

SOLAR ENERGY CORPORATION OF INDIA

(A GOVERNMENT OF INDIA ENTERPRISE)

**INVITES TENDERS FOR HIRING OF OFFICE SPACE FOR SECI
FOR A PERIOD OF FIVE YEARS IN DELHI**

NIT No: SECI/HR/ADMIN./OF-SP/ Dated: 18.07.2013



SOLAR ENERGY CORPORATION OF INDIA (SECI)
NBCC PLAZA, TOWER-I, 4th FLOOR, PUSHP VIHAR, SECTOR-V,
NEW DELHI - 110 017, INDIA.

Telephone No & Fax No: 91-11- 71989200 & 29563834

SECI Website: www.seci.gov.in
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Email: hrseci@yahoo.in

18 – July – 2013



SOLAR ENERGY CORPORATION OF INDIA

(A Government of India Enterprise)

NIT No: SECI/HR/ADMIN./OF-SP/

Dated: 18.07.2013

Solar Energy Corporation of India (SECI) is registered under Section - 25 of Companies Act, 1956, as a Company 'not for profit'. SECI operates under the administrative control of the Ministry of New & Renewable Energy (MNRE), GoI. The main objective of the company is to support the MNRE and function as the implementing and executing arm of MNRE for facilitating activities under Jawaharlal Nehru National Solar Mission (JNNSM). SECI shall strive for development, promotion and commercialization of solar energy technologies in India and perform all related tasks to achieve this objective, as stated in the policy framework of the JNNSM and as decided by the Government of India from time to time.

Solar Energy Corporation of India (hereinafter called "SECI"), invites property owners to participate in the Tender for Hiring of **office space fully furnished / modified as per SECI layout OR Unfurnished Office space** on lease rent complete with centralised AC and full power back up measuring approximate carpet area **20,000 sq. ft. (\pm 20%)** to accommodate at least 150 employees and other infrastructure such as board room, conference room, store room, pantry, toilets, reception space etc. with description provided herein this document for a period of 05 years in New Delhi (India).

For the implementation of above mentioned work, Bidders should submit their bid proposal along with all supporting documents complete in all aspects on or before 07-08-2013 up to 2.30 p.m. in the office of "SECI" in prescribed format. Bidder shall submit bid proposal complete in all respects. Technical Bids will be opened on 07-08-2013 at 3:00 p.m. in presence of authorised representatives of bidders who wish to be present. Bid proposals that are not complete and received without the prescribed documents and Bid Bond will be rejected. In the event of any date indicated above is a declared Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Bid documents which include Detailed eligibility criteria, detailed office space requirements, various conditions of contract, various formats, etc, can be collected in person from the office of Solar Energy Corporation of India, New Delhi w.e.f 18-07-2013 to 06-08-2013 in official (10.30 A.M. to 5.00 P.M.) working hours against written request and can also be downloaded from official website of Solar Energy Corporation of India: **www.seci.gov.in** or official website of MNRE: **www.mnre.gov.in**. Any amendment(s)/corrigendum/clarifications with respect to this Bid document shall be uploaded on SECI / MNRE websites only. The applicants should regularly follow up for any amendment / corrigendum / clarification on the website.

Manager (P&A)

Sub: - Tender Enquiry inviting offers for 'Hiring of Office Space for SECI office for a period of five years in Delhi.

Part-I Bid Opening Date / Time 07.08.2013 at 15.00 Hours

Dear Sir,

Sealed tenders (in two part bid) are invited on behalf of Solar Energy Corporation of India (A Govt. of India enterprise) for hiring of office space as detailed below:

NOTE:

1. A Pre-Bid Conference/Clarification meeting shall be held on **25.07.2013 at 11:00 A.M.** at SECI office ,4th floor, Tower-1, NBCC Plaza, Pushp Vihar, Sector-V, Saket, New Delhi-110017
2. Tenders shall be received up to **14.30 Hrs. on 07.08.2013** and Part-I bid will be opened at **15.00 Hrs. on 07.08.2013**. SECI takes no responsibility for delay, loss or non-receipt of tender documents sent by post. Tenders shall be received without Bid Bond and letter of undertaking shall be summarily rejected.
3. SECI reserves the right to accept/reject any or all the tenders without assigning any reasons whatsoever.
4. Tender shall be addressed to the address given below :-

Sh. Vishal D. Yagyik,
Manager (P&A),
Solar Energy Corporation of India,
NBCC Plaza, Tower-1, Fourth floor,
Pushp Vihar, Sector-V,
New Delhi-17
Email: hrseci@yahoo.in

- 5.No brokerage shall be paid by SECI.

6.The tender documents shall comprise the following enclosed documents: -

- i. Business Profile of the Company - **Section-I**
- ii. Scope of service and BOQ - **Section -II**
- iii. Qualifying Requirements - **Section -III**
- iv. Instruction to Bidders - **Section -IV**
- v. Evaluation Criteria - **Section -V**
- vi. Special Terms & Conditions - **Section -VI**
- vii. Payment Terms - **Section -VII**
- viii. Form for Technical Bid (Part-I)- **Annexure-I**
- ix. Form for Price Bid (Part-II) - **Annexure -II**
- x. Proforma of Letter of Undertaking - **Annexure-III**
- xi. Proforma of Lease Agreement. (Draft) - **Annexure-IV**
- xii. Deviation Statement - **Annexure-V**

The rates shall be quoted inclusive of all taxes / duties (but excluding service tax). No variation in rates / escalation shall be allowed on any account whatsoever unless specified in tender / contract document. You are requested to submit your most competitive rates in the enclosed Proforma of Technical Bid & Price Bid and submit the same in a sealed envelope along with all tender documents duly signed and stamped on each page.

In case, you need any clarification on Bid documents, please make all your references in writing at the address/Email given above. The reply to all such clarifications, received not later than 10 days prior to the date fixed for submission of bids shall be uploaded on MNRE website. Any clarification referred to SECI after the above period shall not be entertained.

We look forward for your participation.

