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Dedicated Freight Corridor Corporation of India Ltd.
A Govt. of India (Ministry of Railways) Enterprise

CPM/ROB/DFCCIL/ALLAHABAD

BID DOCUMENT

**Name of Work: Hiring of office Accommodation for CPM/ROB project
office at Allahabad for DFCCIL
[A Govt. of India (Ministry of Railways) enterprises]**

BID No. ALD(W)/EN/Office Accom. for CPM/ROB/ OT-02/2017/340

July'2017

Chief Project Manager Allahabad(West)
Dedicated Freight Corridor Corporation of India Ltd.
Old GM Office, N.C. Railway, (First Floor)
Balmiki Chauraha, Nawab Yusuf Road,
Allahabad, 211001

EXPRESSION OF INTEREST (EOI)

Allahabad unit of DFCCIL intends to hire premises for accommodation for CPM/ROB/DFCCIL project office from individual or the firms as per the details given below:

Area required (approx)	Location	Remarks
Super Area 2000 to 2500 sq.ft. (Floor area around 1800 to 2000 sq. ft.)	Allahabad	Should be located preferably on the main road & business area at the prime location of the township near Old GM, Office, NCR, Allahabad and in the range of 04 km. on civil lines side of Allahabad Railway Station having availability of all public amenities like Banks/ATMs, proximity to Bus Stops, Railway Station etc. The property must have power back up, AC, Water supply & parking space.
Usage of the Property	Hiring of office Accommodation for CPM/ROB project office at Allahabad for DFCCIL (A Govt. of India Enterprise)	

Present office address – Chief Project Manager Allahabad (West) Dedicated Freight Corridor Corporation of India Ltd. Old GM Office, N.C. Railway, (First Floor) Balmiki Chauraha, Nawab Yusuf Road, Allahabad, 211001.

The prospective bidders meeting the above requirements are requested to collect the BID documents from the office at the above mentioned address on payment of Rs 3000/- (Rupees Three Thousand only) through DD in F/o DFCCIL, New Delhi. The BID documents will be issued up to 18/08/2017 between 11.00 AM to 4.00 PM on week days (excluding Holidays, second Saturday and Sundays). The last date for submission of filled in offers is 18/08/2017 upto 03.00 PM. The "Bids" will be opened on the same day at 03.30 PM in the presence of bidders or their authorized representatives who may wish to be present. Bid documents can also be downloaded from www.dfccil.gov.in . or www.eprocure.gov.in but must be submitted with bank draft favoring DFCCIL, New Delhi for cost of form mentioned above. DFCCIL reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever. The offer for basement premises will not be considered.

Chief Project Manager/ROB/DFCCIL/Allahabad

BID DETAILS

S. N	Description	
1	Name of work :	Hiring of office Accommodation for CPM/ROB project office at Allahabad for DFCCIL
2	Cost of BID document (Non-refundable)	Rs 3000/- (Rupees Three Thousand only).
3	Earnest Money Deposit (EMD)	Rs 42,000/- (Rupees Forty Two Thousand only)
4	Date of sale of BID document	The BID documents will be issued upto 18/08/2017 between 11.00 AM and 4.00 PM on week days (excluding Holidays, second Saturday and Sundays). from the address given below on payment of non-refundable BID cost of Rs. 3000/- by Demand Draft / Pay Order in favour of "DFCCIL, New Delhi" payable at New Delhi drawn on any nationalized bank.
5	Last Date & Time of receiving offers/BIDs of BID document.	On 18/08/2017 upto 3.00 P M.
6	Date & Time of opening of Technical Bids	On 18/08/2017 at 3.30 P M
7	Time Limit for handing over possession of office space the premises.	Within 30 (Thirty) days from the date of issue of Acceptance letter.
8	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
9	Notice period for Termination of contract.	03 (three) months on either side, as mentioned in terms & conditions.
10	Validity of BID	30 days from the date of opening of Bid.

Chief Project Manager/ROB/DFCCIL/Allahabad

INSTRUCTIONS TO BIDDERS

1. The BID forms will be available upto 18/08/2017 between 11.00 AM to 4.00 PM on week days (excluding Holidays, second Saturday and Sundays).
2. The last date for submission of filled in BID is 18/08/2017 upto 3.00 PM. The offers received after the last date and time mentioned above will not be considered.
3. The filled in BIDs should be submitted at the address given below
Chief Project Manager Allahabad (West) Dedicated Freight Corridor Corporation of India Ltd. Old GM Office, N.C. Railway, (First Floor) Balmiki Chauraha, Nawab Yusuf Road, Allahabad, 211001
4. The bid will be opened on 18/08/2017 at 03.30 PM in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the premises offered by them & assessment of the offers will be done and details will be intimated to offers by writing/mail.
5. The BID form consists of the following documents
 - a. Instructions to bidders and Terms & conditions.
 - b. Technical requirements
 - c. Financial Bid

The offers are to be submitted in Bid offer document complete in all respects. The Technical Bid/requirement consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz., name of the properties and its ownership, location, area of the plot, floor area of portion to be leased, amenities, sanctioned electrical power load, usages of the property, photographs and other terms and conditions relevant to the hiring of premises (other than the price). The Bid shall be submitted in sealed cover with all the pages of the Bid signed by the bidder. In case of joint ownership all owners have to sign all the pages of the bids. Incomplete bids and bid lacking in details and without signatures are liable to be rejected

6. The price bid shall contain only financial details i.e., rate / rent per sq. ft. on floor area basis and other financial implications.
7. EMD of Rs 42000/- (Rupees Forty Two Thousand only) will be in the form of Demand Draft / Pay Order in favour of " DFCCIL, New Delhi" payable at New Delhi. The Demand Draft/ Pay order for the cost of BID fees (Non- refundable) of Rs 3000/- (Rupees Three Thousand only) will be separately made and submitted alongwith EMD DD or Pay Order shall be submitted in sealed cover Marked Envelope – III super scribing as "Earnest Money Deposit" for Hiring of Office accommodation for CPM/ROB/DFCCIL project office at Allahabad alongwith the "Bid ".

8. In case the BID form is downloaded from the corporation's web site, the non-refundable BID fee of Rs 3000/- (Rupees Three Thousand only) must be submitted in the form of Demand draft / Pay order drawn in favour of " DFCCIL, New Delhi" payable at New Delhi.
9. Refund of EMD: - EMD shall be refunded as under:
 - (i) EMD of all unqualified Vendors / bidders shall be refunded within one month's time after scrutiny and submission.

EMD can be in the form of demand draft/ Pay Order. EMD of successful bidder will be refunded at the time of possession of property.

In case the successful bidder refuses to offer premises after issue of Acceptance letter, a notice shall be served to them by giving 7 (seven) days time failing which their EMD amount lying / retained with us shall be forfeited without any further correspondence. The EMD of bidder giving false details for qualifying criteria shall also be forfeited. Chief Project Manager is the competent authority to refund / forfeit the EMD amount.

10. All the pages of the BID form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids. Incomplete bids and bids lacking in details and without signatures are liable to be rejected.
11. Bidder should note that their BIDs should remain open for consideration for a Minimum period of 30 days from the date of opening of Technical Bids.
12. The BID Inviting Authority reserves the right to accept any BID or to reject any or all BIDs at his sole discretion without assigning any reasons thereof. The BID Inviting Authority does not bind to accept the lowest BID.

Chief Project Manager/ROB/DFCCIL/Allahabad

Technical Requirement

SPECIAL TERMS & CONDITIONS

1. DFCCIL is a public sector unit under Ministry of Railways created under Indian companies act. Main operation of DFCCIL is under domain of Indian Railway Infra structure creation and operation.
2. The terms and conditions along with the instructions will form part of the BID to be submitted by the Bidder to DFCCIL, Allahabad, herein termed as Corporation.
3. BID which is received on account of any reason whatsoever including postal delay etc. after 3.00 PM on 18/08/2017 fixed for submission of BIDs shall be termed as 'LATE' BID and will not to be considered.
4. All vendors are requested to submit the BID documents duly filled in with the relevant documents / information at the following address
Chief Project Manager Allahabad(West)Dedicated Freight Corridor Corporation of India Ltd. Old GM Office, N.C. Railway, (First Floor) Balmiki Chauraha, Nawab Yusuf Road, Allahabad, 211001
5. All columns of the BID documents must be duly filled in and no column should be kept blank
6. All the pages of the BID documents are to be signed by the authorized signatory of the Bidder. Any over writing is to be duly initialed by the Bidder. The Corporation reserves the right to reject the incomplete BIDs or in case where information submitted / furnished is found incorrect.
7. In case the space in the BID document is found insufficient, the vendors may attach separate sheets.
8. The short-listed vendors will be informed in writing/ mail by DFCC for arranging site inspection of the offered premises.
9. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost, as and when required.
10. All payments to the successful vendor shall be made by NEFT/ECS/RTGS/CHEQUE only.
11. The title report proving ownership and clear marketability is to be made available for inspection of DFCC

- 12.**The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, copy of lease agreement, shall be furnished. In case of third party offer the POA (Power of attorney) should also be enclosed.
- 13.** There should not be any water logging inside the premises and surrounding areas.
- 14.** The premises should have good frontage and proper access.
- 15.** All the taxes pertaining to property will be paid by the owner/lessor.
- 16.** The Lessor shall arrange for repairs and maintenance, white washing/colour washing/ Oil Bound Distemper(OBD) painting /painting to doors, windows etc. as and when informed by the lessee.
- 17.** The bids will be evaluated on techno commercial basis giving weightage to the equivalent aspects in various parameters like location, distance from Railway station, amenities, exclusivity, nearby surroundings, quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex. (as per the enclosed Proforma).
- 18.**The owners of the premises will have to hand over the possession of premises within 30 days after the acceptance of their offer by CPM/ROB/DFCCIL/Allahabad.
- 19.**Lease period: Period of lease will be three years and minimum notice period will be of three months from either side for termination of agreement. The lease period will be extendable for mutually agreed period on same terms and conditions.
- 20.**The furnishing/ interior & furnished layout of the space offered would be subject to approval of DFCCIL.
- 21.**The rent shall be increased @ 5% per annum. The rent shall be updated by simple interest at end of every year.
- 22.**Lease agreement: will be with the owner & rent will be paid to respective owner.
- 23.**Income Tax: will be deducted at source at prevailing rate.
- 24.**GST: GST as applicable shall be reimbursed by the DFCC on production of documentary evidence of deposition of GST by the lessor.

- 25.** Possession of premises (as approved by DFCC): within one month from the date issue of letter of acceptance.
- 26.** Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period at his own cost.
- 27.** Electricity:
- The building should have sufficient electrical/power load sanctioned along with sufficient power backup to cater the load of air-conditioning office space.
 - If required, additional electric power will have to be arranged by the Lessor at his / their cost from the energy suppliers.
 - Electricity charges will be borne by the lessee only for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor.
 - At the time of taking over possession of the premises, DFCC will note the electricity meter reading in lessor presence or their authorized representatives. The electrical charges will have to be borne by the lessor up to that point.
- 28.** Parking: The lessor shall provide Car parking space (nominated parking space) for minimum three vehicle inside the premises else the offer will not be considered.
- 29.** Covered Area measurements: Joint measurements will be taken in the presence of DFCCIL official and vendor/authorized representative for finalizing the floor area.
- 30.** Security deposit/advance rent for maximum 2 months duration can be borne by DFCC.

Chief Project Manager/ROB/DFCCIL/Allahabad

Date:

Signature of Bidder/Bidder with seal

TO BE FILLED BY BIDDER

1. Name of the Property
2. Owner of the Property / offer of property with POA
3. Location & Address
4. Area (Super area and floor area)

DECLARATION FORM

The technical qualification criteria for the space are as under: -

1. It is certified that, the Chief Project Manager Allahabad(West)Dedicated Freight Corridor Corporation of India Ltd. Old GM Office, N.C. Railway, (First Floor) Balmiki Chauraha, Nawab Yusuf Road, Allahabad, is not more than 5kms away from the office space. Also, the road distance of the offered space from Railway Station is not more than 04 KM.
2. It is certified that the nominated vehicle parking space inside the premises for minimum three vehicle (SUV) would be provided.
3. The area is in the range of 2000 to 2500 sq. ft. (super area) and around 1800 to 2000 sq. ft. (floor area).
4. Basement area has not been offered.
5. The CPM/ROB/DFCCIL project office space is with power back up, wiring for air-conditioning system, electricity and water supply arrangement.
6. The CPM/ROB/DFCCIL project office space is on main road and has its own parking space
7. These documents are signed by owner/ person authorized by owner through POA.

Signature of the Bidder

PERFORMA FOR TECHNICAL EVALUATION

Please tick the correct answer

Road distance of offered CPM/ROB/DFCCIL project office space from Allahabad Railway station
0.0 - 1.0 km
1.0 - 2.0 km
2.0 - 3.0 km

Please tick the correct answer

Road distance of offered space from Chief Project Manager Allahabad(West)Dedicated Freight Corridor Corporation of India Ltd. Old GM Office, N.C. Railway, (First Floor) Balmiki Chauraha, Nawab Yusuf Road, Allahabad)
0.0 - 2.0 km
2.0 - 4.0 km
4.0 - 6.0 km

Power backup	Write value in KVA for offered accommodation	<input type="checkbox"/>
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Please tick the correct answer

Allotted parking space inside the premises for no. of vehicles
Two vehicles
Two to Three vehicles

More than three vehicles

Please tick the correct answer

Item	Criteria
Approach road to CPM/ROB/DFCCIL project office complex	Less than 2 lane
	Less than 4 lane
	Four or more than four lane

Signature of the Bidder

Technical Evaluation Procedure

Evaluation Procedure

The technical qualification criteria for the accommodation for CPM/ROB/DFCCIL project office space are as under:-

1. The offered accommodation for CPM/ROB/DFCCIL project office space must be suitable for CPM/ROB/DFCCIL project office space lease and should not be in the prohibited zone of Allahabad.
2. The Allahabad Railway station should not be more than 4kms away from the CPM/ROB/DFCCIL project office space.
3. The area must be in the range of 2000 to 2500 sq. ft. (super area) and 1800 to 2000 sq. ft. approx (floor area) preferably on a single floor. Basement area not qualified for this BID
4. The CPM/ROB/DFCCIL project office space must have power back up, air-conditioning system, electricity and water supply arrangement
5. The CPM/ROB/DFCCIL project office space must be on main road and should have its own parking space.

Evaluation Procedure:

First evaluation of Technical bid will be done. The firms who qualify technical evaluation only will be considered for financial evaluation.

Criteria for evaluation of technical bid:-

1. **Distance from important locations** - The importance of the criteria is assigned 20% weightage in the overall scheme.

The distance from Allahabad Railway station to proposed office is assigned 10% weightage. The evaluation of the office space will be as under:

Road distance of offered office space from nearest Railway station	Marks
0.0 - 1.0 km	10
1.0 - 2.0 km	08
2.0 - 3.0 km	05

Distance from DFC Allahabad office, is also important. The distance from Allahabad office to proposed CPM/ROB/DFCCIL project office space has been assigned 10% weightage and the evaluation will be done as under.

Road distance of offered CPM/ROB/DFCCIL project office space from CPM/ALD(W) Office	Marks
0.0 - 1.0 km	10
1.0 - 2.0 km	05
2.0 - 3.0 km	00

The maximum marks that can be obtained are 20.

2. **Ambiance and interiors** - The ambience of CPM/ROB/DFCCIL project office space and its location of the surroundings, quality of construction of permanent structure and quality of interiors under offer and size of power backup also important factors for the evaluation of CPM/ROB/DFCCIL project office space. The criteria and the maximum marks allocated to each item are given as under:

Item under consideration	Maximum Marks
Ambience of CPM/ROB/DFCCIL project office space	0 – 10 to be given by nominated committee
Quality of permanent structure and interiors as offered/proposed to be constructed. This includes floor level and provision of lift etc. also.	0 – 10 to be given by nominated committee
Power backup	100 – 125 kva - 10 marks 75 – 100 kva – 05marks Less than 75 Kva – 02marks

The maximum marks that can be obtained are 30.

3. **Parking Space for vehicles** – Since most of the movement to field is dependent on vehicles, parking space is a very important factor for selection of office. The criteria for evaluation for parking space is as under: -

Allotted parking space inside the premises for no. of vehicles	Marks
Two vehicles	5
Two to Three vehicles	8
More Than 03 vehicles	10

The maximum marks that can be obtained are 10.

4. **Location of the office and surroundings** - This is important factor and evaluation of location of the CPM/ROB/DFCCIL project office space depends on approach road, place of office like commercial area or office areas in the vicinity etc. The quality of the surroundings are also important for the purpose of deciding the CPM/ROB/DFCCIL project office space as congested and stinking areas cannot be selected as CPM/ROB/DFCCIL project office space.

Item	Criteria	Marks
Approach road to office complex	Less than 2 lane	5
	More than 2 Less than 4 lane	10
Quality of surroundings	To be decided by nominated committee	Maximum 10 marks

The maximum marks that can be obtained are 10

FINANCIAL BID

FINANCIAL BID

Name of the Owner / Vendor / Firm:

Sl. No	Details of the property	Floor area* of the premises offered (sq. ft.)	Rate per sq. ft. of Floor area* (Both in figures and words) in Rs	Amount in figures and words (Rs)
	TOTAL			

Note: Floor area and carpet area are the same. Floor area includes Kitchen, washroom, toilet and 50% of covered balcony and does not include external & internal walls, columns, ducts, shaft, lift & stairs.

The rent will be paid from the date of taking possession of the premises. Monthly Lease rent is payable upto 7th of every succeeding month.

The offered rate includes the following.

- a. **Rent of accommodation for CPM/ROB/DFCCIL project office space.**
- b. **Provision and maintenance of services like Electricity and power backup etc.**
- c. **Maintenance of security and cleaning in the common spaces (exterior to proposed space).**
- d. **The electricity charges would be borne by DFCC.**
- e. **GST will be borne by DFCC.**

Validity of offer:

The offer would remain valid at least for a period of 30 days to be reckoned from the date of opening of "Bid".

Place:

Date

Signature of Bidder/vendor with seal