

PFC CONSULTING LIMITED

(A wholly owned subsidiary of Power Finance Corporation Limited)

Notice Inviting Tender for Office Space

Suitable offers are invited from Owners/ Lease Holders directly without entertaining Offers through brokers, for properties approved for Commercial/ Institutional purposes, for PFCCL office space measuring 10,000 sq. ft. to 15,000 sq. ft. with requisite facilities within NDMC area preferably close to PFC's Corporate Office at "Urjanidhi", 1, Barakhamba Lane, Connaught Place, New Delhi-110001. However, this area is approximate and PFCCL reserves the right to vary area. The office space which is near to the PFC's Corporate Office at "Urjanidhi", 1, Barakhamba Lane, Connaught Place, New Delhi-110001 shall be given preference.

Desirable amenities in the premises should include adequate parking space, 24 hours water supply (10,000 ltrs per day), uninterrupted lift service from 7:30 am to 9:00 pm on all working days, Air conditioning/provision for air conditioning, 100% power back up arrangement etc. (in case PFCCL requires the lift services/ AC/ power back-up on Holidays, the same may be made available as per request)

Interested parties may submit their offers including Technical Offer covering the general terms and conditions as per **Annexure-I** and the details of the space available for Lease Rental, including proof of ownership, vicinity map, name of building, area in sq. ft., facilities available, parking provision, provision of air conditioning, power back up, availability of public transport, etc. as per **Annexure-II** and Commercial Offer detailing the rates quoted and other commercial terms and conditions as per **Annexure-III** in separately sealed envelopes, by **October 30, 2015 (03:00 PM)**. The Owner / Lease holder of the property will facilitate the visit of the PFCCL officials to the premises as and when required by PFCCL.

Duly filled in offers may be submitted by 30.10.2015, 03:00 PM to:

Sh. V K Jain
VP (Unit 1)
PFC Consulting Limited
First Floor, Urjanidhi,
1, Barakhambha Lane, Connaught Place
New Delhi-110001
Ph: 011-23456128, 23456122

Note: Opening Date & Time of Technical Offer : 30.10.2015, 03:30 PM

General Terms and Conditions

1.0 SUBMISSION OF OFFERS:

1.1 The Offer shall be typed or written in indelible ink and shall be signed by the Owner/ Lease Holder or a person or persons duly authorized to bind the Owner/ Lease Holder to the Contract. All pages of the Offer, except for un-amended printed literature, shall be initialed by the person or persons signing the Offer.

1.2 The Offer shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Owner/ Lease Holder, in which case such corrections shall be initialed by the person or persons signing the Offer.

1.3 The Owners/ Lease Holders are required to submit the Offers in two parts consisting of Part A : Technical Offer and Part B : Price Offer in separate sealed envelopes and both the sealed envelopes duly superscribed as "Part A : Technical Offer" and" Part B : Price Offer" are to be sealed in a bigger envelope.

The envelope marked as Part A and Part B should contain following documents:

Part A: Technical Offer

Should contain Annexure-I and Annexure-II

Part B : Price Offer

Should contain only the Price Offer filled in Annexure III

The bigger envelope containing Part A & Part B Offers should be superscribed as "Notice Inviting Tender for Office Space"- Due on 30.10.2015 at 03:00 PM and to be addressed to:

Sh. V K Jain
VP (Unit 1)
PFC Consulting Limited
First Floor, Urjanidhi,
1, Barakhambha Lane, Connaught Place
New Delhi-110001
Ph: 011-23456128, 23456122

1.4 The prospective Owners/ Lease Holders may arrange to hand deliver the sealed envelope at above mentioned address before the Offer closing date and time. The hand delivered tenders are to be submitted in the Office of VP (Unit 1), PFCCL 1st Floor, Urjanidhi, 1-Barakhamba Lane, Connaught Place, New Delhi-110001. The Owners/ Lease Holders may also send Offer by registered post so as to reach above address before Offer closing date and time.

1.5 Offers received late, after the due opening date and time will not be considered. The PFCCL shall not be responsible for non-delivery/late delivery of Offers sent by post.

1.6 If the date of submission is declared a public holiday, the deadline will be the next working day.

2.0 SIGNATURE OF OFFERS

2.1 The Offer must contain the name and place of the person or persons making the Offer and must be signed and sealed by the Owner/ Lease Holder with his usual signature. The names of all persons signing should also be typed or printed below the signature.

