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CENTRAL REGION OFFICE

भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

Our Ref: CRO/DBO/2:1

30 May 2008

**Subject : INVITATION OF BIDS FOR HIRING OF OFFICE SPACE
AT DEHRADUN ON RENT/LEASE BASIS**

Dear Sir (s),

Dear Sir,

Sealed tenders are invited under two-bid system for **HIRING OF OFFICE SPACE
AT DEHRADUN ON RENT/LEASE BASIS** for opening of new
branch of BIS.

Notes:

1. The quotations in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" which should be placed in another sealed cover superscribed "Quotation for **HIRING OF OFFICE SPACE AT DEHRADUN**" should reach the Deputy Director General (Central), Central Region Office, Bureau of Indian Standards, Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi-110002 latest by 1700 hrs on **25th June 2008**. Technical Bid will be opened on **26th June 2008 at 1100 hrs** in presence of such bidders or their duly authorized representatives as may be present. Date and time of opening of Financial Bids of the eligible bidders will be informed later. As a token of acceptance of all the terms & conditions mentioned in this document, the bidders are required to sign all pages of this document and return the same alongwith their bid. The unsigned document will be rejected by the Bureau of Indian Standards.

Thanking you,

Yours faithfully

Document-I

Terms and Conditions

1. The carpet area of any floor be the covered floor area worked out excluding the following portions of the building:-
 - i. Sanitary accommodation.
 - ii. Verandahs, except where fully enclosed and used as internal passages and corridors.
 - iii. Corridors and Passages, except where used as internal passages and corridors exclusive the unit.
 - iv. Staircases.
2. Bureau requires premises on Ground \First floor, for the branch office at Dehradun. The requirement of the covered floor area is approx. 4000 sq. ft.
3. All the columns of the tender document must be filled in and no column should be left blank. The bids must be submitted on or before the last date and time mentioned in the advertisement.
4. Tenderer must sign on each page of the BIS standard lease deed (enclosed) as token of concurrence of accepting the lease condition and the same must be enclosed with the technical tender.
5. Conversion of Building for commercial use, if applicable, will be obtained by the builder/ tenderer himself at his own cost.
6. The price bids will be opened in case of only those bidders, who are short-listed on the basis of the scrutiny of the technical bids and who will sign on the Bureau's standard terms and conditions and submit along with the technical bid.
7. No enquiries regarding the selection will be replied. This is strictly prohibited.
8. The Bureau reserves the right to reject any or all of the tenders without giving any reasons thereof.
9. Bureau has right to vacate the leased premises any time before expiry of lease period after giving three months notice.
10. The bids must be **valid for at least 3 months** from the last date of submission.
11. Lease will be accepted for minimum of 3 Years with one subsequent automatic renewal of lease deed in Bureau's favour for the same period.

Document-II**TECHNICAL TENDER FOR DEHRADUN BRANCH OFFICE OF BIS**

From:

Date:

To,

Deputy Director General (Central)
Central Region Office,
Bureau of Indian Standards,
Manak Bhavan,
9, Bahadur Shah Zafar Marg,
New Delhi-110002

Dear Sir,

Technical Bid (Tender Part-I) : Offer for Premises for Your Branch/Office at Dehradun on Lease/Rental Basis.

With reference to your advertisement published in _____ newspaper, dated _____ for hiring of premises on lease/rental at _____, we submit herewith our offer for the same with following technical particulars/details for your consideration:
(Note: Mention 'Not Applicable' against inapplicable columns. No column should be left blank)

1. Name of owners/Developers with address & telephone Nos.	
2. Location & address of property.	
3. Whether location is in commercial Market or residential area.	
4. Plot area (details of plot such As size, area, FSI, lease etc.) (in sq. ft.)	
5. Whether Municipal permission to construct premises obtained. (Yes/No)	
6. Distance from Railway Station (in km)	
7. Distance from Bus Stand (in km)	
8. Distance from nearby Wholesale / Retail Markets (furnish names of the markets) (in km)	

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9. Details Of Proposed Building Offered:

