



ബ്യൂറോ ഓഫ് ഇന്ത്യൻ സ്റ്റാൻഡേർഡ്സ്
भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

തിരുവനന്തപുരം ശാഖാ കാര്യാലയം : ടി.സി : T.C. 2/275 (1&2), भारतीय खाद्य निगम के पास
केशवदासपुरम-उल्लूर मार्ग, केशवदासपुरम
തിരുവനന്തപുരം - 695 004
Thiruvananthapuram Branch Office : T.C. 2/275 (1&2), Near Food Corporation of India
Kosavadasapuram-Ulloor Road, Kesavadasapuram
Thiruvananthapuram - 695 004

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Our Ref: TB/1:2:1

15 April 2011

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

Dear Sir (s),

Sealed tenders are invited under two-bid system for **HIRING OF OFFICE SPACE AT THIRUVANANTHAPURAM ON RENT/LEASE BASIS** for Thiruvananthapuram Branch Office of BIS.

Note:

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 THIRUVANANTHAPURAM**" should reach the Scientist F & Head, Thiruvananthapuram Branch Office, Bureau of Indian Standards, TC 2/275(1&2), Near FCI, Kesavadasapuram-Ulloor Road, Kesavadasapuram, Thiruvananthapuram 695004, latest by **1500 hrs on 05 May 2011**. Technical Bid will be opened on **05 May 2011 at 1530 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 along with their bid. The unsigned document will be rejected by the Bureau of Indian Standards.

Thanking you,

Yours faithfully

Scientist 'F' & Head
(Thiruvananthapuram Branch Office)

BIS e-Catalogue of Indian Standards is now available on our website : www.bis.org.in

मुख्यालय : मानक भवन, 9 बहादुरशाह ज़फर मार्ग, नई दिल्ली 110 002

Head Quarters : Manak Bhavan, 9 Bhadurshah Zafar Marg, New Delhi - 110 002. ई-मेल / E-mail : info@bis.org.in

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at Telephone(s) : 0120-2402201 to 05, 4670232, Tel/Fax No : 0120-2402202-03 or e-mail : hnits@bis.org.in, nits@bis.org.in."

Document-I

Terms and Conditions

1. The carpet area of any floor shall 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 \Second floor. The requirement of the covered floor area is approx. 5000 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 lease deed (enclosed) as token of concurrence of accepting the lease condition and the same must be enclosed with the technical tender.
5. The Building shall be legally approved for commercial/office use.
6. The Technical bid will be opened as per advertisement. Sites offered by bidders whose technical bids are found satisfactory will be visited by a team constituted by BIS. Based on the suitability report of BIS team, a further short-listing will be done. The price bids will be opened in case of only those bidders, who are finally short-listed on the basis of the scrutiny of the technical bids, satisfactory site report 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 assigning any reasons thereof.
9. Bureau has the 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.
12. The premises should be within a radius of about 10 km from Thiruvananthapuram Central Railway Station and within the boundaries of Municipal Corporation of Thiruvananthapuram.

Document-II

TECHNICAL TENDER FOR THIRUVANANTHAPURAM BRANCH OFFICE OF BIS

From:

Date:

To,
Scientist 'F' & Head
Thiruvananthapuram Branch Office,
Bureau of Indian Standards,
TC 2/275(1&2), Near FCI,
Kesavadasapuram-Ulloor Road,
Kesavadasapuram,
Thiruvananthapuram 695004

Dear Sir,

Technical Bid (Tender Part-I) : Offer for Premises for Your Branch/Office at Thiruvananthapuram 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: Please mention '**NOT APPLICABLE**' against inapplicable columns. No column should be left blank)

S.No.	Technical Particulars/ Details	Compliance
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. m.)	
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)	

9. Details Of Proposed Building Offered:

S.No.	Particulars	Details
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. mt. (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.	