2.2 Offer by a partnership must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).

2.3 Offers by Corporation/Company must be signed with the legal name of the Corporation/Company by the President, Managing Director or by the Company Secretary or other person or persons authorized to Offer on behalf of such Corporation/Company in the matter.

2.4 Satisfactory evidence of authority of the person signing on behalf of the Owner/ Lease Holder shall be furnished with the Offer.

2.5 The Owner/ Lease Holder's name stated on the OFFER shall be the exact legal name of the firm.

3.0 SEALING AND MARKING OF OFFERS

3.1 The Offers are to be sealed as described in Clause 1.0 above.

3.2 The Offers send by Regd. Post should bear the name of NIT, the reference number, and the words "DO NOT OPEN BEFORE 30.10.2015".

3.3 The envelope shall indicate the name and address of the Owner/ Lease Holder to enable the Offer to be returned unopened in case it is declared "late" or "rejected".

3.4 If the outer envelope is not sealed and marked as per above, the PFCCL will assume no responsibility for the Offer's misplacement or premature opening.

4.0 DEADLINE FOR SUBMISSION OF OFFERS

4.1 The Owners/ Lease Holders have the option of sending the Offer by registered post or submitting the Offer in person. **Offers submitted by fax/ e-mail will not be accepted.** No request from any Owner/ Lease Holder to the PFCCL to collect the OFFER from airlines, cargo agents etc. shall be entertained by the PFCCL.

4.2 Offers must be received by the PFCCL at the address specified above, not later than the time & date mentioned in the Invitation to Offer.

4.3 The PFCCL may, at its discretion, extend this deadline for the submission of Offers by amending the Invitation to Offer, in which case all rights and obligations of the PFCCL and Owners/ Lease Holders previously subject to the deadline will thereafter be subject to the deadline as extended.

5.0 LATE OFFERS

5.1 Any Offer received by the PFCCL after the time & date fixed or extended for submission of Offers prescribed by the PFCCL, will be rejected and/or returned unopened to the Owner/ Lease Holder.

6.0 MODIFICATION AND WITHDRAWAL OF OFFERS

6.1 No Offer may be modified subsequent to the deadline for submission of Offers.

6.2 No Offer may be withdrawn in the interval between the deadline for submission of Offers and the expiration of the period of Offer validity specified by the Owner/ Lease Holder on the Offer Form.

7.0 LANGUAGE OF OFFER

7.1 The Offer prepared by the Owner/ Lease Holder and all correspondence and documents relating to the Offer, exchanged by the Owners/ Lease Holders and the PFCCL, shall be written in the English language, provided that any printed literature furnished by the Owner/ Lease Holder may be written in another language so long as accompanied by an English translation of its pertinent passages. Failure to comply with this may disqualify a Offer. For the purpose of interpretation of the Offer, the English translation shall govern.

8.0 INFORMATION REQUIRED WITH THE OFFER

8.1 The complete information shall be provided by the Owner/ Lease Holder in the form of separate sheets, drawing, catalogues, etc.

8.2 Oral statements made by the Owner/ Lease Holder at any time regarding quality, quantity or arrangement of the equipment or any other matter will not be considered.

8.3 Standard catalogue pages and other documents of the Owner/ Lease Holder may be used in the Offer to provide additional information and data as deemed necessary by the Owner/ Lease Holder.

8.4 In case the 'OFFER' information contradicts NIT requirements, the NIT requirements will govern, unless otherwise brought out clearly in the technical/commercial deviation schedules.

9.0 OPENING OF OFFERS BY THE PFCCL

9.1 The Offers shall be opened by the PFCCL on October 30, 2015 at 03:30 PM as specified in Invitation of Offers or in the case any extension has been given thereto, after the extended Offer submission date notified to all Owners/ Lease Holders.

9.2 The Owners/ Lease Holders' names, Offer prices, modifications, Offer withdrawals and such other details as the PFCCL, at its discretion may consider appropriate, will be announced during opening of Offers.

9.3 No electronic recording devices will be permitted during Offer opening.

10.0 CLARIFICATION OF OFFERS

10.1 To assist in the examination, evaluation and comparison of Offers the PFCCL may, at its discretion, ask the Owner/ Lease Holder for clarification of its Offer. The request for clarification and the response shall be in writing or substance of the Offer shall be sought, offered or permitted. Non submission of clarification would render the offer for rejection.

