

Notice Inviting Tender
(Tender invited through e-Tendering mode only)

For

**Hiring of fully furnished office space of 6,000 sq. ft. to 7,000 sq. ft. carpet area for
REC Transmission Projects Company Limited**

No. RECTPCL/Office Space/2016-17/

Date:20.01.2017

REC Transmission Projects Company Limited

(A wholly owned subsidiary of REC, a 'Navratna CPSE'

Under the Ministry of Power, Govt of India)

12-21, UGF, ANTRIKSH BHAWAN,

22 K G MARG, NEW DELHI - 110 001

Website: www.rectpcl.com

Description of task, Pre-qualifying criteria, e-Tender submission format and procedure is available on REC Transmission Projects Company Limited (RECTPCL) website (www.rectpcl.com), Rural Electrification Corporation (REC) website (www.recindia.nic.in), Central Publication Portal (www.eprocure.gov.in) and RECTPCL's e-tendering portal i.e. www.tenderwizard.com/REC.

Important Dates for e-Tender	
Date of Release of NIT	20.01.2017
Last date of queries/ seeking Clarification	30.01.2017 upto 17:00 Hours (IST)
Last date of submission of Bid	07.02.2017 upto 16:00 Hours (IST)
Date of Opening of Technical Bid	07.02.2017 at 16:30 Hours (IST)
Date of Opening of Financial Bid	Will be notified Separately

Note:

Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may take 24 hours' subject to the submission of all requisite documents required in the process. RECTPCL takes no responsibility for any processing delay/fault at tender wizard or server/network problems etc. Bidders facing any difficulties in submission of their bid may approach/contact RECTPCL as well as the helpdesk from Tender Wizard.

[This document is meant for the exclusive purpose of bidders participating against this bid and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]

Important Notice

1. An incomplete and/or ambiguous and/or conditional and/or late response is liable to be ignored/ summarily rejected.
2. The bidder must attest with seal the original tender document as an acceptance of the TENDER terms and conditions and submit the same along with the tender response. In case of a noncompliance the response is liable to be ignored/ summarily rejected.
3. The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website www.tenderwizard.com/REC or from e-tender link given in RECTPCL/REC Website, viz, <http://www.rectpcl.com>, <http://www.recindia.nic.in>

Note:

- a) To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with RECTPCL through Tender Wizard Website given above. Please also note that the bidder has to obtain digital signature token for applying in the tender. The vendor may obtain the same from Tender Wizard.

The steps to be followed for the registration process are given below:

1. Go to website <http://www.tenderwizard.com/REC>.
 2. Click the link "Register Me".
 3. Enter the detail about the bidder as per format.
 4. Click 'Create Profile'.
 5. Bidder will get confirmation with Login-id and Password
- b) Steps for application for Digital Signature from Tender Wizard are given below:
1. Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided.
 2. In case of assistance please contact the person under "contact us".
- c) To aid bidders, the detailed bidder manual on submission of E-Bid can be downloaded from <http://www.tenderwizard.com/REC>.

NOTE: The Bidders are advised to obtain digital signature (Level 3) and register themselves at www.tenderwizard.com/RECTPCL in advance. Please note that RECTPCL in no way shall be responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.

(TENDER INFORMATION)

INTRODUCTION:

REC Transmission Projects Company Limited (RECTPCL) is a wholly owned subsidiary of Rural Electrification Corporation Limited, a Navratna Public Sector Undertaking under Govt. of India, and was incorporated on 8 January 2007. Its registered office is situated at Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi-110003, India. RECTPCL is engaged inter-alia in the business to promote, organize or carry on the consultancy services and/ or project implementation in any field relating to transmission and distribution of electricity in India or abroad.

RECTPCL is intending to hire a fully furnished office space of carpet area 6,000 sq. ft. to 7,000 sq. ft.

