

पत्र सूचना कार्यालय/Press Information Bureau  
भारत सरकार/Government of India  
तिरुवनंतपुरम/Thiruvananthapuram

\*\*\*

Dated: 17.04.2018

NOTICE INVITING TENDER FOR HIRING OFFICE SPACE ON RENT BASIS IN  
PRIVATE COMMERCIAL BUILDINGS FOR SETTING UP THE OFFICE OF  
REGIONAL OUTREACH BUREAU, THIRUVANANTHAPURAM

The Office of Deputy Director, Press Information Bureau (PIB), Ministry of Information and Broadcasting, Government of India, invites sealed tenders from owners/ landlords of private commercial buildings having office space at Thiruvananthapuram city. This office requires suitable space in a commercial building measuring at least 7500 square feet (approximately) carpet area, for setting up the office of Regional Outreach Bureau (ROB), Ministry of Information and Broadcasting as well as Press Information Bureau, Thiruvananthapuram.

2. Offers are invited individually and/or jointly from legal owners of commercial buildings for hiring the space on rent basis as mentioned above. The premises should be ready for immediate occupation. Interested parties with clear title alone should apply. The rental agreement shall be executed initially for a period of five years by the legal owner of the building and the Additional Director General, Regional Outreach Bureau & Press Information Bureau, Thiruvananthapuram.

3. Interested persons are advised to obtain the Tender document containing the detailed terms and conditions along with the pro forma for Technical bid and Financial Bid from the office of **Deputy Director, Press Information Bureau, Uppalam Road, URR-66, Vanchiyoor P.O., Thiruvananthapuram - 695001.** The quotation should be neatly typed. Overwriting, alterations etc in the bid



should be avoided. Technical and Financial bids must be separately enveloped. Both envelopes should be enclosed in larger envelope duly sealed and superscribing "Offer of commercial space for setting up the office of Regional Outreach Bureau, Thiruvananthapuram". An Earnest Money Deposit (EMD) of Rs 200,000 (Two Lakhs only) must be submitted in the form of Demand Draft/Cheque/Bank Guarantee.

4. The complete tender documents should reach the office of Deputy Director, Press Information Bureau, Uppalam Road, URR-66, Vanchiyoor P.O., Thiruvananthapuram - 695001 latest by **5 PM on 02.05.2018** by speed post/courier or directly. The tenders so received shall be opened on 03.05.2018 at 11 am in the office of Additional Director General, Press Information Bureau, Ministry of Information and Broadcasting, Thiruvananthapuram.

5. Additional Director General, Regional Outreach Bureau & Press Information Bureau, reserves the right to accept or reject any or all the offers without assigning any reason thereof.



17.4.2018

सूरज मोन आर./Sooraj Mon R

उप निदेशक (मी एवं सं)/Deputy Director (M&C)

Encl:

1. Instructions to Bidders (Annexure A)
2. Terms and conditions (Annexure B)
3. Pro forma for Technical bid (Annexure C)
4. Pro forma for Financial bid (Annexure D)
5. Pro forma for Bank Guarantee (Annexure E)

**Annexure -A****INSTRUCTIONS TO BIDDERS**

1. The bidder has to sign on all the papers of the bid given by Press Information Bureau.
2. Technical and Financial bids must be separately enveloped
3. Any deviation/ additional information/annexure has to be submitted in Technical bid.
4. The price bid/financial bid shall contain the pro forma given in **Annexure -D** only and shall not contain any other information/document and shall be in sealed envelope.
5. Interested bidders may visit the office of Press Information Bureau during office hours for any clarifications before submission of bid.
6. The bidder has to meet the Bid Evaluation Criteria for qualification purpose (BEC)
7. Bids received after **5 PM on 02.05.2018** shall not be entertained