11.0 PRELIMINARY EXAMINATION

11.1 The PFCCL will examine the Offers to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Offers are generally in order.

11.2 Prior to the detailed evaluation, the PFCCL will determine the substantial responsiveness of each Offer to the NIT. For the purpose of these Clauses, a substantially responsive Offer is one which conforms to all the terms and conditions of the NIT without material deviations. A material deviation is one which affects in any way the prices, quality, quantity or delivery period or which limits in any way the responsibilities or liabilities of the Owner/ Lease Holder of any right of the PFCCL as required in these NIT documents and specifications. The PFCCL's determination of a Offer's responsiveness shall be based on the contents of the Offer itself without recourse to extrinsic evidence.

11.3 A Offer determined as not substantially responsive will be rejected by the PFCCL and may not subsequently be made responsive by the Owner/ Lease Holder by correction of the non-conformity.

- 11.4 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Owner/ Lease Holder does not accept the correction of the errors as above, his Offer will be rejected.
- 11.5 The Owner/ Lease Holder should ensure that the prices furnished in various price schedules are consistent with each other. In the case of any inconsistency in the prices, furnished in the specified price schedules to be identified in Offer Form for this purpose, the PFCCL shall be entitled to consider the highest price for the purpose of evaluation and for the purpose of award of Contract use the lowest of the prices in these schedules.

12.0 LEASE RENT

- 12.1 The Owner/ Lease Holder shall quote rent as per Annexure-III.

13.0 TAXES AND DUTIES

- 13.1 All the Bidders are requested to familiarize themselves with the laws, rules, regulations prevailing in India and consider the same while submitting their Bid.
- 13.2 All existing and enhanced / future municipal taxes, rates & cesses etc. will be paid by the owner of the premises.
- 13.3 The Owner shall be liable and pay all taxes, duties, levies, lawfully assessed against the Owner in relation to the lease.
- 13.4 PFCCL shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Owner/ Lease Holder under the contract.
- 13.5 As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, PFCCL shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Owner/ Lease Holder shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Owner/ Lease Holder is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.
- 13.6 If any rates of taxes/duties/levies (hereinafter called 'Tax') are increased or decreased, a new Tax is introduced, an existing Tax is abolished or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Owner/ Lease Holder in connection with performance of the Contract, an equitable adjustment of the Contract Price shall be made to fully take in to account any such change by addition to the Contract Price or deduction there from, as the case may be. However, these adjustments would be restricted to direct transactions between the PFCCL and the Owner/ Lease Holder.

14.0 OFFER CURRENCIES

14.1 Prices shall be quoted in Indian Rupees (Rs) only.

15.0 PERIOD OF VALIDITY OF OFFERS

15.1 Offers shall remain valid and open for acceptance for a period of 120 days after the date set for Offer opening.

16.0 OFFER OPENING

16.1 The PFCCL will examine all other Offers to determine whether they are complete, and whether the Offers are generally in order.

17.0 PROCESS TO BE CONFIDENTIAL

17.1 Any effort by a Owner/ Lease Holder to influence the PFCCL in the process of examination, clarification, evaluation and comparison of Offers, and in decisions concerning the award of Contract, may result in the rejection of his Offer.

18.0 CORRECTION OF ERRORS

18.1 Offers determined to be sub-sequentially responsive will be checked by the PFCCL for any arithmetic errors in computation and summation, Errors will be corrected by the PFCCL as follows:

- a) Where there is discrepancy between amounts in figures and in words, the amount in words will govern.
- b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate and the quantity, the unit rate as quoted will govern, unless in the opinion of the PFCCL there is an obviously gross misplacement of the decimal point in the unit rate, in which event the total amount as quoted will govern and the unit rate will be corrected.

18.2 The amount stated in the Offer Form will be adjusted by the PFCCL in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Owner/ Lease Holder. If the Owner/ Lease Holder does not accept the corrected amount of Offer, his Offer will be rejected.

19.0 EVALUATION AND COMPARISION OF OFFERS

19.1 The Offer evaluation shall be a Two stage process: Technical and Financial. 1st stage being technical evaluation that shall be done on the basis of information asked in Annexure-I and Annexure-II and Evaluation methodology of the technical offers for opening the price bid is at Appendix-I. The Owners/ Lease Holders that are technically qualified (1st stage) shall be considered for financial evaluation (2nd stage) in accordance of Annexure-III.

- 19.2 PFCCL has the right to select the property depending upon the suitability, location, availability of required space and Aggregate Rate per square feet over a period of 5 years.
- 19.3 In case of a tie, management has the discretion to award the contract to suitable Owner/ Lease Holder.
- 19.4 No further discussion/ interface will be granted to bidders whose offers have been disqualified. PFCCL reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.
- 19.5 If selected Owner/ Lease Holder withdraws or PFCCL withdraws the Letter of Award (LoA) due to some reason or is not in a position to issue LoA, other qualified Owners/ Lease Holders offer may be considered for award.
- 19.6 Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.
- 19.7 The PFCCL reserves the right to accept or reject any variation, deviations or alternative offered. Variations, deviations, alternative offers and other factors which are in excess of the requirements of the bidding documents or otherwise result in the accrual of unsolicited benefits to the PFCCL shall not be taken into account in Offer evaluation.

20.0 AWARD CRITERIA

- 20.1 PFCCL has the right to select the property depending upon the suitability, location, availability of required space and Aggregate Rate per square feet over a period of 5 years.

21.0 PFCCL'S RIGHT TO ACCEPT ANY OFFER AND TO REJECT ANY OR ALL OFFERS

- 21.1 The PFCCL reserves the right to accept or reject any Offer and to annul the bidding process and reject all Offers at any time prior to award of Contract, without thereby incurring any liability to the affected Owner/ Lease Holder or Owners/ Lease Holders or any obligation to inform the affected Owners/ Lease Holders or Owners/ Lease Holders of the grounds for the PFCCL's action.

22.0 NOTIFICATION OF AWARD

- 22.1 Prior to the expiry of the period of Offer validity prescribed by the PFCCL, the PFCCL will notify the successful Owner/ Lease Holder, confirmed in writing by registered letter, that his Offer has been accepted. This letter (hereinafter and in the Conditions of Contract called 'Notification of Award'/'Letter of Award') shall name the sum which the PFCCL will pay to the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called the 'Contract Price'). Within 5 days of receipt of the 'Notification of Award'/'Letter of Award' the successful Owner/ Lease Holder shall

sign and return a copy of the same to the PFCCL as acknowledgement of receipt of the same.

22.2 The Notification of Award will constitute the formation of the Contract.

23.0 PAYMENT TERMS

23.1 Payments shall be made by PFC Consulting Ltd. (PFCCL) against pre-receipted bills as per the lease deed to be executed between PFCCL and the owner or his/her legal representative.

23.2 Payments of rent will be made on monthly basis by account payee cheque/ online electronic transfer in favour of Owner/ Lease Holder after deduction of the tax at source (TDS) as applicable from time to time.

23.3 Lease rent shall be paid with effect from the date on which possession of the completed premises is handed over to PFCCL alongwith necessary occupation certificate, power, water supply and other agreed facilities.

24.0 ACCESS TO OWNERS/ LEASE HOLDERS PREMISES

The Owner / Lease holder of the property will facilitate the visit of the PFCCL officials to the premises as and when required by PFCCL. The officials of PFCCL may visit the space offered by Owners/ Lease Holders to ascertain the suitability of the space. The date, time and place for opening of commercial Offers would be informed to the Owners/ Lease Holders, whose technical Offers are found acceptable.

25.0 FORCE MAJEURE

25.1 Definition of Force Majeure

Force Majeure means any circumstances beyond the control of the parties, including but not limited to:

- a) War and other hostilities, (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo;
- b) Ionizing radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosives, or other hazardous properties of any explosive nuclear assembly or nuclear components thereof.
- c) Rebellion, revolution, insurrection, military or usurped power and civil war;
- d) Riot, commotion or disorder, except where solely restricted to employees of the Contractor.

26.0 TERMS OF TERMINATION OF LEASE

26.1 The period of lease should be minimum Five years with provision for extension of lease on mutually agreed terms.

26.2 The lease can be cancelled by PFCCL by giving a notice of not less than 3 months.

27.0 DISPUTES AND ARBITRATION

27.1 The PFCCL & Owner/ Lease Holder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

27.2 If after thirty (30) days from the commencement of such internal negotiations, the PFCCL & Owner/ Lease Holder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism specified below.

27.3 The dispute resolution mechanism to be applied shall be as follows:

- (a) In the case of dispute between the PFCCL and Owner/ Lease Holder the dispute shall be referred to adjudication/ arbitration in accordance with Indian Laws.

27.4 The award given by the Arbitrator(s) shall be speaking award.

27.5 Work to Continue

Performance of the contract shall continue during arbitration proceedings unless the PFCCL shall order suspension. If any such suspension is ordered the reasonable costs incurred by the Owner/ Lease Holder and occasioned thereby shall be added to the Contract Price.

27.6 No, payments due or payable by the PFCCL shall be withheld on account of pending reference to arbitration.

28.0 LAW AND PROCEDURE

28.1 Applicable Law

The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of Delhi shall have exclusive jurisdiction in all the matters arising in the Contract including execution of Arbitration Award.

28.2 ACCEPTANCE OF TERMS AND CONDITIONS

The Owner/ Lease Holder must confirm for his acceptance of the terms and conditions mentioned hereinabove and the enclosed documents. In case any clause is not acceptable to the Owner/ Lease Holder, the same should be specifically brought out with categorical confirmation that all other clauses are acceptable to the Owner/ Lease

Holder. If no mention is made in this regard, it shall be presumed that all clauses mentioned hereinabove are acceptable to the Owner/ Lease Holder.

29.0 TERMS AND CONDITIONS

- 29.1 The rate quoted shall be per sq. ft. of carpet area of the premises offered and shall be inclusive of all applicable taxes and out-goings except maintenance charges and Service Tax. However, the rate of super area, applicable taxes, other outgoings also to be mentioned separately along with the calculation of arriving at the rate on carpet area.
- 29.2 In case there are more than one owner, than the bid submission by one/ consortium of the owner having proper authorization is applicable. If the authorized representative is allowed to sign the bid document, then the necessary authorization has to be submitted along with the document. Otherwise the offer is liable to be considered null & void at any stage as per the decision of PFCCL.
- 29.3 By submitting this offer the owner has permitted PFCCL or their representatives with prior appointment, to inspect the property offered as well as property documents & to carry out the valuations thereof.
- 29.4 The space offered should preferably be an open hall approved for Commercial/ Institutional use on a single floor. In case, space offered is on multiple floors, it should preferably be on continuous floors with the provision for dedicated entry for movement between the floors. Evidence of appropriate approvals for commercial/ institutional use of the property must be submitted with Technical Offer.
- 29.5 Adequate space for parking should be available to park Cars and Two Wheelers. The Offer should clearly indicate the Car parking Space included in the Rent quoted. The charges for paid parking (Cars and two Wheelers) should also be given mentioning no. of parking space available.
- 29.6 The offered property should have 24 hours electricity supply. A separate electric meter (Commercial) should be installed exclusively for the use of the PFCCL. The property offered should also have adequate space for installation of Genset/UPS/units of split AC etc.
- 29.7 The office space should have provision for 24 hours running water supply for both drinking and utility facilities.
- 29.8 There should be enough arrangement for public utilities, (Toilets, etc) for men and women, separately.

- 29.9 The responsibility for payment of all kind taxes such as property tax, Municipal tax etc in connection with the property offered shall be of the Owner/ Lease Holder and updated copies of all tax receipts should be attached with the Offers.
- 29.10 The Property offered should be well connected by public transport at a reasonable distance and should be easily accessible.
- 29.11 The property offered should have adequate security cover and fire safety measures installed as per the requirements of Delhi Fire Service. Sufficient accommodation for watch and ward staff should be available. Also the corridors, staircases etc. should be sufficiently wide-minimum 4ft.
- 29.12 Possession of the office space will be handed over to PFCCL within 30 days or as mutually agreed from the award of the order and rent shall be payable from the date of possession.
- 29.13 The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.
- 29.14 Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities including Fire Department for use as office premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the Technical Offer. Also, copies of approved plan of the office space offered should be submitted along with the Technical Offer.
- 29.15 The tender will be acceptable only from original owner / Lease Holder of the building/ property. PFCCL will not pay any Brokerage for the offered property.
- 29.16 The Owners/ Lease Holders should give rates, showing taxes, if any, separately.
- 29.17 Rates should be quoted in Indian Rupees only. Rates quoted in currencies other than Indian Rupee shall not be considered.
- 29.18 The property tax, water tax etc levied by Local Govt. and Central Govt. are to be borne by the Owner.
- 29.19 Stamp duty, Registration charges, etc. to be shared equally by both the parties.

29.20 Format of the lease deed shall be decided by PFCCL covering the important covenants including the conditions agreed by the owner while submitting the bid.

29.21 PFCCL reserves the right to amend these terms and conditions as it deems necessary.

30.0 LIST OF ENCLOSURES

Owner/ Lease Holder should number the pages of Technical Offer and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Offer. Each page and all details provided should be duly signed by the authorized signatory. All undertakings provided shall be on the letterhead of the company (if applicable) and duly signed and stamped by the authorized signatory.

	c) Radial Distance (approx.) from PFC's Corporate Office at "Urjanidhi", 1, Barakhamba Lane, Connaught Place, New Delhi-110001	
5.	Total area offered for rent (floor wise) in sq ft. i) Carpet area ii) Covered area iii) Super area iv) Dimensions of staircase	Certified sketch & site plan
6.	Particulars of completion certificate.	Attested/self-certified copy of completion certificate issued by the competent authority.
7.	Whether reserved parking (Covered/Open) available? If so, give the details regarding the no. of Car parkings	Car parkingsnos. (covered)nos. (open)
8.	Type of office space — a) whether single floor or multi-storey b) With provision of rooms on each floor or hall type. c) Whether there are any conditions for carrying out partitioning as per requirement of PFCCL. d) Whether rooms are constructed e) whether modification in internal plan permitted in case of constructed rooms f) Details of space available for installation of Gensets / UPS etc	Please provide answer to each of the sub points

9.	Number of lifts and their carrying capacity.	Provide details of make, year of installation & status of working etc
10.	Availability of facilities/ utilities	Number of Toilets (floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Comods and Wash Basin (separately for men and women).
11.	a) Whether running water, both drinking and otherwise, available round the clock. b) Whether sanitary and water supply installations have been provided	Please provide point wise reply
12.	a) Whether electrical installations and fittings, power plugs, switches etc., are provided or not. b) Whether building has been provided with fans or not. (if yes, the number of fans floor wise). c) Whether provisions for Air conditioner with power points available or not?	Please provide point wise reply
13.	i) Sanctioned electricity load ii) Whether willing to get the electricity load increased in case PFCCL needs.	
14.	i) Details of power backup facilities	Please provide point wise details
15.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate	Copy of certificate to be enclosed
16.	The period and time when the said	Undertaking from the owner

	office space could be made available for occupation after the approval by PFCCL	
17.	<p>i) Specify the period for which the property is being offered for rent (minimum five years) with provision of extension.</p> <p>ii) For what duration after handing over the possession to PFCCL, the rates quoted should remain unchanged and rate of increment thereafter</p> <p>(within the period for which property is being rented)</p>	<p>A self attested undertaking from the owner of the property indicating number of years for which the property is being offered for rent to the PFCCL</p> <p>An undertaking from the owner of the property indicating number of years for which the rent shall remain constant and rate of increase thereafter.</p>
18.	<p>Distance from the nearest:</p> <p>a) Metro Station</p> <p>b) Bus Stand</p>	Please provide point wise details
19.	Present Age of premises	
20.	Various Tax receipts (property, municipality tax etc.)	
21.	The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.	A self attested undertaking indicating the same along with certificate in this regard by the competent authority.
22.	Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities	Copies of all Clearances/No Objection Certificates from all relevant Central/State Government and

	including Fire Department for use as office premises conforming to the municipality Rules/Bye-laws	Municipal authorities Copies of approved plan of the office space being offered Documents in support of ownership of Building/Land and construction
23.	Any other salient aspect of the building, which the party may like to mention.	

Note: No indication of rent/charges to be given in Technical Bid.

Declaration:

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

Signature with Seal:

Name:

Designation:.....

Date:.....

Place:.....