Important information

S.No.	Event	Information to the agencies
1	Date of Release of NIT	20.01.2017
2	Last date of queries/ seeking Clarification	30.01.2017 upto 17:00 Hours (IST)
3	Last date of submission of Bid	07.02.2017 upto 16:00 Hours (IST)
4	Date of Opening of Technical Bid	07.02.2017 at 16:30 Hours (IST)
5	Date of Opening of Financial Bid	Will be notified Separately
6	Tender Document	The details can be downloaded free of cost from the websites www.rectpcl.com (or) www.recindia.com (or) www.tenderwizard.com/REC (or) www.eprocure.gov.in
7	EMD #	Rs.1,00,000/- (Rupees One Lakh Only)
8	Address for Bid submission/EMD/PBG	Shri. J. K. Nayak, CFO REC Transmission Projects Company Limited 12-21, UGF, ANTRIKSH BHAWAN, 22 K G MARG, NEW DELHI – 110 001 Tel: 011 – 47964706, Telefax : 011-47964747 Email- nayakjatin@yahoo.co.in
9	Contact Person	Shri. Raj Kumar, Dy. Manager REC Transmission Projects Company Limited 12-21, UGF, ANTRIKSH BHAWAN, 22 K G MARG, NEW DELHI – 110 001 Tel: 011 – 47964709

	raj.rkgautam@gmail.com
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The EMD (Earliest Money Deposit) is to be submitted by all the participating bidders of an amount of **Rs 1,00,000/- (Rs. One Lakh Only)** in the form of irrevocable Bank Guarantee (BG) from a nationalized/scheduled Bank as per Performa (to be provided separately) valid for 180 days or Demand Draft drawn in favour of REC Transmission Projects Company Limited payable at New Delhi. The EMD of unsuccessful bidder/s will be returned within 30 days from the award of contract and EMD of successful bidder will also be returned after possession of the space by RECTPCL.

Earnest Money shall be forfeited in case of the following:

- a) On revocation of tender or increase in rates after opening of the tender but before the validity of the quotations expires.
- b) On refusal to enter into contract agreement after award of contract.

**Requirement of Office Space (6,000 to 7,000 sq. ft.) for
REC Transmission Projects Company Limited**

1. INTRODUCTION

REC Transmission Projects Company Limited (RECTPCL) is a wholly owned subsidiary company of Rural Electrification Corporation Limited (a Navratna Public Sector Undertaking) and is presently situated at Antriksh Bhawan, Kasturba Gandhi Marg New Delhi - 110001. RECTPCL seeks offers from property owners / dealers for providing office space of approx.. 6,000 to 7,000 sq. ft. in size within the radius of 8 Kms of REC's Corporate office at Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi - 110003.

2. FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER

The owner should provide the office area as per the following details complete in all respect including complete furnishing etc.

Office space:	6,000 to 7,000 Sq. Ft carpet area (Approximately)
Reception/Waiting Lounge	Desk, Sofa set for 5 persons, Place for Security, having facility for desktop, printer, intercom etc.
Closed Cabin	3 nos. of appropriate size, with table, chairs, separate sitting arrangement with centre table etc.
Work stations	30-40 nos, each having provision of intercom, internet/broadband connection, electrical wiring for desktop/printers etc.
Conference Room	Enough for 50 persons with conference table, 70 chairs, projector, screen, Audio system
Record Rooms	Full sized rooms created with partitions with lock & key arrangements of appropriate size.
Kitchen / Pantry	Appropriate size having provisions for Fridge, water purifier Microwave, Tea/Coffee vending machine etc.

- a) Assured and adequate free parking space for four wheelers and two wheelers be provided/made available to the official / staff of RECTPCL as well as visitors. Generally, total 10 four wheeler parking & 8 two wheeler parking within the office building premises would be required.
- b) The office space should have all required electrical fixtures such as switches, power points, fans, lights etc.
- c) There should be concealed wiring for power supply, LAN connections & telephone

connections upto the respective cabins / workstations

- d) The office space offered must be centrally air conditioned.
- e) All glass doors and windows openings must be covered with blinds/sun films.
- f) The maintenance (civil, electrical, mechanical, plumbing including consumables etc.), as and when required, shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same.
- g) The building should have adequate attached and common toilets facilities with modern fittings separately for ladies and gents exclusive for the proposed area.
- h) The workstations, false ceiling, lighting, Central / split air conditioning, vitrified/ wooden /carpet flooring and appropriate networking shall be provided by the Owner and all the provisions shall be at par with the IT office standards.