A) No. of Rooms (with sizes)	
B) Doors (nos. & specifications)	
C) Windows (nos. & specifications)	
D) Flooring (mention room-wise flooring as also in toilet with skirting/dedo etc.)	
E) If multi-storeyed complex furnish details of total no. of floors in the building & whether facility of lift is available.	
F) Whether plan approved by local Municipal Authority	
G) Situation of building i.e. floor on which located	
H) Water supply arrangement (Please mention no. of bores with diameter and Corporation connection etc.) Whether Separate connection for Bureau will be arranged?	
I) Sanitary arrangement (no. of W.C./Toilet blocks)	
J) No. of balconies (with size)	
K) Electricity (sanctioned load, no. of points, Type of wiring, meter etc.) (Separate electric meter for Bureau will have to be arranged by landlord)	
L) Mention whether additional load/ 3 phase electric connection, if required by the Bureau will be provided at your cost?	
M) Whether any power backup is available? If yes, please specify the capacity (load).	
N) Mention details of area in sq. ft. (carpet) of free of cost parking facility, if any, for scooters/cars that can be available exclusively to the Bureau. If exclusive area is not possible, please specify details of general parking facilities	

available. If parking facilities are not available, please specifically mention this.	
10. Condition Of Building: e.g. Old building New building or Under construction (mention likely date of completion)	
11. Details of other infrastructure(compound wall, porches, garage, stilt floor etc.)	
12. Area of flat/building (please mention super built-up/built-up area alongwith carpet area with number of floors)	
13. Whether willing to carry out additions/ alterations/ repairs as per specifications/ plan given by the Bureau? (Yes/No)	
14. Whether any provision for stay of security guard/servant is available? If yes, please specify the details.	
15. Whether willing to offer premises on lease for period of 15 years or more? (Yes/No) (Reasonable increase in rent can be considered after 3 years)	
16. Whether any deposit will be required? (Give brief details).	
17. Any other information. (Give brief details)	
18. List of enclosures (attached) such as copy of plan approved by the competent authority, latest Municipal house tax receipt, last sale deed etc.	a) b) c) d) e)

a) Copy of Bureau of Indian Standards standard lease deed, duly signed on each page in token of concurrence with the lease condition is enclosed.

b) We have not made any alteration in the Tender and Lease Performa .

Yours faithfully,

(_____)

Note:

1) No enquiries regarding the selection will be replied. This is strictly prohibited.

2) The Bureau reserves the right to reject any or all pre-qualification applications without giving any reasons.

Price Bid Application Form (Part-II)

In Respect Of Premises To Be Offered On Lease To Bureau of Indian Standards
FINANCIAL TENDER FOR DEHRADUN BRANCH OF BIS

From:

Date:

To,

Deputy Director General (Central),
Central Region Office,
Bureau of Indian Standards,
Manak Bhavan,
9, Bahadur Shah Zafar Marg,
New Delhi-110002

Dear Sir,

Price Bid (Tender Part-II) : Offer for Premises for Your Branch/Office at Dehradun on Lease/Rental Basis

I/We offer my/our premises situated at _____ for your proposed Branch/Office on the following terms & conditions:

- i) The building will have a carpet area of _____ sq. ft. on various floors, as per details provided in 'Technical Bid', submitted by us. Carpet area means actual floor area available for use after deducting the areas of walls, passages, staircases, sanitary blocks, water room, entrance area, balcony etc. The possession of the premises will be given to you only after the Bureau is fully satisfied that the premises is to the Bureau's requirement and specifications.
- ii) No changes in the leased premises plan will be made during the tenancy and if any changes are required the same will be carried out only after obtaining Bureau's prior approval in writing therefor.
- iii) In Respect Of Premises To Be Offered On Lease To Bureau of Indian Standards property of the Bureau of Indian Standards . Notwithstanding what is stated in paragraph (i) the electric points will be provided by me/us as per the Bureau's requirements. The premises complete in all respect will be made available as early as possible, but in any case not later than _____ days from the date of acceptance of this offer by the Bureau. The Bureau may at its discretion extend this period. However, it will be open to the Bureau to decline to accept the offer, if the delay is in the opinion of the Bureau too much.
- iv) I/We will provide the necessary arrangement for the continuous and regular supply of water throughout day and night. I will provide electric motor and pump of required capacity as suggested by the Bureau. All maintenance charges in this connection except actual electrical consumption shall be borne by me/us. The required number of water taps as desired, including one directly from Municipal water connection, for drinking water will be provided by me/us, in the premises. Water consumption charges/bills of Municipality will be borne by the Bureau. I/We shall provide sanitary, privy, urinals, ladies toilet, hand-wash basin, towel rails etc. as per the Bureau's requirement exclusively for Bureau's use.

v) Distempering of the building, polishing/oil painting of the wood and ironwork will be carried out by me/us once in two years. Whenever necessary, I/We will carry out tenable repairs to the premises. If I/we fail to do this, the Bureau will have right to recover this from me or from the rent payable to me.

vi) At the beginning of the tenancy of the lease, I/we undertake to carry out the additions/alterations to suit the Bureau's requirements, if the same are structurally feasible and technically permissible by the local authorities. Alternatively, if the Bureau desires to carry out any such alterations at its own cost, I/we will permit same on the existing terms & conditions and obtain any permissions, if required, from local authorities.

vii) The Municipal Corporation or local authorities' permission/NOC to lease the premises in question to the Bureau, for use as office premises, provision of genset for power backup will be obtained by me/us and produced for your inspection. Any other permission if required will be obtained by me/us. In case, I/we will decide to sell the premises, at first it will be offered to Bureau at a reasonable price and in case the Bureau is not agreeable to purchase the same, I/we shall dispose off the same subject to Bureau's tenancy rights.

viii) The lease agreement will contain an undertaking that I/we will not during the currency of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased to you/with any party affecting your right of occupation and any of the terms of the lease without your consent.

ix) Expenses in connection with drafting and execution of the lease agreement will be borne by me/us.

x) The Bureau shall be at liberty, at any time during the period of the lease, to terminate the tenancy under lease deed and vacate the demised premises by giving three calendar months notice to the Lessor/Lessors and in that event, the Bureau shall not be liable to pay any rent for the residual period, damages, costs or any other claim or amount whatsoever to the Lessor/Lessors.

xi) Separate electric meters, shed for parking vehicles, rolling shutter or collapsible gate to the main entrance, safety bars to all the windows and compound walls with gate, all around the building will be provided by me/us at my/our cost. If required by the Bureau, 3-phase electric connection suitable for computerisation will be arranged by me/us at our cost.

xii) I/we have clearly noted that in order to start its office as early as possible, Bureau reserves its right to install steel/wooden furniture, partitions electrical fitting etc. in the premises before taking possession of the building for which no rent will be paid by the Bureau.

xiii) Rent/Lease Charges:

A) The rent of the premises will be Rs. _____ per sq. ft. (carpet area) per month.

B) The house tax and all Municipal/Government taxes will be paid by us (landlord). The present rate of Municipal/Government taxes is _____% of rent per annum.

C) Other service charges for garage/parking/lift/Maintenance/cleaning (if any) will be paid by us (landlord).

D) _____ sq. ft. (carpet) area will be earmarked for the Bureau for parking at _____ for which no rent/cost will be charged.

xvi) **Period of Lease etc.:** The initial period of lease will be for three years with subsequent renewal at the option of the Bureau for one further terms of three years each on the same terms & conditions with reasonable increase of _____ % in monthly rent after every three years.

xvii) **Validity:** This firm offer is open to you for acceptance till _____ /2008.

Yours faithfully,

(_____)

LEASE DEED

This lease deed is made this _____ day of _____ Two Thousand Eight between through _____ referred to as the Lessor and the Bureau of Indian Standards having its Head Office at Manak Bhavan, 9 Bahadur Shah Zafar marg, New Delhi-110002, hereinafter referred to as Lessee.

Whereas the Lessor is legal and absolute owner of the immovable property known as..... situated within the municipal limits of Dehradun (hereinafter referred to as said premises) and Shri is fully competent to enter into this agreement on behalf of the Lessor.

Whereas the Lessor has agreed to let out the _____ of the said premises comprising of total carpet area _____ for the purpose of locating Lessee's office. The Lessor and Lessee herein before mentioned agree as follows.

1. The tenancy in respect to the aforesaid premises will commence with effect from _____ .
2. The rent for said premises would be Rs. _____ Per month including provision and maintenance of services like sanitary, electricals, fire safety equipments etc. and maintenance of passages. The rent shall be payable on six monthly basis in April and October every year or as mutually agreed. The contract shall be valid for three years, till _____ .

The Lessee shall enhance the rent by _____ from _____ over the agreed rent of Rs. _____ per month for another term of three years.

3. The Lessor shall bear the entire amount of property tax as may be fixed by concerned authorities from time to time. Water charges as levied by the authorities shall be payable by Lessee. Except the aforesaid property tax any additional charges on the services such as sewage, fire as and when levied by the authorities shall be payable by the Lessee.

4. No changes in the leased premises plan will be made during the tenancy and if any changes are required the same will be carried out only after obtaining Lessee's prior approval in writing therefor.

5. During the period of tenancy, if the Lessee desires to carry out any such alterations at its own cost, lessor will permit same on the existing terms & conditions and obtain any permissions, if required, from local authorities.

6. The Lessee shall have the option to vacate the accommodation by giving three months notice during the period as mentioned in para 2 above.

7. The Lessor shall arrange for white/colour washing/distempering/painting/polishing of doors, windows, walls etc. once in 2 years.

8. While the Lessee shall undertake day to day repairs of minor nature in the premises to be rented, its major structural repairs necessitated due to wear and tear shall have to be undertaken by the Lessor.

9. Electricity charges shall be payable by the Lessee against the separate meter which would be provided by the Lessor.

10. The Lessor shall at its own cost provide any additional electric points as per the requirements of Lessee.

11. At the time of termination of the tenancy the Lessee shall hand over the premises peacefully in good condition subject to the normal wear and tear.

12. The Lessor shall ensure and provide adequate supply of drinking water and water for water closet and lavatory throughout the year by providing a storage tank and making other arrangement for the purpose.

13. During the period of tenancy, the demised premises shall be used by the Lessee for the purpose of the office, testing laboratory, retiring rooms for its officers and stay of watchman and other essential staff and other purpose ancillary and incidental thereto.

14. The Lessee shall be at the liberty to reasonably affix, place or displace its signboards according to Rules and Regulations of local authorities.

15. The Lessor shall keep the entrance to the said premises, stairs and landing etc. clean and properly lighted by electric light during the hours of darkness.

16. The Lessor shall ensure that no obstruction is caused or placed in the main entrance and accesses and passages landing to the demised premises.

17. The lessor shall earmark _____ sq. ft. (carpet) area for the Lessee for parking at _____ for which no rent/cost will be charged.

18. The Lessee paying the said rent performing and observing all their obligations under this agreement shall quietly enjoy the said office premises during the tenancy without any interruption by the Lessor of any person rightfully claiming though or under or in trust for it.

19. If during the period of tenancy the demised premises or any part thereof be acquired and/or requisitioned by the Government or the land acquisition collector or any other public body or local authority under any act for the time being in force, this demise shall stand terminated in the event of the whole premises being acquired or requisitioned and balance amount of rent and charges for maintenance services from the date of such requisitioning or acquisition shall be refunded by the Lessor to the Lessee within two months thereof and in case of partial acquisition or requisition this demise shall at the option of the Lessee stand terminated in respect of the whole premises or of the portion so acquired or requisitioned with a proportionate reduction in rent from the date of such acquisition or requisition and the proportionate rent for the remaining period of the portion so acquired or requisitioned shall be refunded by the Lessor to the Lessee within two months.

20. In case, the demised premises or any part thereof shall at any time during the terms hereby granted to the destroyed or damaged by an act of God or in any other manner so as to make it unfit for the Lessee's option, fair and just proportion thereof according to the nature of the damage sustained shall until the demised premises have been rebuilt or renovated or rendered fit for the Lessee use shall be suspended and cease to be payable. When damage taken place due to the above reason after the payment of rent then and in that case, the Lessor will refund the proportionate amount of rent for the period the premises is unfit for occupation.

21. The original lease deed shall be retained by the Lessee and a copy thereof by the Lessor.

22. That in case of any dispute or differences arising under the terms of this agreement the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by the Director General, Bureau of Indian Standards, New Delhi in accordance with the provisions of the Indian Arbitration Act. The venue of arbitration shall be at New Delhi.

23. In case of any dispute arising out of this business or interpretation of any clause of the Deed, the Courts of Delhi shall have the jurisdiction to try and decide.

IN WITNESS WHEREOF THE PARTIES HAVE HERETO SET THEIR HANDS THE DAY, MONTH AND YEAR AFOREMENTIONED.

FOR

FOR

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(BUREAU OF INDIAN STANDARDS)

WITNESS:

- 1.
- 2.

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