(Vishal D. Yagyik)
Manager (P&A)

1 BUSINESS PROFILE OF COMPANY

Solar Energy Corporation of India, New Delhi is registered under Section 25 of Companies Act, 1956, as a Company not for profit, under the administrative control of the Ministry of New & Renewable Energy (MNRE). The main object of the Company is to assist the Ministry and function as the implementing and executing arm of the Jawaharlal Nehru National Solar Mission (JNNSM) for development, promotion and commercialization of solar energy technologies in the country.

2 SCOPE OF SERVICES and BILL OF QUANTITY

2.1 Scope of Services

This proposed office space shall be used as rental office space for SECI Office for a period of Five years on registered lease agreement. However, the same could be fore-closed any time after 3 years by giving 3 months prior notice without any financial implications on either party on account of such fore-closure. The rental of office space may be further extended at mutually agreed terms and conditions after the expiry of initial period of 05 years.

The scope of services is thus to provide **fully furnished/ modified as per SECI Office space OR Unfurnished office space** approximately 20,000 Sq. ft. (\pm 20%) carpet area spread over a maximum of **Two consecutive floors** within the building to accommodate about 150 employees as per details mentioned in **Table-A** under section-II on rent and providing basic amenities and shall necessarily include but not be limited to the following along with centralized air conditioning and full power backup.

Important Note: The detailed scope of service given in this section is for fully furnished/ modified as per SECI layout. In case of Unfurnished Office space, the entire scope shall be in the scope of the bidder except the internal furnishing works which will be done by SECI.

2.2 General

- A) Providing a fully furnished or unfurnished office space in Delhi with carpet area approx. 20,000 Sqft. on maximum of **Two consecutive floors (Offices located in the basement will not be considered or any combination with basement will not be considered)** to accommodate around 150 employees in a single / multiple tenanted building as per details mentioned in **Table – A** for the purpose of Shifting of SECI office. As per the final requirement of office space, SECI may increase / decrease the hired carpet area up to 20% at the time of signing the Lease agreement. A combination of two or more owners having property as per required specifications will be allowed provided the floors are in the same building / complex.
- B) All Building services such as Air Conditioning, Lifts, 100% Power Backup, Plumbing, sewerage system, telephone connectivity with instruments serving the manpower of 150, Internet connectivity by MTNL or equivalent other service providers with minimum speed of 4MBPS shall be fully operational at the time of possession by SECI. Necessary charges/rental for establishment of Internet Connectivity from the service provider will be reimbursed as per actuals on production of receipt.

- C) Providing minimum **reserved parking space** for cars (To accommodate big cars) and two wheelers as per specified norms of parking along with suitable parking area for two wheelers within the premises of the property.
- D) Providing full height cabins, shoulder height cabins, equipment rooms, conference rooms, work stations, etc., to accommodate 150 employees and other facilities as per details mentioned in **Table – A** as per the requirement detailed in this specification.
- E) Providing one toilet each for gents and ladies on each floor of the building if the premises is located on consecutive floors. However, if the premises is located on single floor then minimum 2 toilets respectively for ladies and gents must be provided. Each Gents toilet shall have a provision of minimum three flush toilets, three wash basins, three soap dispensers, five urinal pots, one hand dryer and one exhaust fan. Each Ladies toilet shall have a provision of minimum two flush toilets, two wash basins, two soap dispensers, one hand dryer and one exhaust fan. All sanitary wares shall have good look and shall be of reputed makes. Chambers for Chairman, MD, Directors and CVO shall have attached toilet/reserved toilet (In case the bid is submitted for unfurnished office space, necessary system related to Toilets attached to Chambers of Chairman, MD, Directors and CVO shall be provided by the bidder as per SECI layout).
- F) Provision of sufficient no. of water coolers for drinking water for approximately 200 persons. These water coolers shall have connection from RO systems.
- G) Energy efficient lighting system having facility for centralized control.
- H) Providing 100% Central Heating, Ventilation & Air Conditioning system and power back-up.
- I) Providing sufficient number of lifts in the offered building as per norms and one additional Service lift of reputed manufacturer, if office space is located above ground floor.
- J) Providing firefighting arrangement along with signage boards for the building as per statutory requirement.
- K) Providing service water system along with sufficient water for Toilets, wash basins, housekeeping, other cleaning purposes etc.
- L) Providing window Venetian Blinds/sun film on window/glass glazing as per requirement.
- M) Providing pantry with provision for all fittings & fixtures such as Hot-case, tea/coffee etc. Cooking arrangements i.e gas connection along with gas stove may be provided in the pantry or in a designated area within building as per norms.

- N) Providing vitrified tile flooring or superior flooring in general areas up to GM cabins and wooden floorings in the cabins of EDs, Directors, CVO, MD & Chairman.
- O) The entire office shall mainly have tiled / gypsum false ceiling.
- P) The walls shall be finished with POP / wall panelling.
- Q) All other civil works not specifically mentioned here but required to make the system complete.

2.3 **Exclusion**

Housekeeping and security services of hired space.

2.4 **Bill of Quantities (BOQ)**

2.4.1 **Furniture and Furnishings**

Providing premium quality modular furniture and fixtures of quality standards of reputed make of Godrej or Equivalent and manufacture as detailed below. The modular furnishings should have provisions of one lockable table drawer besides keyboard tray, one number matching cupboard, one each for every modular top.

Table - A

Sr. No.	Description	Nos.	Approx. area (sq.ft)
1	Reception with Visitors Lounge with full furnishing for 10 officials	01	500
2	Chambers for Chairman, MD with attached toilet/reserved toilet along with premium table, one executive premium chair, back rack, centre and corner table, five seater sofa set and visitors chair, 32 inch TV	02	1000
3	Chambers for Directors, CVO with attached toilet/reserved toilet along with premium table, one executive premium chair, back rack, centre and corner table, five seater sofa set and visitors chair, 32 inch TV	05	2000
4	Shoulder height Cabin for Secretarial Staff for MD and Directors 120 sq.ft. each with seating and desking for PS & PA in each cabin	06	720

5	Chambers for Senior Executives ED/GM, GM(SOLAR) / GM(CP) / GM(Contracts) / GM(COMML) / GM(F) / GM(HR) / CS having an area of 200 sq.ft each. Each chamber should have one Main Table, Executive Premium Chair, Back rack, Centre Table, 3-seater sofa and 3 visitors Chairs	07	1400
6	Mini-Conference Rooms to seat 8 persons with Round Table, 8 Conference Chairs, wall mounted writing board, each having an area of 300 sq.ft	04	1200
7	Main Conference Room/Board Room with Projector, Screen, 42 inch TV, Wall mounted writing Board, U-Shaped or Oval Shaped Table with premium Executive Chairs, accommodating at least 50 persons in two rows on either side	01	1000
8	Cubicles having an area of 100 sq. ft. each of shoulder height for Senior Officers (AGM & DGM) with Seating & Desking with visitor sitting space and furniture consisting of main table/table top, one Premium executive chair, rack under the table and 2 visitors chairs.	15	1500
9	Cubicles having an area of 80 sq. ft. each of shoulder height for Senior Officers (SM & MGR) with Seating & Desking and furniture consisting of main table/table top, one executive chair, rack under the table.	25	2000
10	Work station having an area of 50 sq. ft. each of shoulder height with Seating & Desking with visitor sitting space and furniture consisting of main table/table top, one executive chair, rack under the table.	90	4500
11	Exclusive Toilet – Gents & Ladies separate each having an area of 300 sq.ft	02	600
12	Record Room with steel almirah with track mounted	01	500
13	Store Room for Stationery, housekeeping items	01	300
14	Server Room	01	200
15	Cash Section with Cash Counter	01	100
16	Pantry/ space for photocopier/ FAX machine etc.	01	200

2.4.2 Electrical

- A) Providing concealed wiring for power supply. At least 3 power supply points with decorative receptacle (5 + 15 amp) at all locations. In addition to this, sufficient power points shall be provided in the area of other related facilities i.e. in pantry room, conference rooms, common areas, water cooler space, toilets, etc.
- Providing complete illumination system with approx. 250 LUX, modern energy efficient lighting using good quality 2'x2' ceiling light fitted with electronic copper ballast, starter with CFL tubes of Bajaj, Phillips or their equivalent make for the interior space and for exterior space with approx. 150 LUX using dust proof HPSV / Fluorescent lamp fixtures as per layout requirement.

- B) Providing wall mounted fans in cabins, rooms and other air-conditioned areas as per requirement.
- C) Providing 1+1 LAN connection using Cat-6 Cable up to the respective rooms, cabins, cubicles and workstations with minimum of 150 locations and area of other related facilities as per the justified requirement.
- D) Providing at least 3 pair cabling for the purpose of P&T and Intercom in the rooms, cabin, cubicles, and workstations totalling to around 175 locations and in the area of other related facilities as per the justified requirement. Cabling shall also be laid for installing access control system for entry & exit.
- E) Providing PA system with provision for playing Channel music.
- F) Providing Electrical power connection @ 0.5 KVA per 100 Sq. ft. of measurable internal floor area offered for rent, with provision of additional load in case required with independent meter for billing purpose. The 100% power backup is required for this load. This electrical load does not include the building services such as Lifts, Central Air conditioning, common lighting etc. outside the rental floor space.
- G) Providing proper earthing & lightning protection for the total building.
- H) All other electrical works not specifically mentioned here but required is to be provided to make the system complete.

2.5 Maintenance Services

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

3 QUALIFYING REQUIREMENTS

The bidder has to submit the following documents as part of the Technical bid:

- 3.1 Allotment Letter of the property establishing the proof of ownership issued by the appropriate authority of the Government or DDA as applicable. The offered space must be suitable for office lease and should not be in the prohibited zone of Delhi. The land use of the proposed property shall be suitable for carrying out the business functions of SECI office as described in details in the Business Profile of Company enclosed at **Section I**.
- 3.2 The prospective bidders shall be required to submit an affidavit along with their bids that they would obtain the necessary clearances and rent permission from the Delhi authority for letting out their premises to SECI based on the Business Profile of Company (**Annexure III**). The Technical offers submitted by the bidders would be scrutinized against the pre-qualifying criteria indicated in the tender enquiry including the requirement of submission of affidavit as indicated above.
- 3.3 Documents supported with floor plan along with justification for the total carpet area offered incorporating complete space requirement as detailed mentioned in **Annexure-IV** which shall be not more than 20,000 Sqft. ($\pm 20\%$) spread over a maximum of **Two consecutive floors** in a building. SECI will make payment for the area finally occupied and mutually agreed upon.
- 3.4 Confirmation regarding providing minimum of **20 reserved parking for cars & 20 two wheelers** as per specified norms of parking along with suitable parking area for two wheelers within the owners premises. Layout plan having marking of 20 car parking and 20 two wheelers with suitable parking area for two wheelers offered to SECI shall be submitted for qualifying requirements.
- 3.5 Lease Deed of the property.
- 3.6 Office space should not be more than 12 kms. (road distance) from CGO complex, New Delhi. The property should be located in a single building and in Delhi only.
- 3.7 PAN No. of the property owner.
- 3.8 Bid Bond amount of Rs. 1,00,000/- (One Lakh Rupees only) in the form of Pay Order / DD in favour of 'Solar Energy Corporation of India' payable at New Delhi issued by any nationalized or scheduled bank.

- 3.9 Undertaking to indemnify SECI against any legal dispute or encumbrance on the letter head of property owner.
- 3.10 The bidder has to submit the occupancy certificate / completion certificate / functional certificate as per the Building Regulation and Directions of Delhi Development Authority or appropriate authority of the Government.
- 3.11 Deviation Statement (**Annexure-V**).
- 3.12 Letter of Undertaking (**Annexure-III**).
- 3.13 The information regarding ambience of the property including approach roads, nature of activities being carried out in the surrounding properties, hygiene in the neighbourhood etc. shall be furnished by the bidder on the letter head of the property owner.
- 3.14 The bidder has to indicate the following areas offered for rent separately for Office fully furnished / modified as per SECI OR Unfurnished office space as the case may be :
- a. Carpet area offered for the rent Sqft.
 - b. Super area worked out for rental carpet area Sqft.

4 INSTRUCTIONS TO BIDDERS FOR FILLING & SUBMISSION OF BID

4.1 The Bid shall be submitted in three sealed envelopes as under:

4.1.1 **First envelope** should contain the **Covering Letter, Letter of Undertaking and Bid Bond of Rs. 1,00,000/- (Rupees One Lakh Only)** which shall be in the form of pay order or bank draft issued by any nationalized or scheduled bank drawn in favour of “Solar Energy Corporation of India” payable at New Delhi.

4.1.2 **Second envelope** should contain the **Technical Bid in the format enclosed at Annexure-I, Tentative lay out plan by incorporating requirements of SECI in the proposed space offered for rent, documents in support of qualifying requirements & Deviation Statement etc., and**

4.1.3 **Third envelope** should contain **Price Bid in the format enclosed at Annexure-II A (In case bid is for fully furnished / modified as per SECI layout) or Annexure-II B (n case bid is for unfurnished)**

Important Note: Please note that separate evaluation shall be done by SECI for bids received for **office space either fully furnished / modified as per SECI layout and Unfurnished office space**. Hence Bidder should clearly mention in all the envelopes as **“Bid for Office space Furnished / Modified as per SECI” OR “Bid for unfurnished office space”**, as the case may be.

4.2 The name of the services, NIT number, the due date and the contents of the envelope should be clearly indicated on the envelopes.

4.3 The envelope containing the Covering Letter, letter of Undertaking and Bid Bond shall be opened first. The second envelope containing the Technical bid, deviation statement and other documents shall be opened for only those parties who have submitted required Bid Bond. The third envelope containing price bid of only those parties will be opened whose premises is considered suitable for use by SECI and meets all qualifying requirements. Date of opening of price bid will be intimated to the technically qualified Bidders separately. The price bid of Bidders not meeting qualifying requirements shall remain in unopened condition.

4.4 All the bid papers should be returned to SECI duly signed and stamped on each page by the authorized signatory of the Bidder along with technical bid papers. The technical bid shall be submitted in the form as per **Annexure-I**.

- 4.5 The rates should be quoted both in words and in figures, in the "**Price Bid**" in the form as **Annexure - II A or Annexure-II B** enclosed. If, there will be a discrepancy between words and figures, the amount indicated in words will prevail.
- 4.6 The letter of Undertaking should be executed on a non-judicial stamp paper of Rs. 10/-. Stamp paper for submitting undertaking should not be older than one month from the last date of bid submission.
- 4.7 Bid Bond of the unsuccessful bidders shall be returned within one month of acceptance of award of services by the successful bidder. Bid Bond shall remain valid for a minimum period of **150 days** from the last date of Bid submission.
- 4.8 Bid Bond shall not carry any interest. Bid Bond of the successful bidder shall be refunded within one Month of handing over the hired space in a ready to move in condition.
- 4.9 The offer shall be valid for a period of **120 days** from the date of opening of the Part-1 (Technical) bid.
- 4.10 All the deviations to the terms and conditions to the NIT shall be clearly brought out in the enclosed deviation statement.
- 4.11 **A bidder can submit offer for Office space fully furnished / modified as per SECI OR Unfurnished office space.**

5 EVALUATION CRITERIA

- 5.1 After the submission of bids, SECI shall identify the technically qualified bidders based on the qualifying requirements indicated in the tender document as per Section-III. However for the final short-listing, the technically acceptable properties shall be visited by the Committee to ascertain the ambience of the property which being a subjective issue cannot be assessed based on the written information furnished by the bidders. The ambience of the property includes aspects such as approach road, nature of activities being carried out in the surrounding properties, hygiene in the neighbourhood etc. which can only be judged during the site visit. Thus properties with unacceptable ambience are liable to be rejected and the decision of this committee shall be final and binding.
- 5.2 The price bid shall be opened in presence of the bidders for only those bidders who would be found qualified after techno-commercial evaluation and site visit.
- 5.3 The evaluation criteria of Price Bid would be the L-1 rate per Sq. ft. Carpet Area against the scope of work.

5.4 Technical Evaluation Procedure:

Bidders fulfilling the Technical qualifying requirement indicated in Section-III shall only be evaluated as follows and listed in order of the Merit

S.N.	Description	Break Up (Marks)
1	Location of the proposed office space shall be within 12 km from CGO Complex, New Delhi	20(Max)
	0 - 5 Km	20
	5 - 10 Km	10
	10 – 12 Km	5
2	Location of the proposed office space shall be within 2 km from Metro station, Delhi	15(Max)
	0-1km	15
	1-2 km	10

3	Ambience and Interiors (<i>Marking to be decided by the nominated committee of SECI</i>)	30 (Max)
	Ambience of office space	0-15
	Quality of permanent structure and interiors as offered/proposed to be constructed. This includes floor level and provision of lift etc. also.	0-15
4	Parking space	10 (Max)
	Up to 20 Cars and 20 Two wheelers	4
	More than 20 cars but less than 30 Cars and More than 20 Two Wheelers but less than 30 Two Wheelers	7
	More than 30 Cars and 30 Two Wheelers	10
5	Office location and surroundings	25 (Max)
	Approach road to office complex	
	Less than four lane	5
	More than Four lane	10
	Quality of surroundings (<i>Marking to be decided by the nominated committee of SECI</i>).	0-5
	Market Vicinity	
	Less than 1Km	10
	Between 1-3Km	5

Note:

The minimum qualifying marks shall be 60 Marks to be considered for price opening. The details of shortlisted bidders shall be uploaded in Official web site of SECI: www.seci.gov.in and MNRE website www.mnre.gov.in. No separate communication shall be sent in this regard.

5.5 Price bid evaluation:

- 5.5.1 Price bids submitted by bidders who have been **qualified based on technical evaluation** carried out in line with clause 5.4 **shall only be opened.**
- 5.5.2 Separate evaluation shall be carried out for bidders submitted for **office space furnished / modified as per SECI OR Unfurnished office space.**
- 5.5.3 SECI reserves the right to choose between Office space furnished /modified as per SECI and unfurnished office space based on the price quoted by the bidders. **However, preference shall be given to Office space Furnished / modified as per SECI.**
- 5.5.4 Subjected to 5.5.3, the bidder shall be selected based on lowest evaluated bid and work order shall be placed to the successful Bidder.

6 SPECIAL TERMS AND CONDITIONS

- 6.1 Any statutory / legal requirement (such as rent permission, NOC etc.), if required from local bodies for providing office space to SECI on hire basis shall be arranged by the Bidder within 30 days of award of LOI. The bidder shall provide an undertaking on a non-judicial stamp paper of 100/- in this regard.
- 6.2 All day-to-day liaisons with local authorities pertaining to this office shall also be maintained by the bidder.
- 6.3 The successful bidder shall prepare the detailed sitting plan as per BOQ. The successful bidder shall get the sitting plan, make and quality of modular furnishings including tables and chairs approved by SECI.
- 6.4 **The rate for hired space should be quoted on the basis of “Per Sq ft. Carpet area offered on rent to SECI” including all levies and taxes, i.e. land, water, sewage, property & commercial tax, etc.** Service Tax shall be payable extra for which owner has to produce documentary evidence of having paid the same with the concerned authority on quarterly basis before release of next bill. The rates shall also include complete Scope of Service, Bill of Quantity and Table-A indicated above at Section - II. No other additional charges whatsoever would be paid (Carpet area is defined as the Length multiplied by Breadth, measured from wall to wall).
- 6.5 **The rates to be quoted shall be on the basis of “Per Sqft. Carpet area offered on rent to SECI” and shall be inclusive of charges towards all the maintenance services.** The maintenance charges shall include all services as defined in Section-II.
- 6.6 After accommodating all requirements of SECI as mentioned in the above NIT, the offered carpet area shall not be more than 20,000 Sqft. However, SECI can take area on rental of 20,000 Sqft. ($\pm 20\%$ allowed) based on its requirement excluding basement.
- 6.7 Obtaining sufficient power connection from concern authority shall be in the scope of Bidder. Separate metering shall be provided by the bidder for the internal power consumption of space hired. SECI shall pay the monthly bill directly for normal power consumption towards such bill raised by the Electricity Provider (viz. SEB / concerned DISCOM of Delhi etc.) for the same. If Owner provides sub meter from its main source then SECI will pay charges to him based on rates charged by concerned DISCOM in Delhi.

- 6.8 Owner shall provide suitable power back up in the form of UPS for the server room, switch room for round the clock operations of these services.
- 6.9 All major repairs such as leakage in Building and water pipes, cracks, other defects and electrical defects shall be taken up by the owner at his own cost immediately upon such defects being notified by SECI. If the owner fails or neglects to make such repairs, SECI shall get the same repaired and deduct the expenses of such repairs from the monthly rent of the premises.
- 6.10 The owner shall arrange whitewash, distemper, and paint, make good the ceiling, flooring, polish the premises before occupation by SECI and thereafter, once in two years during rent period or extended rent period, at his own cost.
- 6.11 All the maintenance related minor complaints shall be attended on priority but not later than 24 hours, to the satisfaction of SECI. If the bidder fails to do so, Rs. 50/- per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within three working days, the job shall be done at the risk and cost of the bidder beside recovery of compensation of Rs. 50/- per minor complaint.
- 6.12 All the major complaints like non availability of Power Supply due to local fault, Power Backup, RO Plant, Service Water System, Central air- conditioning Unit, Lift etc. shall be attended on top priority basis without unreasonable loss of time. If SECI observes that there has been negligence on the part of the bidder, a compensation of Rs. 500/- (Rs. Five Hundred Only) per working Hour shall be deducted from monthly rental bill.
- 6.13 The successful bidder shall go for Lease / Rent agreement with SECI within 30 days of Letter of Intent (LOI) in the format attached with bid documents. **The Lease Agreement shall be initially for a period of five years extendable on mutually agreed terms and conditions. The Lease Agreement can also be fore-closed any time after three years by giving 3 months prior notice without any financial implications on either party on account of such fore-closure.**
- 6.14 Cost of Stamp Duty and registration charges of Lease Agreement shall be borne by the bidder and the same shall be reimbursed by SECI upon submission of documents. However, other administrative arrangements and expenses thereof for registration of Lease Agreement shall be borne by the bidder.
- 6.15 Any clarification can be sought before submitting the bid. No revision in rates shall be allowed after the bid has been submitted.
- 6.16 The clearance for Lifts, Fire and Electrical Installation from the local bodies / Govt. agencies shall be furnished by the bidder before entering in to the lease agreement.

- 6.17 Insurance of all the properties, equipment, furnishings owned by the bidder and let out to SECI shall be arranged by the bidder.
- 6.18 Service Tax Regn. shall be provided by the successful bidder after award of work order and before releasing 1st rental payment by SECI.
- 6.19 **In case the successful bidder selected by SECI is for Office space furnished/ Modified as per SECI layout, then the bidder shall handover the hired space in a ready to move in condition within 90 days from the date of issuing of work order.** Failure to provide the space would attract a penalty of Rs. 10,000/- (Rupees Ten Thousand only) per day of delayed period. The rent shall be paid by SECI effective from the date of handing over the hired space in a ready to move in condition.
- 6.20 **In case the successful bidder selected by SECI is for unfurnished office space, then the bidder shall hand over the Office space within 15 days from date of issuing of work order.** Failure to provide the space would attract a penalty of Rs. 10,000/- (Rupees Ten Thousand only) per day of delayed period. The rent shall be paid by SECI effective from the date of handing over. Further, SECI after completing the internal furnishing works, shall handover the floor(s) back to the successful bidder to complete the works like AC ducting, installation firefighting related equipment, false ceiling, Fixing of Lighting fixtures etc.
- 6.21 Carpet area will be taken as covered area minus wall area, columns area, AHUs area, common lift lobby if used by other tenant on the same floor. Proper calculation of covered area, carpet area and super area shall be indicated in the tentative floor plan incorporating requirements of SECI.
- 6.22 **In case the successful bidder selected by SECI is for Office space furnished / Modified as per SECI layout** then the design and layout shall be got approved from SECI before the office is got furnished by the lessor.
- 6.23 **Vacation by SECI** - While vacating the building, the facilities / items provided by the Bidders shall remain with the bidder. SECI shall carry the items owned by SECI.
- 6.24 SECI reserves the right to accept or reject any or all the bids without assigning any reasons whatsoever and no claim in this regard shall be entertained. SECI will not be responsible for any loss incurred by the bidder in this regard.

7 PAYMENT TERMS

- 7.1 **No Security Deposit** or advance towards rent is payable by SECI to the successful bidder.
- 7.2 The Lease Rent shall be paid by 7th working day of the respective month against satisfactory services and submission of bill.
- 7.3 **No brokerage, agency charges, service charges will be paid by SECI.** Correspondence will be made directly with the registered owner(s) / any agency authorized by the registered owner(s) of the property only.
- 7.4 The bidder shall raise the monthly rental bill based on Clause 6.4 & 6.5 above of the payment towards the same shall be released by SECI within 7 working days of receipt of bill complete in all respect. For any discrepancy in service or not attending to any complaint within the specified time period, SECI reserves the right to rectify the problem and then recover the amount from the future bills submitted by the bidder.
- 7.5 Unless and otherwise exempted under the IT Act, the income tax shall be deducted from monthly rental bill. All taxes applicable on rent shall be borne by the bidder.
- 7.6 The charges for electricity consumption for common area lighting, lift, air conditioner (if any) shall be separately reimbursed every month on sharing basis on actuals against documentary evidence.
- 7.7 Separate metering shall be provided by the bidder for the power back up so that monthly payment could be released by SECI against the bill raised. Presently a rate of 12.50 per unit of electricity consumed through DG set would be payable based on the existing rate of standard Diesel from Indian Oil Corporation outlet prevalent in Delhi i.e. Rs. 50.84 per litre. The method of calculation for any variation / escalation would be based on pro-rate variation in the rate of standard Diesel from Indian Oil Corporation outlet prevalent in the city on the 15th of every month for the purpose of billing at the end of that month. The formula shall be as under;

$$RR = 12.50 \text{ (Current rate)} \times \frac{DR}{DO}$$

DR - Rate of Standard Diesel per Litre in Delhi on the date of tender enquiry (i.e. Rs. 49.69 per litre)

DR– Rate of Standard Diesel per Litre in the City prevalent on 15th day of the month after Revision

RR – Revised Per Unit rate for power back-up through DG Set (per unit)

- 7.8 All statutory taxes & charges etc. for the premises are to be paid by the registered owner(s) of the property at his own cost.
- 7.9 SECI shall not allow any escalation for the initial term of 5 years.

Technical Bid form (Part-I)**Hiring of Office Space for SECI**

Tender No.

Date:

Bidder's Name & Address:

S.N.	PARTICULARS	DETAILS	
1	NAME AND ADDRESS OF THE PREMISES TO BE RENTED TO SECI		
2	TOTAL CARPET AREA		
3	TOTAL SUPER AREA		
4	OFFICE LOCATED ON SINGLE FLOOR OR MORE THAN ONE FLOOR	YES / NO	
5	IF OFFICE LOCATED ON MORE THAN ONE FLOOR, THEN IS IT ON CONSECUTIVE FLOORS IF YES, PLEASE SPECIFY FLOOR NOS.	YES / NO	
6	IS OFFICE OR ANY OF THE OFFICE SPACE LOCATED IN BASEMENT	YES / NO	
7	DISTANCE OF THE PROPOSED OFFICE SPACE FROM CGO COMPLEX, DELHI		
8	DISTANCE OF THE PROPOSED OFFICE SPACE FROM THE NEAREST METRO STATION		
9	PARKING FACILITY IN NOS.	CAR	2 Wheeler

S.N.	PARTICULARS	DETAILS
10	LOCATION OF PARKING SPACE AND COVERED / OPEN	
11	APPROACH ROAD TO THE OFFICE (LESS THAN FOUR LANE / MORE THAN FOUR LANE)	
12	MARKET LOCATION FROM THE PROPOSED OFFICE (LESS THAN 3 KMS. / MORE THAN 3 KMS.)	
13	AVAIBILITY OF FOLLOWING FACILITIES <ul style="list-style-type: none"> • LIFT • 100% POWER BACKUP • AIR CONDITIONING • SEPARATE TOILETS FOR LADIES AND GENTS AS MENTIONED WITH ADEQUATE WATER SUPPLY • PLUMBING AND SEWARAGE SYSTEM • DRINKING WATER FACILITY 	

PRICE BID (Part-II)

(To be used for Bids for Fully furnished/Modified as per SECI layout)

Tender for Hiring of Office Space for SECI

Tender No.

Date:

1. Bidder's name & Address:

2. Carpet area offered for rent by the bidder: Sqft.

3. Rental charges:

Sl. No.	Description	Unit (Per Month)	Rate inclusive of all taxes/duties (but excluding service tax)	
1	Rental charges for the hired space including Maintenance Charges etc. as per Clause 5.4 & 5.5 of Annexure-V.	Rs. Per sq. ft. Carpet area offered on lease rent to SECI	In Figures	In Words

Date:

Place:

(Signature).....

(Name).....

(Designation).....

(Common Seal).....

NOTE: - The Technical bid & Price Bids are to be submitted separately in sealed envelopes as described in Section-I.

PRICE BID (Part-II)

(To be used for Bids for Unfurnished Office Space)

Tender for Hiring of Office Space for SECI

Tender No.

Date:

1. Bidder's name & Address:

2. Carpet area offered for rent by the bidder: Sqft.

3. Rental charges:

Sl. No.	Description	Unit (Per Month)	Rate inclusive of all taxes/duties (but excluding service tax)	
			In Figures	In Words
1	Rental charges for the hired space including Maintenance Charges etc. as per Clause 5.4 & 5.5 of Annexure-V.	Rs. Per sq. ft. Carpet area offered on lease rent to SECI		

Date:

Place:

(Signature).....

(Name).....

(Designation).....

(Common Seal).....

NOTE: - The Technical bid & Price Bids are to be submitted separately in sealed envelopes as described in Section-I.

PROFORMA OF LETTER OF UNDERTAKING

To be executed on Non-Judicial Stamp Paper of Rs 10.00 and submitted in a separate cover along with the Bid Bond (Stamp paper for submitting undertaking should not be older than one months from the last date of Bid Submission)

Solar Energy Corporation of India,
NBCC Plaza, Tower-1, Fourth floor,
Pushp Vihar, Sector-V,
New Delhi - 17

Dear Sir,

1. I* /we* have read and examined the following bid documents relating to hiring of office space for SECI issued under reference no----- Dtd----- consisting of the following enclosed documents:

- i. Instructions for filling and submitting the bid – **Section-IV**
- ii. Qualifying Requirements - **Section-III**
- iii. Scope of Services and Bill of Quantity - **Section-II**
- iv. Details of Office Space Requirements – **Table-A**
- v. Special Terms & Conditions - **Section-VI**
- vi. Payment Terms - **Section-VII**
- vii. Evaluation Criteria - **Section-V**
- viii. Deviation Statement **Annexure-V**
- ix. Price Bid (Part-II) - **Annexure-II**
- x. Proforma of Lease Agreement. (Draft) - **Annexure-IV**

2. I*/we* hereby submit our Bid and undertake to keep our Bid valid for a period of One hundred twenty (120) days from the last date of bid submission opening of Part-I Bids i.e. up to dt. I*/We* hereby further undertake that during the said period I*/We* shall not vary/alter or revoke my/our Bid during the validity period of the Bid and the Bid Bond will be forfeited on revocation of tender before expiry of validity of bid or refusal to enter into the contract after the award is made by SECI to the bidder within validity period of offer or on failure to furnish permission / No objection certificate from the concerned authorities for enabling SECI to open its Offices.

3. This undertaking is in consideration of SECI agreeing to open my/our Bid, consider and evaluate the same for the purposes of award of services in terms of Bid documents.

4. Should this Bid be accepted, I*/We* also agree to abide by and fulfil and comply with all the terms, conditions and provisions of the above mentioned Bidding documents.
5. We have read the relevant clauses of Terms of Payment as stipulated in the Bidding documents and confirm that the specified Terms of Payment are acceptable to us.

Signature along with Seal of Company
(Duly authorized to sign the Bid on behalf of the Bidder)

Name:
Designation:.....
Name of Co.:.....
Date and Postal address:

Witness:.....
Signature:
Date:
Name & Address:

Proforma of Lease Agreement (Draft)

THIS LEASE made on the _____ day of _____ Two thousand Thirteen between _____ a company incorporated under the Companies Act, 1956 and having its Registered Office _____ (hereinafter called the "Lessor" which expression shall wherever the context permits, be deemed to include its successors and assigns) of the one part. Through _____ .
AND

M/s Solar Energy Corporation of India (SECI), a company incorporated under the Companies Act, 1956 and having its registered office at NBCC Plaza, Tower-1, Fourth floor, Pushp Vihar, Sector-V, New Delhi-17 (hereinafter called the "Lessee" which expression shall wherever the context permits, be deemed to include its successors and assigns) of the other part.

Through Mr. _____.

NOW THIS INDENTURE WITNESSES AS FOLLOWS:

In consideration of the rent hereinafter agreed and all the covenants and conditions hereinafter contained to be observed and performed, on the part of the Lessee, the Lessor do hereby grant, transfer, demise by way of lease of its office, consisting of total Carpet area offered for rent to SECI of _____ Sq.ft. at _____ for a period of _____ months w.e.f. _____ paying unto the Lessor during the said term/period a rent including maintenance charges payable in advance within 7 working days of receipt of bill from Lessor every month of the calendar year without any deductions whatsoever, accept permissible under law.

A.THE LESSEE HEREBY COVENANTS WITH THE LESSOR AS FOLLOWS:

1. The Lessee shall abide by the bye-laws and regulations of the local authorities of Delhi as the case may be in relation to the demised premises.
2. The Lessee shall comply with the provisions of Delhi Fire Prevention and Fire Safety as the case may be for or in connection with the demised premises.
3. Lessee shall not store any inflammable or injurious articles in the demised premises that may cause damage either to the demised premises or to any other property, assets, and objects belonging to the Lessor.
4. The Lessee shall not conduct in the demised premises or any part thereof any offensive acts or dangerous trade/business, manufacture or occupation nor shall do or cause to be done in the demised premises or any part thereof any act, matter or thing that may cause any annoyance or nuisance or cause damages to the Lessor or the neighbourhood not shall use or allow the same to be used for illegal and immoral purposes.

5. The Lessee shall deliver the vacant possession of the demised premises to the Lessor on the determination of the lease.
6. That the Lessee and the Lessor shall abide by the laws of the land and any local enactments in respect of the demised premises.
7. The Lessor agrees to indemnify the Lessee fully to the effect that in the process of hiring of office space if Lessee is put under any losses, the Lessor shall forthwith make the losses good to Lessee.

B. THE LESSOR HEREBY COVENANTS WITH THE LESSEE AS FOLLOWS:

1. The Lessor shall not, without the previous consent and permission in writing of the Lessee, sell, mortgage or sublet or in any other manner transfer or part with the provisions of the whole or any part of the demised premises or his interest in the same. However, it has been agreed by the Lessor that the Lessee can use the said premises for the staff of SECI.
2. That the Lessor shall pay all rates, Property taxes, ground rent, house tax, charges of whatever character, assessment and outgoing assessed, charged, imposed or payable to the Delhi Govt. or any other Govt. Deptt. / Authority as the case may be in respect of the demised premises.

3. Notice / Communication

That any notice, letter, communication etc. to be made, served or communicated unto the Lessor under these presents shall be in writing and shall be deemed to be duly made, served, or communicated only if the notice or letter or communication is addressed to the named officer of the Lessor at the address shown above / intimated by the Lessor in this behalf. Correspondingly any notice, letter or communication to the Lessee shall be deemed to be made, served or communicated if the same in writing is addressed to the named officer of the Lessee at the address shown above / intimated by the Lessee or to the address of the demised premises after the Lessee has shifted to the same by Registered Post. Such notices shall be effective from the date of the receipt by the concerned party.

4. Jurisdiction of Courts etc.

That terms & conditions of the lease and the rights and obligations of the parties under or arising out of this agreement to lease shall be construed and enforced in accordance with the laws of India. It is also agreed that the courts at Delhi shall have the exclusive jurisdiction in all matters under the terms of this lease deed.

5. Settlement of Dispute Clause I Arbitration Clause

All the differences or disputes arising out of this lease deed between the Lessor and the Lessee shall be at the first instance shall be resolved amicably. In the event amicable settlement is not reached then such disputes differences shall be settled through Arbitration by the arbitral tribunal consisting of three arbitrators one each to be nominated by the Lessor and the Lessee and the third presiding arbitrator to be appointed by both the nominated arbitrators. The Arbitration proceedings shall be governed by the Arbitration and Conciliation Act 1996 and rules framed there under. The venue of the Arbitration proceedings shall be at New Delhi. The cost of Arbitration shall be equally shared by the Lessor and Lessee. The Arbitrators shall give a reasoned award.

6. Signature

The lease deed shall be prepared in duplicate and shall be signed by the authorized / nominated persons or officers of the Lessor and the Lessee at the time of registration of the lease deed. The Lessee shall retain the original lease deed and the copy may be retained by the Lessor.

C. IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The Lessee shall pay to the Lessor the rent including maintenance charges for the said premises at the rate of Rs. _____ per Sqft. (carpet area offered for rent to SECI) effective from date _____. Rent shall be paid by Lessor based on floor area offered for rent to SECI measured jointly by Lessee and Lessor at the time of possession.
2. The Lessor hereby agrees to take comprehensive insurance cover for the demised premises for the property / equipment / furniture belonging to Lessor which shall be renewed from time to time during the validity of lease period.
3. The Lease period shall be firm for Five years with a right to lessee for short closing the lease deed at the end of three years with three months advance notice, without any financial implication on either side on account of short closing the lease. Further, it is agreed that the lease can be extended after five years on mutual consent in the form of written agreement for a further period. All kind of maintenance and repairs of office furniture/fixtures/fittings/office equipment's including replacement, such as, bursting of pipes, leakages in electricity structural repairs, electrical consumables such as tube lights/bulbs/fans/chokes and its replacements etc., if any, shall be carried out by the Lessor solely at its own cost.
4. Monthly Lease rent as detailed at Para C-1 above, shall be payable every month for every calendar month in advance within 7 working days of receipt of bill from the Lessor without any deductions whatsoever except permissible under law.
6. The Lessee shall use the demised premises for locating its offices besides using the same for official purposes.
7. Lessor shall not claim any charges towards **Reserved Car Parkings of minimum Cars and Two-wheelers** of the Lessee.
8. That the Lessee will not make any structural additions or major alterations in the premises let out and shall not remove any fittings, fixtures etc. attached to the said premises.
9. The Lessor shall provide furniture, equipment and services etc. as detailed in tender document award.
10. The Lessee shall keep interiors of the premises in good order and conditions and shall not remove any fittings attached to the said premises. However, the Lessee may erect temporary partitions for making any cabins etc. and / or may remove / alter the fittings, door and windows, etc. at their own cost with prior permission of Lessor and shall restore back the same on vacation of building / termination of lease. The Lessee will permit the Lessor and their agents, surveyors and authorized representative(s) to enter into the said premises at all reasonable times for purpose either of inspection or repair of the said premises or for any other analogous purpose on any working day during working hours on receipt of prior notice of 3 days.

11. The Lessee shall arrange canteen services as per their requirement.
12. Charges towards consumption of electricity will be borne by Lessee during the validity of lease period.
13. The Lessor shall allow the Lessee to install Split ACs / ACs at its own costs. Electrical charges for such split ACs / ACs would be borne by the Lessee on actual basis. The lessee agrees to unconditionally settle all electricity charges and expenses directly for consumption of electricity, either through Discoms of Delhi or through gensets, as provided by the builder. The lessee agrees to understand and adhere to the billing and other system directly from the builder. The lessor shall not be liable for disconnection or disruption in continuance of supply of electricity due to untimely or non-payment of electricity / gensets consumption bill by the Lessee. The Lessee also undertakes to continue to release the payment pertaining to the electricity directly to the builder according to their prevalent system.

IN WITNESS THEREOF, the Parties hereto have executed these presents on the day..... month and year above written.

SIGNED AND DELIVERED BY THE LESSOR
WITHIN NAMES IN THE PRESENCE OF:

LESSOR
SIGNED AND DELIVERED BY THE LESSOR
WITHIN NAMES IN THE PRESENCE OF:
WITNESS:

- 1.
- 2.

SECI (LESSEE)

WITNESS:

- 1.
- 2.

(On non-Judicial Stamp Paper of appropriate value)

DEVIATION STATEMENT

Bidder's Name and Address:

To
Solar Energy Corporation of India,
NBCC Plaza, Tower-1, Fourth floor,
Pushp Vihar, Sector-V,
New Delhi-17

Dear Sirs,

The following are the deviations and variations from and exceptions to the specification and bidding documents for Hiring of office space for SECI. These deviations and variations are exhaustive.

We confirm that except for these deviations and variations stated in this Attachment to our bid, the entire services shall be performed as per your specifications and conditions of contract documents. Further, we agree that additional conditions, variations, deviations if any, found in the proposal documents other than those stated in this Attachment, save those pertaining to any rebates offered, shall not be given effect to:

Section Clause No	Page No.	Statement of Deviations/Variations

*** Deviations / Variations may or may not be accepted by SECI.**

Date:

Place:

Signature.....

Name.....

Designation.....

Common Seal.....

Note: Continuations sheets of like size and format may be used as per Bidder's requirements and shall be annexed to this Attachment.

(Signature of the authorized representative of Bidder)