.	
2	Total Area offered in Sq. Ft.	
3	Complete details of building viz. postal address of the location.	
4	Rent in Rs. Per month per Sq. Ft. (During the initial lease period of five years)	
5	Maintenance Charges (If chargeable)	
6	Electro mechanical charges (If chargeable)	
7	Electricity for common area (If chargeable)	
8	Any other charges (Please specify)	
9	Total (4 to 8 above)	
10	GST (inclusive of Swatch Bharat Cess etc.)	
11	Total amount per Sq. Ft per month	a) In Figures _____ b) In words
12	Percentage of rent revision proposed - (after five years)	

Note: Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes, etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

Date:

Signature of the Legal Owner/ Power of Attorney Holder
Name:
Designation:
Seal: