

REQUEST FOR PROPOSAL (RFP)

HIRING OF OFFICE SPACE ON A LEASE/RENT BASIS

AUGUST 2022

FOREIGN COOPERATION DEPARTMENT,
HARYANA

Important Information

S. No.	Event	Details
1.	Issue of RFP	05.08.2022
2.	Last date for receiving queries/requests for clarifications	26.09.2022 up to 17:00 Hours
4.	Last Date of Submission of RFP (Proposal Due Date)	25.10.2022 up to 17:00 Hours
5.	Opening of Proposal	To be intimated later
6.	Cost of RFP Document (refundable)	INR 25,000/- (inclusive of applicable taxes)
7.	Place of Proposal Submission	Haryana Civil Secretariat Room No. 28, 9th Floor Capitol Complex, Near Punjab Vidhan Sabha, Sector 1, Chandigarh, 160001

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1. ABOUT

Government of Haryana has established a **dedicated Foreign Cooperation Department (FCD)**, responsible for Haryana's foreign engagement, forging bilateral ties at the international level, and assisting the Haryanvi diaspora spread across the globe. The Department is actively **involved in formulating and executing strategies for boosting exports** from Haryana.

2. BACKGROUND

FCD, GoH is **currently looking for an office premise within 4 kms of Haryana Civil Secretariat, Chandigarh** measuring a minimum of 5,000 sq ft net carpet area (excluding covered/underground parking area, common facilities like lift, passage etc.) in one building approved for office space. The premise will be hired for an initial period of 5 years, which may be renewed from time to time, if required by FCD and with mutual consent only.

3. ELIGIBILITY CRITERIA

S.No	Criteria
1.	The minimum net carpet area of the premise shall be 5,000 sq. ft.
2.	The tenderer shall have the permission from the competent authority for commercial use of the premise being offered to FCD, GoH
3.	The tenderer should have exclusive ownership rights of the premise and shall enclose proof of ownership of the same
4.	The construction of the premise shall be as per the map/plan approved by the competent authority. The tenderer shall also enclose copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc. indicating dimensions of the space offered.
5.	Should be located near to other State Government Offices such as Haryana Civil Secretariat, Sector 1, Chandigarh 160019
6.	Should have reserved parking facility for 5 cars & 10 two wheelers. Alternatively, the tenderer shall provide the

S.No	Criteria
	aforesaid parking space in adjacent to the premise. Such parking area should be exclusively owned by the tenderer. Note. Parking shall be provided by the tenderer without any extra cost
7.	Should have the provision of lift
8.	One certified copy of each of the following to be submitted:- <ul style="list-style-type: none"> ▪ Title document ▪ Copy of payment towards municipality taxes, completion certificate and other latest clearance of the development authority/local body if obtained in connection to the related Premise ▪ Permission for commercial use of Premise

Note: The tenderer should ensure that they fulfil the pre-qualification eligibility criteria before submitting the tender along with all the relevant details / information along with the tender.

4. SUBMISSION PROCEDURES

The **Proposal** should be enclosed in envelopes as per the following:

- a. Sealed Envelope A: containing hard copy of the Technical Proposal. The envelope should clearly provide the contents inside the envelope and should be superscribed as "Technical Proposal: Hiring of office space on lease/rent basis". Technical Proposal should be submitted as per Part 1 - Annexure - II.
- b. Sealed Envelope B: containing only hard copy of the financial proposal. The envelope should clearly provide the contents of the envelope and should be superscribed as "Financial Proposal: Hiring of office space on lease/rent basis". Financial Proposal should be submitted as per Part 2: Annexure – III.
- c. All the above-mentioned sealed envelopes (i.e., Envelope A and B) should be enclosed in another envelope 'C' stating the contents of the envelope. Response to this Request for Proposals as per Annexures I) and Annexure IV is required to be submitted on or before 17:00 hrs. on 25.10.2022.
- d. The envelope should also indicate the name and address of the tenderer to enable the proposal to be returned unopened in case it is declared "late".

- e. FCD, GoH will verify whether the proposal is in order as per the RFP requirement. Thereafter, the proposal shall be reviewed against the Eligibility Criteria as specified in the Section-3: “ELIGIBILITY CRITERIA”. Only those tenderers who meet the eligibility criteria this shall be considered for detailed technical evaluation.
- f. The proposal has to be submitted in the form of a printed document.
- g. The proposal submitted by any other means and beyond the stipulated timeline assigned for proposal submission shall not be entertained
- h. Any condition put forth by the tenderer non-conforming to the proposal requirements shall strictly not be entertained and such proposal shall be rejected.
- i. Incomplete proposal forms are liable to be rejected. No further correspondence will be entertained from rejected tenderer(s).
- j. The proposal should be signed by the authorized signatory confirming that all the details furnished in the proposal are true and correct to the best of his/her knowledge and that in case any false information or suppression of any material information is furnished, the proposal shall be liable for rejection by FCD, GOH.
- k. Financial bids will be opened only for those tenderers who qualify the technical evaluation criteria.
- l. Envelopes should be properly sealed and addressed to:
Haryana Civil Secretariat
Room No. 28, 9th Floor
Capitol Complex, Near Punjab Vidhan Sabha,
Sector 1, Chandigarh, 160001

5. OPENING & EVALUATION CRITERIA

A. OPENING

- a. Proposals may be opened by FCD, GOH at any time after the submission deadline. All proposals satisfying the requirements of this RFP will be evaluated to establish which of the tenderer’s best fulfills the needs of FCD, GOH.
- b. FCD, GOH anticipates entering into an agreement with the selected tenderer & execute the same.

- c. This RFP does not commit FCD, GOH to award a grant or to pay any costs incurred in the preparation of a proposal for the goods and/or services offered.
- d. FCD, GOH reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified tenderer(s) or to cancel this RFP, if it is in the best interests of FCD, GOH to do so. The decision of FCD, GOH shall be final and binding.

B. EVALUATION

- a. Scrutiny of Bids will be in 3 stages:-
 - **Stage 1**
 - Qualification as per Section 3 – Eligibility Criteria
 - **Stage 2**
 - Only Tenders who qualify as per Section 3: Eligibility Criteria will be shortlisted for Technical Evaluation, i.e., opening of Part I of their Tender
 - FCD, GoH will scrutinize and evaluate the technical proposal based on the documents submitted by the tenderer. Verification of the documents submitted and competency of the tenderer which may include onsite inspection of tenderer office/premise also.
 - At the end of the Technical Evaluation and the tenders who have received more than or equal to 70 Marks as per Section 6 : Scoring Matrix of this RFP.
 - **Stage 3**
 - Financial bid shall be opened for only those tenders, who are technically qualified as per Part I: Annexure - II of the tender and shall be invited to attend the bid opening of the financial proposals as per Part II of their tender.
 - The successful tenderer shall be considered on basis of the lowest monthly rent per sq.ft of the net carpet area quoted in the Part II: Financial Proposal.
- b. The decision of the FCD, GoH in this regard shall be final and no further correspondence in this regard will be entertained.

6. SCORING MATRIX

The scoring matrix for Technical Evaluation is as follows:

The various parameters, corresponding reference ranges, weightages and related scoring are as described below. Scoring of parameters is done on a scale of 1 (Lowest) to 10 (Highest). The total technical score will be a factor of the score obtained for a parameter and its corresponding weightage. The maximum technical score will be apportioned to a 100-mark scale

	Parameter	Reference Range	Weightage
Location Profile			30
1.	Proximity to Haryana Civil Secretariat, Sector 1, 1600001	<ul style="list-style-type: none"> ▪ Under 4 km – Score 10 ▪ Greater than 4 Km –Score 5 	20
2.	Access to Bus Stop	<ul style="list-style-type: none"> ▪ 0 m to 1 km – Score 10 ▪ 1 km to 2k m – Score 5 ▪ Over 2 km – Score 1 	5
3.	Nearby public parking (Pay & Park)	<ul style="list-style-type: none"> ▪ 0 m to 100 m – Score 10 ▪ 100 m to 500 m – Score 5 ▪ Over 500 m – Score 1 	5
Social Infrastructure			20
4.	Food & Beverage	<ul style="list-style-type: none"> ▪ Within 250m – Score 10 ▪ 250m to 500m – Score 5 ▪ Greater than 500m – Score 1 	8
5.	Residential Catchments	<ul style="list-style-type: none"> ▪ Upto 2 km – Score 10 ▪ 2 Km to 5 Km – Score 5 ▪ Greater than 5 Km – Score 1 	4
6.	Hospital	<ul style="list-style-type: none"> ▪ Upto 2 km – Score 10 ▪ 2 Km to 5 Km – Score 5 ▪ Greater than 5 Km – Score 1 	4
7.	Fire Station	<ul style="list-style-type: none"> ▪ Upto 2 km – Score 10 ▪ 2 Km to 5 Km – Score 5 ▪ Greater than 5 Km – Score 1 	4
Building Profile			50
8.	Age of the Building	<ul style="list-style-type: none"> ▪ Buildings that are less than 05 years old – Score 10 ▪ Buildings that are 05 to 10 years old – Score 7 ▪ Buildings that are 11 to 20 	15

		<ul style="list-style-type: none"> years old – Score 5 ▪ Others – Score 0 	
9.	Floor offered	<ul style="list-style-type: none"> ▪ Standalone Building/Contiguous unit on a single floor – Score 10 ▪ 2 units on consecutive floors – Score 5 ▪ Scattered units – Score 1 	15
10	Elevators	<ul style="list-style-type: none"> ▪ More than 4 elevators – Score 10 ▪ 2 to 4 elevators – Score 5 ▪ Less than 2 elevators – Score 1 	5
11	Parking	<ul style="list-style-type: none"> ▪ Parking for 20 four wheelers and 20 two wheelers- Score 10 ▪ Parking for 10 four-wheeler and 10 two wheelers- Score 5 ▪ Other- Score 1 	5
12	LEED & Sustainability	<ul style="list-style-type: none"> ▪ Platinum/Gold rated – Score 10 ▪ Silver rated – Score 5 ▪ Others – Score 1 	2
13	Building Security (Presence of common Security Guard)	<ul style="list-style-type: none"> ▪ Round the clock security for the Office 	2
14	Occupier Profile (Big occupants - Occupying more than 20,000 sq ft. built up area within the same building)	<ul style="list-style-type: none"> ▪ More than 5 big occupants – Score 10 ▪ 1 to 5 big occupants – Score 5 ▪ No big occupants – Score 1 	2
15	Natural Light	<ul style="list-style-type: none"> ▪ Ample Natural Light – Score 10 ▪ Moderate natural light – Score 5 ▪ Largely dark – Score 1 	2
16	Common Cafeteria	<ul style="list-style-type: none"> ▪ Available – Score 10 ▪ Not available – Score 1 	2

7. TERMS & CONDITIONS

- a. The premise should be conducive to the office working/environment & conveniently located within 4 kms of Haryana Civil Secretariat, Sector 1, Chandigarh in a suitable Commercial area. The premise should be with easy access and fit for office use. The net carpet area of the offered premise should be a minimum of 5,000 sq ft (excluding covered/underground parking area, common facilities like lift, passage, etc.) in a premise approved for office space. The premise will be hired for an initial period of 5 years, which may be renewed from time to time, if required by FCD and with mutual consent only. The premise/space offered must be vacant, free from all encumbrances, claims, liability, legal dispute etc. Proof of ownership of premise, payment of all taxes, duties, dues, telephone, water, electricity charges etc. must be submitted along with bid document.
- b. The offered premise should be as per the approved norms of competent authorities. The accommodation should be complete with water electricity/electric installations, telephone connectivity & sewerage arrangements which are to be in working condition at time of submission of the bid. The office space should have all required electrical fixtures such as switches, power points, plumbing, fans lights, etc. Completion certificate issued by the Competent authorities should be enclosed in the bid with quotation.
- c. The premise offered should be suitable for use as an office and preferably ready to be occupied with partitions, cupboards and furniture, toilets, lifts, complete centrally air-conditioning, etc. in place and in fully working condition.
- d. The installation, running and continued maintenance of lifts/escalators, HVAC (Heating, ventilation, and air conditioning) chillers / Diesel gensets / High Tension / Low Tension transformers and other such utilities/services with requisite manpower for operation shall be the responsibility of the owner/tenderer when provided by him. The tenderer should make sure that the Lifts, generator set, etc. and other such utilities/services work smoothly during the period of the contract and requisite AMCs (which includes spare parts etc. that may

be required to change for smooth running of equipments during the lease period) have been awarded to reputed vendors. Only routine replacement of electrical fittings like bulbs and tube lights will be done by FCD.

- e. The Premise should be suitable and the strength of the signals adequate for installation of Wi-Fi, Internet, Routers, Leased lines, CCTV, and other telecommunication facilities. The Tenderer should not have any objection for the technical setup of the office which includes servers, routers, networking cabling and other electrical installations.
- f. Addition & Alteration Works: During the period of tenancy, if the lessee desires to carry out any addition & alterations works at its own cost as per the requirement of the FCD, GoH, the lessee shall be permitted to erect partitions, etc. and remove them at the time of vacating. The tenderer will permit the same on the existing terms and conditions and obtain any permits required, from the local authority. The tenderer will also provide space for display of signboards without any extra cost.
- g. The Premise shall be insured by the tenderer against damage or loss by fire, lightning, earthquake shock, earthquake fire and cyclone, etc. during the contract period and all the requisite documents must be enclosed as a part of the proposal.
- h. However, if the bid is made for bare shell premise, the successful tenderer will have to undertake the required furnishing, furniture placement (as per Annexure V), partitioning of space with the provision of lighting, air conditioning, fire-fighting system, data/network/communication, and electrical work etc. as per the requirements / specifications given by FCD, at his own cost within one month of the date of agreement for the hiring of the office space. It is clarified that FCD will not incur any expenditure on these heads.
- i. The monthly rent will start as and when possession of the fully furnished/operational premise is taken over by FCD with all services in place and made operational. The rent shall be paid as per the lease agreement. Deduction of tax at source will be made as per applicable law.
- j. There should be provision of sufficient water for toilets, wash basins, housekeeping, other cleaning purposes, etc.
- k. The premise should have requisite fire safety, environmental

and security measures as per legal requirement. The premise should have Fire Clearance certificate, if applicable, by the Competent authority.

- l. The premise should be free from any hazards and surroundings which make it harmful for human occupation.
- m. The net carpet area should be in a single building and the floors offered for rent in a multistoried building should be contiguous.
- n. The premise should have uninterrupted power supply / back up for all essential services, working spaces and common area.
- o. The Premise should have free dedicated parking facilities as per applicable ECS (equivalent car space) norms. Earmarked parking exclusively for the tenderer, will be further desirable. The Premise having parking more than ECS will be given preference.
- p. The premise should have accessibility provisions as required under the "Rights of persons with Disability Act, 2016" for creating barrier free environment, including toilets, for persons with disabilities.
- q. Monthly rent should be quoted in Indian Rupees for the entire agreement/lease period of five years. Rent should be quoted in the format of Financial Bid. No advance rent is payable by FCD, GoH. Rent shall be payable from the date of possession and after completion of the required services.
- r. No Earnest Money or Security Deposit or Advance Rent will be given by FCD to the owner offering the premise.
- s. FCD, GoH shall pay charges towards usage of electric power, light and water used on the said premise during the lease period on actual consumptions basis. Meters are to be installed by owner, at his cost in working condition. For electricity supply through generator set/power back up, a separate meter should be installed.
- t. Rent charges shall be paid at the fixed rate in lump sum by the 10th of next month or as per the Lease Agreement entered into with the tenderer on the Terms & Conditions mutually agreed. No brokerage charges will be payable.
- u. The selected tenderer shall be required to execute a Lease Agreement with FCD, GoH in accordance with the law applicable. The Agreement shall be signed initially for a period

of five years extendable for further period as per the requirement of user & with mutual consent only.

- v. The FCD, GoH may, during the currency of the Lease period/extended lease period, carry out such alterations to the existing premise such as partitions, office fixtures and fittings as may as be easily removable to suit its requirements.
- w. FCD, GoH reserve the right to reject any offer or all the offers without specifying any reasons.
- x. The validity of the quotation should be 180 days from the date of opening of technical bids.
- y. A copy of this tender form duly signed by the premise owner must be attached with the technical bid. The tender will be acceptable only from the original owner of the premises or the persons having valid power of attorney.
- z. Following documents are to be submitted along with the Technical Bid:-
 - Signed and scanned copy of the proof of payment of EMD.
 - This Tender / offer Document (duly signed and stamped on each page) in token of acceptance of Terms & Conditions mentioned therein.
 - Letter of Proposal: Annexure "I"
 - Technical Bid in Part 1 - Annexure "II" (duly signed and stamped on each page).
 - Financial Bid in Part 2- Annexure III (duly signed and stamped on each page).
 - Cover Letter: Annexure – "IV"
 - Other documents as detailed in the Technical Bid duly signed and stamped on each page.
 - Signed and scanned copy of "Title Deed" showing the ownership of the premises with the tenderer.
 - Signed and scanned copy of an "Affidavit" from the owner(s)/Power of attorney holder that the premises offered are free from litigation/liability/pending dues and taxes.
 - Signed and scanned copy of the approved drawings from local development authority/municipal body for the premises.

- Signed and scanned copy of the "Layout Plan" of the premises with exact measurement of the net carpet area.
- aa. Any technical bid with misrepresentation of facts or incomplete details or without mandatory documents or any offer for an incomplete premise will be summarily rejected and their technical evaluation will not be done.
- bb. Tender applications/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected without doing their technical evaluation.
- cc. The tenderer should not indicate the rent details in the "Technical Bid".
- dd. Only those bids that fulfill the criteria of EMD (Earnest Money Deposit) and net carpet area offered for rent will be shortlisted for further processing.
- ee. After opening the Technical Bids and before opening of the Financial Bids, the Tender Evaluation Committee constituted by FCD, GoH will first screen the offers and shortlist the premise qualifying the norms, mentioned in the tender documents, for physical inspection. Physical inspection of the shortlisted premise covered by the tendered bids shall be carried out by the Evaluation Committee to verify whether the offer complies with the technical specifications or otherwise. A tender having incomplete details/documents or misrepresentation of facts is liable to be rejected. The Evaluation Committee may also call for any additional details/documents from the tenderer, if required. The tenderer, before submitting the tender, should satisfy himself about correctness and authenticity of the details and completeness of the documents submitted. Submission of wrong or incomplete details/documents would render the tender form invalid.
- ff. In case the technical bid is found acceptable, the selected tenderer will be required to furnish the original copy of the Title Deed of the Premise or original evidence for lodgment of deed with any FCD, GoH/financial institution along with proof of identity of the owner before the Financial Bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise. The Financial Bids of only those offers will be opened which are short listed after assessing the suitability of the accommodation, terms and conditions offered,

compliance to technical specifications, verification of their credentials and other parameters.

- gg. The stamp duty and registration charges in respect of the lease deed (if any) shall be paid /borne by the tenderer.
- hh. The premise offered should preferably be in ready to move condition and the owner of the premise will have to hand over the possession of premise within thirty days from the issues of LOI (Letter of Intent). In case of bare shell premise, the successful tenderer will have to undertake the required partitioning of space with requisite furniture, provision of lighting, air conditioning, firefighting system, data/network/communication, and electrical work etc. as per the requirement/specification given by FCD at his own cost within one month from the issue of LOI (Letter of Intent). It is clarified that FCD will not incur any expenditure on these heads.
- ii. The premise offered for rent should be fit for office use and must have the approval/ clearance from all concerned Central/State Government Departments/Local Authorities/Municipal Corporation/Fire Department etc. as may be necessary by the Local Authorities for using the premise as Govt. office and should be legally free from all encumbrances. It may be noted that all such documents/clearances/certificates etc. must be attached with the technical bids.
- jj. Finalization of rent based on location and quality of construction and age of the premise is subject to certification by PWD B&R, Haryana/Rent Negotiation Committee, and final approval/sanction by Government of Haryana as per rules framed in this regard.
- kk. The Tenderer should be ready to abide by the rules in this regard and submit the information desired by the concerned authorities. The lease deed including renewal deed will be executed on the prescribed Standard Lease Agreement approved by the Govt. of Haryana.
- ll. Shortlisted tenderer shall be required to sign a blank prescribed Standard Lease Agreement as a legal requirement in token of having accepted the terms & conditions thereof. In addition, a duly filled up prescribed proforma with all details/documents for fair rent assessment by PWD B&R, Haryana shall also be submitted by the shortlisted tenderer. This will however not confer any right

of financial claim to the tenderer, and it will not be an approval of FCD for hiring. The agreement shall be signed initially for a period of 5 (five) years extendable for further period as per requirement. The original copy of the lease document shall be retained by the tenderer.

- mm. Renewal of lease agreement, if required by FCD will also be subject to certification by PWD B&R, Haryana /Rent Negotiation Committee, and final approval / sanction by Government of Haryana as per rules framed in this regard.
- nn. Monthly rent should be quoted as per the financial bid as attached at Part 2- Annexure-III for the initial agreement period of 5 (five) years. Tenderers may note that no increase in rental charges will be allowed during the initial period of 5(five) years of the Agreement. If lease is extended beyond 5 (five) years, percentage increase in rent would be at a rate mutually agreed upon between the parties after evaluation of rate by the PWD B&R, Haryana and/or recommended by the Rent Negotiation Committee /approved by the Competent Authority and will not be more than the rate mentioned in the Standard Lease Agreement (SLA).
- oo. All the maintenance related to minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of FCD. If the tenderer fails to do so, Rs. 500/- per complaint shall be recoverable/deductible from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the tenderer besides recovery of compensation of Rs.500/- per minor complaint from the monthly rent.
- pp. Terms & conditions given in this tender document are sacrosanct and shall be considered as an integral part of this offer / tender.
- qq. FCD reserves the right to amend any or all terms and conditions, as it deems necessary, in accordance with the provision of rule 173(iii) of GFR 2017.
- rr. All disputes will be settled within the jurisdiction of the Head Quarters of the Director General & Secretary, FCD, GoH.
- ss. If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the agreement or regarding a question, including the

questions as to whether the termination of the contract agreement by one party hereto has been legitimate, both parties hereto shall endeavor to settle such dispute amicably.

- tt. Any dispute which is not resolved amicably within 30 days from the date of last written communication from either Party shall be referred to the Administrative Secretary, Government of Haryana, FCD, GoH who shall appoint an independent sole arbitrator in accordance with the provisions of the Arbitration and Conciliation Act, 1996 ("Arbitration Act"). The place of Arbitration shall be at Chandigarh only.
- uu. Notwithstanding any other Court or Courts having jurisdiction to decide the question(s) forming the subject matter of the reference, any/all actions and proceeding arising out of or relative to the CONTRACT shall lie only in the Principal Court of Competent Civil Jurisdiction at Panchkula only and no other court shall have the jurisdiction and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.
- vv. The assessment of reasonable rent will be done by the office of the PWD B&R, Haryana which is the Competent Authority to issue Rent Reasonableness Certificate (RRC), also called Fair Rent Certificate.
- ww. For clarifying issues and clearing doubts, if any, relating to the bid document, a pre bid conference would be held in the Conference Room of this FCD at Haryana Civil Secretariat Room No. 28, 9th Floor, Capitol Complex, Near Punjab Vidhan Sabha, Sector 1, Chandigarh, 160001 on XXXXXX at 3.00 pm. Any change in the schedule will be uploaded on the on the website of the FCD i.e., www.fcd.haryana.gov.in.

Annexure - I

Letter of Proposal
(On Tenderer's letter head)

Dated:

The Director General & Secretary
Foreign Cooperation Department,
Government of Haryana Room No. 29
Haryana Civil Secretariat
Capitol Complex, Near Punjab Vidhan Sabha,
Sector 1, Chandigarh, 160001

Sir,

Sub: Hiring of office space on lease/rent for Foreign Cooperation Department, Government of Haryana

1. This has reference to your tender notice for Hiring of office Space for Office Space for Foreign Cooperation Office, on Lease / Rental Basis.
2. We have examined the tender document and thoroughly understood its nature and terms & conditions.
3. I/We hereby offer the space for accommodating Office/premise of FCD, GoH at the rates mentioned in the financial bid and in accordance with various conditions laid down in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.
4. I/We agree that the Financial Bid is liable to be rejected if any of the quoted rates and percentage are found not to be in compliance with the respective statutory laws. I/We have gone through the terms and conditions and am agreeable to them. I/We are enclosing application along with required documents in the prescribed format as mentioned in tender document.
5. I/We have remitted ₹25,000/- (Rupees Twenty-five thousand Only) towards EMD through DD to Director General & Secretary, FCD GoH. No interest will be paid on EMD.

6. I/We agree that our tender remains valid for acceptance by Director General & Secretary, FCD, GoH for a period of 90 days from the date of opening of Part-I of the tender or till the date of finalization of tender, whichever is earlier.
7. I / We do hereby declare that there is no case with the Police / Court / Regulatory authorities against me / us. Also, I / We have neither been suspended / delisted / blacklisted by any organization for any reason nor any such proceedings are pending or contemplated. I / We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.
8. I / We certify that all the information furnished by me / us is true to the best of my/our knowledge. I have no objection to the FCD, GoH verifying any or all the information furnished in this document with the concerned authorities, if necessary.
9. I/We understand that Foreign Cooperation Department, Government of Haryana reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reason thereof.

Dated thisday of 2022

For and on behalf of

(Signature with seal)

Name-

Designation-

Place-

Date-

Address -

(Certified true copy of the Power of Attorney if applicable, of the above signatory should be attached).

Witnesses-

- (1) Signature
Name:
Address:

Date:

(2) Signature:

Name:

Address:

Date:

Part - 1

Annexure - II

**Technical Bid
Performa**

S.NO	PARTCULARS	DETAILS
1.	Full Particulars of the Legal Owner of the premise I) Name II) Address(es) III) Telephone Numbers IV) Business V) Residential VI) Tele Fax Number VII) E-mail Address	
2.	Full Particulars of person(s) offering the premise onrent/lease and submitting the tender I) Name II) Address(es) III)Telephone numbers IV)Residential V) Business/office VI) Fax number VII)E-mail address	
3.	Status of the applicant with regard to the accommodation offered for hiring (enclosed power ofattorney also if the applicant is other than owner)	
4.	Details of the building / office space offered	
5.	Location & address of the Premise offered	
6.	Total carpet area of the premise permanent structure, along with floor (if applicable)	

S.NO	PARTICULARS	DETAILS
7.	Net Carpet Area offered for rent excluding basement covered Parking) Note- Net Carpet Area means area of premise less toilets, passage, wall/columns, staircases, verandah, lobby, balcony, kitchen, portico, sanitary, shafts, lift arches, air-conditioned ducts, lofts etc.	
8.	Details of Open area (open parking space, inner roads, garden, etc.	
9.	No. of built-up rooms available in the premise offered	
10.	Covered parking area (garages, underground parking etc.), if any	
11.	Documentary proof in respect of ownership of Premise (attach relevant document)	
12.	Copy of the building plan, duly approved by the competent authority/Govt., as the case may be (for example Municipal Corporation etc. or other competent authority).	
13.	Is building having office use only or residential use only or having mix use, as per permissible laws by competent authority/civic body. Please specify and enclose copy of the relevant document.	
14.	Proof in support of payment of all taxes, duties, dues regarding payment of water, electricity charges etc.	
15.	Location map depicting distance (in Kms) of the offered Premise/building from Haryana Civil Secretariat	
16.	Distance of the Premise from Railway Station.	
17.	Distance of the Premise from Bus Station	
18.	Distance of the premise from Airport	
19.	Particulars of completion certificate, Year of construction, age of the premise etc.	

S.NO	PARTICULARS	DETAILS
	Enclose attested/ self-certified copy of completion certificate issued by Competent Authority.	
20.	Whether accommodation offered for rent is free from encumbrance, litigation including disputes in regard to ownership, pending taxes, due or like (Enclose copy of Affidavit from owner).	
21.	Numbers of functional toilets, floor-wise with details (separately for men & women) Number of water closets, Number of Lav. Basin.	
22.	a) Timing for which running water, both drinking and otherwise, available. Capacity of overhead water storage tank to be mentioned. b) Whether sanitary and water supply installations have been provided for?	
23.	Sanctioned Electricity load. Latest electricity bill to be enclosed Whether separate electricity meter has been provided. Power provision for A.C. installation.	
24.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate, if applicable. (Copy of Certificate to be enclosed).	
25.	The period and time when the said accommodation can be made available for occupation with requisite furnishings, furniture, etc. (after the approval).	
26.	Whether the premise has been properly constructed as per the approved plans of the competent authorities. Deviations / Disputes if any has to be mentioned in detail.	

S.NO	PARTICULARS	DETAILS
27.	Any other salient aspect of the premise which the party may like to mention.	
28.	Remarks, if any.	

Declaration: (i) I/We have read and understood the detailed terms and conditions of the Tender Document and agree to abide by the same in totality.

(ii) It is hereby declared that the particulars of the premise etc. as furnished against the individuals items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the Foreign Cooperation Department may wish to take.

SIGNATURE OF LEGAL OWNER
(NAME IN BLOCK LETTERS)
(DESIGNATION AND SEAL WHERE
APPLICABLE)

Part - II

Annexure-III

**Financial Bid
Performa**

(Date and
Reference)

To,

Director General & Secretary
Foreign Cooperation Dept.

Haryana Civil Secretariat
Room No. 28, 9th Floor
Capitol Complex, Near Punjab Vidhan Sabha,
Sector 1, Chandigarh,
160001

Submission of Proposal against your RFP dated.....

Our Financial Proposal as below:

- A. Name of the tenderer
- B. Address (with Tel. No. & Fax No. and E-mail id))
- C. PAN
- D. Name & Address of the tenderer (with Mobile Number)

Sr. No.	Details of the Premise	Net Carpet Area of the Premises Offered (Sq. ft.)	Rate per Sq. ft. of net carpet area (both in figures & words)	Amount in figures and words	GST
1.	2.	3.	4.	5.	6.

Note:-

1. **GST:** - The amount quoted should be inclusive of all types of taxes except GST. The GST as applicable from time to time as per Government notification shall be paid extra. The tenderers have to include all type of taxes / duties in the tender and no claim thereof will be entertained by FCD, GoH afterwards.
2. Note- Net Carpet Area means area of premise less toilets, passage, wall/columns, staircases, verandah, lobby, balcony, kitchen, portico, sanitary, shafts, lift arches, air-conditioned ducts, lofts etc. The rate should include cost for all furnishing (subject to actual requirement) as per the Annexure – V.
3. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted; failure to comply with either of these conditions will render the tender void at the FCD, GoH's option. No advice of any change in rate or of conditions after the opening of the tender will be entertained.
4. The rate shall be inclusive of basic rent, water tax and all statutory charges (i.e. all taxes, cess present and future- House tax, Premise tax, municipal taxes etc). Rates for the purpose of L1, L2, etc. will be calculated on per square feet net carpet area rate excluding GST.
5. The rent will be paid on the basis of net carpet area measurement and should include cost of all furniture and furnishings as per the indicative requirement of FCD, GoH in Annexure – V.
6. The offer should remain valid at least for a period of 03 (three) months to be reckoned from the date of opening of the "Technical Bid"

Place:-

Date:-

Signature of Vendor / Offerer

Signature and stamp of the owner / tenderer / authorized signatory with complete name, address, contact No.(s), including Mobile No.(s) (**also indicate the category in which signing, whether on his own behalf of as power of attorney signatory of the owner**)

Annexure - IV

To

The Director General &
Secretary Foreign Cooperation
Department
Haryana Civil Secretariat Room No. 28, 9th Floor Capitol Complex,
Near Punjab Vidhan Sabha,

Sir,

Sub: Hiring of Office premises for Foreign Cooperation Department, Government of Haryana

With reference to your tender notice calling for offer for hiring of office accommodation for Foreign Cooperation Department, I / We hereby submit my / our offer as follows:-

- A. Technical Bid: Part 1: Annexure II
- B. Financial Bid: Part 2: Annexure III

I hereby undertake to abide by various terms and conditions contained in this RFP for calling of offers. (Copy, duly signed, enclosed).

I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Yours sincerely,

Signature and stamp of the owner / tenderer / authorized signatory with complete name, address, contact No.(s), including MobileNo.(s) (also indicate the category in which signing, whether on his own behalf or as power of attorney signatory of the owner)

Annexure – V

The indicative list of the number of rooms to be designed for the FCD office are as follows and may vary as per actual design.

S.No	Particulars	No. of Rooms
1.	Officers Cabin <ul style="list-style-type: none">▪ 01 Modular Office Table▪ 01 Modular Officer Chair▪ 06 Visitor Chair▪ 01 Almirah with lock▪ Sofa Set (02 + 02 seating)▪ Center Table for Guest▪ Demountable partition▪ Washroom	09
2.	Open Cabin <ul style="list-style-type: none">▪ 01 Modular Office Table▪ 01 Modular Officer Chair▪ 04 Visitor Chair▪ 01 Almirah with lock▪ Sofa Set (02 seating)▪ Center Table for Guest▪ Demountable partition	09
3.	Individual Staff Workstations <ul style="list-style-type: none">▪ 01 Modular Workstation▪ 01 Modular Chair	30
4.	Enabling Infrastructure	
4.1.	IT room with server space <ul style="list-style-type: none">▪ Anti-static false floor with minimum of 1 Feet from the floor (To manage cable from cabin).▪ covered with four side of concrete wall and fireproof door	01

S.No	Particulars	No. of Rooms
	<ul style="list-style-type: none"> ▪ Air-conditioned with 18° to 20° Minimum ▪ Automated Fire extinguisher with only CO2 Agents. ▪ Thermal Digital Display Monitor ▪ Critical alarms related to the functioning of the AC systems. ▪ Secure Access of all entrances using the technologies like Biometric Access or Access Card and with alarms. ▪ Camera for monitoring the server room. ▪ One Emergency Lamp and Tool Kits for Racks. 	
4.2.	Committee room (Expandable 40 seats i.e., 20+20) <ul style="list-style-type: none"> ▪ 01 Roundtable with board room seating ▪ Projector ▪ Functional AV equipment ▪ Table Mikes 	01
4.3.	Board Rooms <ul style="list-style-type: none"> ▪ 01 Roundtable with board room seating ▪ Projector ▪ Functional AV equipment ▪ Table Mikes 	02
4.4.	Pantry <ul style="list-style-type: none"> ▪ 15 tables with 04 seats ▪ Provision of fridge, microwave, tea/coffee maker 	01
4.5.	Lunchroom <ul style="list-style-type: none"> ▪ 15 tables with 04 seats ▪ Provision of fridge, microwave, tea/coffee maker 	01

S.No	Particulars	No. of Rooms
4.6.	Storeroom	01
4.7.	Waiting Room for Guest <ul style="list-style-type: none"> ▪ 04 Visitor Chair ▪ Center Table for Guest 	01

Other facilities for the premise: -

1. Proper painting, deep cleaning, dry cleaning of all fitting & fixtures of the premise to be done before possession by FCD, GoH
2. Water Facility
3. Telephone line
4. Wi-Fi Enabled Premise
5. Internet facility
6. Flooring of industry standard
7. European type W.C, wash basin and other fittings
8. Door, Windows to be covered with blinds