O	Condition Of Building: e.g. Old building New building or Under construction (mention likely date of completion)	
P	Details of other infrastructure(compound wall, porches, garage, stilt floor etc.)	
Q	Area of flat/building (please mention super built-up/built-up area along with carpet area with number of floors)	
R	Whether willing to carry out additions/ alterations/ repairs as per specifications/ plan given by the Bureau? (Yes/No)	
S	Whether any provision for stay of security guard/servant is available? If yes, please specify the details.	
T	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)	
U	Whether any deposit will be required? (Give brief details).	
V	Any other information. (Give brief details)	
W	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) f)

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.

Document-III

Price Bid Application Form (Part-II)

In Respect Of Premises To Be Offered On Lease To Bureau of Indian Standards

FINANCIAL TENDER FOR THIRUVANANTHAPURAM BRANCH OF BIS

From:

Date:

To,
Head & Scientist F,
Thiruvananthapuram Branch Office,
Bureau of Indian Standards,
TC 2/275(1&2), Near FCI,
Kesavadasapuram-Ulloor Road,
Kesavadasapuram,
Thiruvananthapuram 695004

Dear Sir,

Price Bid (Tender Part-II) : Offer for Premises for Your Branch/Office at Thiruvananthapuram 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. meter 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 therefore.

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 permission, 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. meter. (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. meter (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 _____/2011.

Yours faithfully,

(_____)

LEASE DEED

An agreement made on theday of.....between.....aged(hereinafter referred to as....., which expression shall unless excluded by or repugnant to the context be deemed to include lessor's heirs, executors, their respective administrators or assigns) of the one part and the BUREAU OF INDIAN STANDARDS having its Headquarters at Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi represented by Scientist F & Head, Thiruvananthapuram Branch Office, Thiruvananthapuram on the other part.

WHERE BY IT IS AGREED AND DECLARED AS FOLLOWS:

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the(lessor) agrees to let out and the BUREAU OF INDIAN STANDARDS agrees to take on lease the land hereditaments and premises known as.....admeasuringtogether with all building and erections, fixtures and fittings, standing and being thereon (hereinafter called 'THE SAID PREMISES') more particularly described in SCHEDULE 'A'.
2. The lease shall commence on theday of and shall subject to the terms hereon, continue up to.....The term of the lease can be extended by mutual agreement after the expiry of the lease period.
3. The Bureau of Indian Standards shall, subject to the terms hereof, pay rent for the said premises at the rate of Rs,..... per month, effective from.....inclusive of maintenance and regular repairs. The rent shall be paid in advance for three months by 10th of the month. In the event of the terms hereby created being terminated as provided by those present, the Bureau of Indian Standards shall pay only a proportionate part of the rent for the fractions of current month up to the date of such determination.
4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in the SCHEDULE 'A' above referred to and the Bureau of Indian Standards shall upon the expiration of the term hereby created or subject to Clause 2 hereof, yield up the premises including fixtures and fittings in as good conditions as received, fair wear and tear, damage by fire, Acts of God, riots or other civil commotion enemy action and or other causes not within the control of the Bureau of Indian Standards excepted, PROVIDED THAT Bureau of Indian Standards shall not be responsible for any structural damage which may occur to the same during the term hereby created or any renewal thereof.
5. The Bureau of Indian Standards shall be entitled to use the said premises for any purpose whatsoever during the continuance of the tenancy.
6. All existing and future rates and taxes including property tax, ground rent assessment charges and other out-going whatsoever of every description in respect of the said premises payable by the owner thereof, shall be paid by the.....(Lessor)
7. The Bureau of Indian Standards shall pay all charges of water consumption and electric power including all additional bills due to change in tariff rate, additional

consumption of power for air-conditioners and generators during the continuance of these presents.

8. The(Lessor) shall execute necessary repair or repair usually made to premises in that locality and so may be specified by the Bureau of Indian Standards in a notice in writing within such time as may be mentioned therein and if the.....(Lessor) fails to execute any repairs in pursuance of the notice, the Bureau of Indian Standards may cause the repairs specified in the notice to be executed at the expense of the(Lessor) and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the(lessor)
9. The.....(Lessor) shall be entitled to terminate the lease at any time by giving to the Bureau of Indian Standards three months previous notice in writing of his/her intention to do so. The(Lessor) will have every right to construct additional floors in the said building.
10. The Bureau of Indian Standards may at any time during the term hereby created make such installations or other works and fix therein such fittings as it may think fit for convenient use of the said premises PROVIDED always that such installations or other works, fittings and fixtures shall remain the property of the Bureau of Indian Standards who shall be at liberty to remove and appropriate to itself any or all of them at the expiration of the terms hereby created and renewal thereof, PROVIDED further that the Bureau of Indian Standards shall again hand over the said premises in the same conditions as they were in at the commencement of these present, fair wear and tear and damage by fire of other causes beyond the control of the Bureau of Indian Standards excepted or at its option pay compensation in lieu thereof PROVIDED further that such compensation shall not exceed the value of the said premises on the date of determination of these presents if they had remained in the same structural state and conditions of repair, as they were in at the commencement of this Lease.
11. The.....(Lessor) shall at his/her own cost arrange white washing of the rented premises every two years, the paint/polishing may be done every three years.
12. The Bureau of Indian Standards shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, Acts of God, riots, or other civil commotion, enemy action and or causes not within the control of the Bureau of Indian Standards and in such cases the rent payable hereunder shall be accordingly appropriated or at its option the Bureau of Indian Standards shall have power to terminate these accounts forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under clauses 10 thereof.
13. The Bureau of Indian Standards shall not be liable for loss or profit or loss of goodwill arising from its occupation of the said premises or for any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the(Lessor) shall make no claim in respect thereof.
14. The (Lessor) agrees with the Bureau of Indian Standards that the latter paying the rent thereby reserved and observing and performing the conditions and stipulations herein contained the Bureau of Indian Standards shall peacefully hold

and enjoy the said premises during the said term and without interruption or disturbance from or by the(Lessor) or any person claiming by through or under him/her.

15. The Bureau of Indian Standards shall be entitled to terminate the lease at any time by giving to the(Lessor) three month's previous notice in writing of its intention to do so.
16. Any notice to be made or given to the Bureau of Indian Standards under these presents or in connection with the said premises shall be considered as duly given if sent by the (Lessor) through the post of registered letter addressed to the Director General, Bureau of Indian Standards, New Delhi on behalf of the Bureau of Indian Standards and any notice to be given to (Lessor) shall be considered as duly given if sent by the Bureau of Indian Standards through the post by registered letter to the (Lessor) at his/her last known place of above. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of post.
17. Should any dispute or difference arise out concerning the subject matter of these presents or any covenant clause or thing herein contained or otherwise arising out of this lease, the same shall be referred to an Arbitrator to be appointed by mutual consent and the decision of such Arbitrator shall be conclusive and binding on the parties hereto. The provisions of the Arbitration Act, 1940 or any modifications thereof for the time being in force shall apply to such arbitration.

IN WITNESS WHEREOF these present have executed by the (Lessor) and Scientist F & Head, Bureau of Indian Standards, Thiruvananthapuram Branch Office, Thiruvananthapuram for and on behalf of the Bureau of Indian Standards, the day moth and year aforementioned.

A Duplicate Copy of this Lease Deed is also prepared and signed by the parties and it will be under the custody of the(Lessor)

(Lessor)

Scientist F & Head
Bureau of Indian Standards

SCHEDULE 'A'

District:

Taluk:

Sub-District:

Firka:

Village:

Muri:

Lakkam:

Enam:

Survey No.(s):

Area:

DECLARATION

The building No.....situated in.....cents of land comprised in the total area ofincluded in the sub-number of survey No.....

BOUNDARIES

West of Survey No.

North of Survey No

East of Survey No

South of Survey No

Electrical fittings:

Sanitary fittings:

(Lessor)

(Lessee)

Signed In the presence of 2 Witnesses:

- 1.
- 2.