**Annexure B****TERMS AND CONDITIONS:**

1. Offers are invited directly from owners/landlords in the specified pro forma only and no brokerage shall be paid to anyone. Canvassing in any form will disqualify the owner/landlord.
2. Technical bid containing notice inviting offer, terms and conditions and details of the offer shall form part of the tender to be submitted by the owner of the premises (referred to as owner /landlord /lesser) to Press Information Bureau.
3. The space offered should be within the limits of Thiruvananthapuram Corporation area.
4. 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 and 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.
5. If the accommodation offered is on a multi-storey building, functioning lift facility should be available.
6. There should be sufficient parking space for at least five cars and ten two wheelers.
7. The building should be complete and ready for immediate occupation for office purposes.
8. The office premises should be legally free from all encumbrances and should have a wide approach road. It should be well connected by public transport system.
9. The essential building services such as lifts, power supply, sewerage system, telephone connectivity, air conditioning etc should be fully functional.



10. 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.

11. All internal and external walls should be painted using good quality paint.

12. The building should have provisions for 24 hours of uninterrupted electricity. A separate electric meter (commercial) should be installed exclusively for the use of Regional Outreach Bureau, Ministry of Information and Broadcasting, Thiruvananthapuram (hereinafter referred to as the Bureau).

13. The building should have adequate space for installation of Generator, UPS, split Ac units etc.

14. The building should have provisions for 24 hours running water supply for both drinking and utility needs.

15. The building should have complied with the provisions of fire safety measures as mandated by the Department of Fire and Rescue Services, Government of Kerala.

16. The bureau shall have the right to install satellite dishes, communication towers and other communication equipments etc. as deemed necessary for facilitating electronic communication. It shall have the right to make temporary alterations such as partitions, office fittings etc to suit the requirement of the office. It shall also have the right to install power generating/ amplifying devices including but not restricted to power transformers, Power Generators etc. as well as Air conditioners. The bureau shall also have the right to install sign boards, Bureau's boarding /publicity materials etc.

17. 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.



18. The responsibility for payment of all kind of taxes such as property tax, corporation tax etc rests with the owner /bidder. The latest copies all tax receipts must be submitted along with the bid.
19. 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.
20. Possession of the office space/building should be handed over to Regional Outreach Bureau, Ministry of Information and Broadcasting, Thiruvananthapuram by the owner of the premises within 30 days from the award of the order and rent shall be payable from the date of possession.
21. 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.
22. 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 two months notice in writing. The owner / landlord shall not claim /be entitled for 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.
23. The validity of the offer of accommodation/bids should be at least three months from the date of submission of bids.
24. The Bureau reserves the right to accept or reject any or all the offers without assigning any reason thereof.

### **Earnest Money Deposit (EMD)**

1. The Earnest Money Deposit (EMD) for an amount of Rs. 2.0 Lakhs (Rupees Two Lakhs Only) shall be submitted by the bidder in the form of crossed Bank Demand Draft/Banker's Cheque drawn on any Nationalized/Scheduled bank in favour of Press Information Bureau,



payable at Thiruvananthapuram. Alternatively, Earnest Money deposit may also be submitted through Bank Guarantee from any Indian Scheduled Commercial Bank. In case Bank Guarantee is submitted, the pro forma as given in Annexure D may be used.

2. Validity of EMD if submitted through Bank Guarantee shall be for 5 months beyond the bid due date.
3. EMD of unsuccessful bidders shall be returned after placement of order to the successful bidder. EMD of the successful bidder shall be returned after possession of hired office space by Regional Outreach Bureau, Thiruvananthapuram.

**Procedure for Bid Evaluation:**

1. A committee constituted by Additional Director General, Press Information Bureau & Regional Outreach Bureau, shall carry out the evaluation of bids. Bids shall be evaluated on the basis of Bid Evaluation Criteria (BEC) such as location of the premises, availability of office space in ground floor, availability of parking space, accessibility of the building from important nodal points in the city, suitability of the building for office, rates quoted for rental of the carpet area, validity and authenticity of supporting documents etc. among others.
2. 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.
3. After the screening of Technical bids, short-listed landlords will be informed by the Bureau for arranging site-inspection of the offered premises. In places where Completion/Occupation certificate are not issued by the local authorities, the Bureau may consider such offer only if it otherwise fulfills all other terms and conditions and is identified as suitable Technical Bid.
4. The opening of financial bids shall be done at a later date. The financial bids of only those bidders, whose technical bids have qualified, will be opened.

The short-listed bidders will be notified about the date and timing of opening of financial bids to enable them to be present during the opening of financial bids.

**Payments:**

1. Payment towards monthly rent shall be made by Regional Outreach Bureau, Ministry of Information and Broadcasting, Thiruvananthapuram, and Press Information Bureau, Thiruvananthapuram as both organizations would be sharing the office space. Payment would be against pre-receipted bills as per the rental agreement to be executed between Additional DG, PIB and ROB Thiruvananthapuram, Ministry of Information and Broadcasting and the owner of the building
2. Payment will be made on monthly basis through bank transfer, on submission of bank account details by the owner/landlord.

**Arbitration & Penalty:**

1. All disputes in connection with the execution of the contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under shall be applicable to such proceedings. The arbitration proceedings shall take place in Kerala only.
2. All instances of penalty shall be as per the decision made by the Arbitrator to such effect.





**Annexure C****PROFORMA FOR TECHNICAL BID: DETAILS OF OFFER FOR LEASE**

(To be submitted in a separate sealed envelope super-scribed 'Technical Bid')

1	Date of Advertisement	:
2	<b>Details of owner / landlord</b>	
2.1	Name	:
2.2	Address	:
2.3	Telephone / Mobile No.	:
2.4	Fax No. Qf any)	:
2.5	E-mail address	:
2.6	Name of contact Person & Phone No.	:
3	<b>Details of the Property</b>	
3.1	Address and locality in which the Property is situated	:
3.2	Enclose a copy of Floor plan of the premises offered	:
3.3	Usage of property as approved by Local Authorities (Strike out whichever is not applicable)	: Residential / Commercial / Residential & Commercial / Shopping Centre / Shop cum Office
3.4	Type of structure (Strike out whichever is not applicable)	: Load Bearing structure / RCC Framed structure
3.5	Number of floors in the building and the floors on which the premises offered.	: ..... Floors in the building.
3.6	Floor wise rentable area (inner to inner dimension of the external walls i.e. the usable floor area at any floor level and includes all internal partitions, walls columns, door jams, balconies, bathrooms, lavatories kitchen, Pantry and excludes external walls,	: i) Basement ..... Sq. ft. ii) Ground floor ..... Sq. ft. iii) First floor ..... Sq. ft. iv) Second floor ..... Sq. ft. v) Third floor .....

	balconies, portico / canopy, external staircase, loft, sanitary shafts, lift well, space below the window will, box louver, A.C. shaft, etc.) of the premises offered.	Sq. ft.
3.7	Whether the building plan approved by the local authorities or not and enclosed the copy of the same.	:
3.8	Whether the construction of the building / premises offered completed or not. If under construction, state the time period required for its completion.	: Completed in ..... / under construction and will be ready on .....
3.9	If building premises offered is completed, confirm that the construction is done as per approved building plan and if not state the deviations from the approved plan	: Completed as per approved plan / Completed with deviations are as under: .....
3.10	Whether the premises is ready for occupation and Completion / Occupation certificate obtained from the concerned authorities. If yes, enclose a copy of the same and if not, state the present status and time period required for obtaining of the same.	: Ready for occupation and Completion and Occupation certificate already obtained / ..... ..... Completion and Occupation certificate will be obtained within ..... Days.
<b>4</b>	<b>Amenities / facilities provided</b>	
4.1	Whether Municipal water supply available or not. If not state the other source of water supply.	: Yes / No Other sources .....
4.2	Whether sanitary facilities (Toilets / Bath rooms / WC) available within the premises offered.	: Yes / No ..... Toilets / Bathrooms /WC
4.3	Whether separate 3 phase electric power supply available or not. If available state the sanctioned power load.	: Yes / No ..... KVA

4.4	Whether exclusive parking space is available for Bureau's staff and customers or not. If yes, indicate approximate area of exclusive parking space offered.	: Yes / No
4.5	Whether the premises offered is centrally air conditioned or not.	: Yes / No
4.6	Whether lift facility available or not.	: Yes / No
4.7	Stand by Generator arrangement, if any.	: Yes / No
4.8	Fire fighting arrangement, if any.	: Yes / No
4.9	Security arrangement, if any.	: Yes / No
4.10	Please mention if any other facility is provided.	: ..... .....
<b>5</b>	<b>Lease terms &amp; Loan</b>	
5.1	Lease period offered (generally for 15 years)	: ..... Years
5.2	Period initial lease (generally 5 years)	: ..... Years
5.3	Number of renewal option	: ..... Options

Place:

Date:

Signature of owner/Landlord

**Annexure D****PROFORMA FOR FINANCIAL BID: OFFER FOR LEASING OF PREMISES**

(To be submitted in a separate sealed envelope super-scribed 'Financial Bid')

With reference to your advertisement in the newspaper/ s \_\_\_\_\_ dated \_\_\_\_\_, I/We hereby offer the premises owned by me/us for housing your office on lease basis as per terms and conditions and other details furnished in the technical bid. The general information of the premises offered to Regional Outreach Bureau, Thiruvananthapuram on lease and the rent per Sq. ft. of rentable area is as under:

1	Name of the owner / Land lord/s	
2	Location of the premises : i. Plot no./ Name of the Building ii. Name of the street / Locality	
3	RENTABLE FLOOR AREA of the premises offered	..... Sq. ft. in Basement ..... Sq. ft. on Ground floor ..... Sq. ft. on First floor ..... Sq. ft. on Second floor
4	Monthly RENT per sq. ft or LUMPSUM ( on rentable area basis inclusive of all taxes as applicable)	Rs..... Per sq. ft. Per month for Basement Rs..... Per sq. ft. Per month for Ground Floor Rs..... Per sq. ft. Per month for First Floor Rs..... Per sq. ft. Per month for Second Floor

		Or Lumpsum Rs. ..... Per month
5	Increase in rent at the time of exercising renewal options within the lease period	..... %
6	Service charges per month for additional facilities like exclusive lift, stand by generator set, Air Conditioning, electrical fixtures, if any	
7	Parking space offered within the monthly rent in column 4	..... sq. ft.
8	Particulars of exclusive parking space offered at additional rent if any	Rs. .... per sq. ft. per month for ..... Sq. ft. exclusive parking area
9	Other charges, Rental Deposit, if any	

Place:

Date:

Signature of owner / Landlord

This guarantee shall be irrevocable and shall remain valid upto \_\_\_\_\_  
[this date should be 2 months beyond the validity of bid]. If any further extension of  
this guarantee is required, the same shall be extended to such required period on  
receiving instructions from M/s. \_\_\_\_\_  
whose behalf this guarantee is issued.

In witness whereof the Bank, through its authorized officer, has set its hand and  
stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 2018 at \_\_\_\_\_

WITNESS:

Signature:

Name & Address:

Signature:

Name of the Bank Official:

Designation with Bank Stamp:

Official address:

Attorney as per Power of Attorney No:

Date:

**INSTRUCTIONS FOR FURNISHING BID-GUARANTEE /BANK GUARANTEE**

1. The Bank Guarantee by bidders should be submitted on non-judicial stamp paper as per stamp duty applicable. The non-judicial stamp paper should be in the name of the issuing bank.
2. The expiry date as mentioned in bid document should be arrived at by adding 2 months to the date of expiry of the bid validity unless otherwise specified in the Bid Documents.
3. Bidders must indicate the full postal address of the bank along with the bank's E-mail/ Fax/ from where the earnest money bond has been issued.