3. TERMS AND CONDITIONS FOR HIRING OFFICE SPACE

- a) The Office Space should be ready to occupy (plug and play) from the effective date of lease agreement.
- b) Building/space offered must be free from all encumbrances, claims and legal disputes etc.
- c) Documentary proof of ownership of Building, payment of all Taxes, Duties, Dues, Telephone, Water, Electricity charges etc. must be submitted along with offer document.
- d) Letter of allotment/ registered transfer deed / purchase agreement is the basic document for proof of ownership. The owner / bidder/ dealer should provide copy of PAN card also. In case of Bidding through the dealers the authorisation letter in original must be submitted showing the tender no etc. In case bid is submitted both by the owner and a property dealer for the same property/ space, the bid submitted by the owner shall be treated as final and the dealers bid will be rejected during technical scrutiny stage.
- e) The property owners / dealers may please note that RECTPCL shall not pay any brokerage to any party offering office space or facilitating the process of hiring of office space.
- f) The office area must have all Fire Fighting Equipment as per norms and owner must keep all such equipment in working conditions through the period of lease without any additional financial implications.

- g) A draft plan should be submitted accommodating all requirements.
- h) Selected party shall be required to execute a Lease Agreement with the RECTPCL in accordance with the provisions of the law applicable.
- i) The lease period is 5 years and lock-in period is 3 years. During the lock-in period of 3 years, RECTPCL alone can give notice for vacating office space after giving notice of 3 months, however, owner of the office area can not give notice to RECTPCL to vacate the premises upto a period of three years. After the lock-in period of 3 years, either party can give notice to vacate the office area after giving notice of three months in writing.
- j) The Monthly Rent shall be paid in advance (on or before 10th of every month). The annual escalation for second and subsequent years shall be @10% over first year's rent on compounding basis.
- k) All existing and future rates, taxes insurance fee including public liability insurance, including property taxes, assessment charges and other outgoings whatsoever in respect of the said premises payable by the owner thereof, shall be continued to be paid by landlord. RECTPCL shall at no point of time and for any reason whatsoever, bear any other charges other than the rent, maintenance & electricity charges.
- l) RECTPCL shall pay charges towards electricity used on the said premises during the lease period on actual consumption basis. Meters are to be installed by the owner, at his cost in working condition. However the charges towards water should be included in the quoted rent.
- m) Cost of deployment of outside security for building by Lessor. Maintenance of premises to be made (Externally) by owner.
- n) RECTPCL may, during the lease period/extended Lease period, carry out such alterations to the existing buildings such as partitions, office fixtures and fittings as may be deemed necessary at its own cost however no additional payment towards rent shall be payable for such alterations.
- o) The building should be located on main road with easy access. It should be fit and approved for office use.
- p) There should be provision for 24 hours electricity supply with 100% power back up round the clock.
- q) Maintenance charges for the space shall be paid by RECTPCL as per the agreement.
- r) The building should be in a ready to use condition (plug & play) fully furnished as per requirement with electricity, LAN points, cubicles, work stations, water connections, lifts, sewerage and fire fighting equipment etc..
- s) The space offered should be free from any liability and litigation with respect to its

ownership, lease/renting and pending payments against the offered space.

- t) The area proposed to be given on rent should be on one floor. Multiple floors are not acceptable.
- u) The building should have adequate security cover to protect the Government property.
- v) The owner shall hand over the office space after proper white wash / paint / polishing etc. and all such activities (white wash/paint/polishing etc.) will be carried out once in two years without any financial implications to RECTPCL.
- w) Income tax will be deducted by RECTPCL at source as per law and Tax Deduction at Source Certificate shall be issued to the owner of the property by RECTPCL.
- x) Any dispute during the award of contract or operation of the lease the decision of CEO, RECTPCL shall be final and binding on both the parties.
- y) RECTPCL reserve its right to call for price negotiation with bidder if deemed fit and also its right to accept any bid with relaxations as it may deem fit and/or to reject any or all the bids or to award other than lowest without assigning any reasons whatsoever and no correspondence whatsoever in this regard shall be entertained by the Company. Further, RECTPCL will also not be responsible for any loss whatsoever sustained by the bidder in this regard.
- z) RECTPCL reserve the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECTPCL shall result in summarily rejection of the bid.
- aa) The responder shall bear all costs associated with the preparation and submission of its response and RECTPCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the tender process.

4 SUBMISSION & OPENING OF PROPOSALS

The offer shall be submitted in two parts, viz., “**Technical**” and “**Financial**”. The format for Technical and Financial offer is attached at **Annex-1** and **Annex-2**. The “**Technical**” and “**Financial**” proposals must be submitted in two separate sealed envelopes with covering letters along with relevant formats and transcribed in the following way:.

TECHNICAL PROPOSAL

“Technical Offer for providing office space to RECTPCL”

Name of the Property owner / dealer:

Due for Opening : 07.02.2017 at 16:30 Hrs (IST)

FINANCIAL PROPOSAL

“Financial offer for providing office space to RECTPCL”

Name of the Bidder:

Both the sealed Technical proposal and financial proposal envelopes should again be placed in a single sealed cover

Each page of the Technical & Financial proposal should be signed by the Authorised Representative of Property owner / dealer.

Proposals shall be received in the office of REC Transmission Projects Company Limited (RECTPCL), 12-21, Upper ground Floor, Antriksh Bhawan, 22, Kasturba Gandhi Marg, Connaught Place, New Delhi - 110 001, up to 1600 hours of 07.02.2017 . Offers received late, on any account and for any reason whatsoever, will not be considered.

5 OPENING OF PROPOSAL:

The proposals (First Envelope containing **Technical Proposal** only) will be opened at 1630 Hrs. (1ST) on the same day in the presence of such Property owner / dealer or their authorized representative who would like to attend the opening. It may be noted that the Second Envelope containing the Detailed Price Offer will be opened only for those Property owners / dealers whose technical proposals are found to be meeting the required facilities.

RECTPCL reserves the right to accept/reject any or all the offers/proposals without assigning any reason thereof.

ADDRESS FOR SUBMISSION OF BIDS

REC Transmission Projects Company Limited
12-21, upper ground floor, Antriksh Bhawan,
22, Kasturba Gandhi Marg, Connaught Place,
New Delhi -110001
Phone: 011-47964796 Fax: 011-47964747

Format for Technical Bids

Sl. No	Description	Bidder to fill in the details
1	Complete Address of the Property	
2	Anticipated date of readiness / handing over of office space	
3.	Floor No. of the Property offered	
4.	Property Area in Sq. Ft.	
5.	Draft plan accommodating requirement given in Annexure-2 (to be attached separately)	
6.	Name of the Property Owner with Address	
7.	Parking Area :Four wheeler / Two Wheeler Requirement : Car Parking -10, Two Wheeler- 8	
8.	Whether Electric Fixtures and LAN Wiring is Installed	
9.	Quantum of Power backup for the proposed area	
10.	Air-conditioning – Central or Split with details	
11.	Flooring (Vitrified / Wooden / Carpet etc.)	
12.	Provision for Toilets (both ladies & gents) exclusively for the proposed area	
13.	Whether adequate Fire Fighting Equipment have been installed in the building /proposed area	
14.	Whether security of the premises being provided by the owner	
15.	Documentary proof of ownership of office space (payment of taxes, water bill, electricity charges, telephone bill must be submitted)	

Signature of Authorized Person:

Seal/Stamp

Date:

Place:

Format for Financial Bids

Sl. No.	Description	Total Amount (in rupees)
1.	Area of office space (in sq. ft.)	
2.	Monthly Rent per sq. ft.	
3.	Monthly rent for total office space	
4.	Annual rent for total office space	
5.	Monthly Maintenance charges	
6.	Annual Maintenance charges	
7.	Any other charge (please specify) *	
8.	Taxes, as applicable *	
9.	Total Annual Rent including maintenance and other charges, if applicable (4+6+7+8)	

* The payment of any other charges and taxes will be reimbursed on the submission of documentary evidence.

Note:

1. The monthly rent for a period of first year shall be as per rates quoted under Sl. No. '3' above. The annual escalation for second and subsequent years shall be @10% over first year's rent on compounding basis.
2. Property owners / dealers may please note that the electricity charges shall be paid by RECTPCL based on the actual consumption of electricity and therefore, the electricity charges are not required to be quoted here.
3. The property owners / dealers may please further note that RECTPCL shall not pay any brokerage amount for facilitating the requirement / finalisation of office space.

Signature of Authorized Person:

Seal / Stamp

Date:

Place