Appendix-I

Evaluation of the offers to establish suitability of the offered space for use of PFCCL office

Based on the information furnished by the Owners/ Lease Holders, their proposal is to be evaluated internally by a nominated committee for evaluating and awarding marks against the various facilities. Offers getting 70 or more marks out of a total 100 shall be considered for opening of their price-bid. The date, time and place for opening of commercial Offers would be informed to the Owners/ Lease Holders, whose technical Offers are found acceptable.

Process of awarding marks is tabulated below:

S. No.	Facility offered	Total Marks	Marks awarded by PFCCL
1	Distance from existing PFCCL's office at "Urjanidhi" building, Barakhamba lane. Offered space is within 1 Km. range :- Full marks Offered space is in between 1-2 Km. range :- (-) 5 marks Offered space is in between 2-3 Km. range :- (-)10 marks Offered space is in between 3-4 Km. range :- (-)15 marks Offered space is more than 5Km.range :- (-)20 marks	40	
2	Location of Offered space in the building. -If the offered space is in a single floor :- Full marks -If the offered space is in two floors :- (-) 5 marks one above the other of the building - If the offered space is scattered in :- (-) 7.5 marks more than two floors of the building.	10	
3	PFCCL's Assessment. PFCCL's internal assessment with regard to quality of the building, convenience, ease/suitability for PFCCL's office functioning.	25	
4	Facilities in the offered space. i) Number of lifts (full marks in case lifts are two or more). ii) Number of car parking slots within and adjacent to building (full marks in case parking slots are thirty or more. The marks shall be reduced proportionately if the car parking space offered for less than 30 cars) iii) Power back up iv) Offered space is centrally air conditioned	Total : 25 4 10 2 9	

Annexure – III

Format for Financial/ Price Bid

Full particulars of the Owner/ Lease Holder of the premises:

- a) Name:
- b) Address (office & residence):
- c) Telephone & Mobile No.:
- d) Telefax:
- e) Email ID:
- f) Address of Property offered:
- g) Carpet Area of Property Offered* (in Sq. Ft.):
- h) Built-Up Area of Property Offered (in Sq. Ft.):
- i) Super Area of Property Offered (in Sq. Ft.):

Sl. No.	Particulars	Year-1	Year-2	Year-3	Year-4	Year-5	Total (in Rs.)
			Yearly Escalation in Rent % - ...%	Yearly Escalation in Rent % -%	Yearly Escalation in Rent % - ...%	Yearly Escalation in Rent % - ...%	
1)	Monthly Rent per Sq. Ft. of Carpet Area (in Rs.)						-
2)	Yearly Amount (in Rs.) (Rate x Carpet Area)						
3)	Service Tax (in %)						-
4)	Service Tax (in Rs.)						
5)	Maintenance Charges (in Rs.)						
6)	Other Charges (in Rs.), if any						
7)	Total (in Rs.) = (2 + 4 + 5 + 6)						
8)	Aggregate rate/Sq. Ft. = Total Amount(7)/ Carpet Area (g)						

* Carpet area means internal covered floor space excluding pillars/ columns walls thickness along the periphery, open verandah/ balcony, niches for storage below

window cills, open corridors/ passages, lobbies, staircase, munties, shaft and rooms for lifts, common toilets and common areas etc.). Columns areas inside the rooms/ hall are not deductible. Area of toilets exclusively constructed for the premises will be included.

Note:

- a. PFCCL has the right to select the property depending upon the suitability, location, availability of required space and Aggregate Rate per square feet over a period of 5 years.
- b. PFCCL reserves the right to accept or reject any offer, and to annul the bidding process and reject all bids at any time prior to award of lease, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the PFCCL's action.
- c. PFCCL reserves the right to reject any or all the offers without assigning any reasons at any stage.
- d. If selected Owner/ Lease Holder withdraws or PFCCL withdraws the Letter of Award (LoA) due to some reason or is not in a position to issue LoA, other qualified Owners/ Lease Holders offer may be considered for award.
- e. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.
- f. The rate quoted shall be per sq. ft. of carpet area of the premises offered and shall be inclusive of all applicable taxes and out-goings except maintenance charges and Service Tax. However, the rate of super area, applicable taxes, other outgoings also to be mentioned separately along with the calculation of arriving at the rate on carpet area.
- g. Break-Up of Maintenance Charges and Other Charges also to be mentioned separately.

Signature:

Name:

Designation:

Date: