



BHARAT HEAVY ELECTRICALS LIMITED
(A Govt. of India Enterprise)
BHEL House, Siri Fort, New Delhi
Tele No. 011- 66337403 (Phone), 66337428 (Fax)

Ref: AA:GAX:10:BHEL:101/R-2

Dated: 03.06.2011

Sub: - Tender Enquiry inviting offers for 'Hiring of Office Space for BHEL offices' for a period of three years.

Part-I Bid Opening Date / Time 24.06.2011 at 15.30 Hours

Dear Sir,

Sealed tenders (in two part bid) are invited on behalf of BHEL for hiring of office space for BHEL as detailed below:

Sl. No.	Description of Services	Earnest Money Deposit (in Rs.)	Bid Opening Date	Contract Period
1	Hiring of fully furnished office space on Lease Rent complete with centralised A.C. & full Power back up in Noida measuring covered area ranging from 51,800 to 57,500 Sqft. to accommodate around 375 employees of BHEL offices including other requirements as per details mentioned in <u>Annexure-III (a).</u>	Rs.2,00,000/- (Rupees Two Lacs Only)	24.06.2011 at 15.30 Hrs. (Bid submission upto 15.00 Hrs of 24.06.2011)	03 Years (extendable for a further period as may be mutually agreed)

NOTE:

1. If the date of opening happens to be closed holiday, then the tenders shall be received and opened on the next working day.
2. Tenders shall be received up to 15.00 hrs. on the date of opening and Part-I bid will be opened at 15.30 hrs. BHEL takes no responsibility for delay, loss or non-receipt of tender documents sent by post. Tenders without earnest money and / or letter of undertaking shall be rejected.
3. BHEL reserves the right to accept / reject any or all the tenders without assigning any reasons whatsoever.

4. Tender shall be addressed to Sr. Manager (HR-GAX) at the address given below:-

Sr. Manager (HR-GAX)
Bharat Heavy Electricals Ltd.
BHEL House, Siri Fort,
New Delhi – 110049
Ph: 66337403, 9818673036 email: vk Singh@bhel.in

5. No brokerage shall be paid by BHEL.

The tender documents shall comprise of the following enclosed documents: -

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

The rates shall be quoted inclusive of all taxes / duties (but excluding service tax). No variation in rates / escalation shall be allowed on any account whatsoever unless specified in tender / contract document. You are requested to submit your most competitive rates in the enclosed Proforma of Price Bid and return the same in a sealed envelope along with all tender documents duly signed and stamped on each page. BHEL, however, reserves the right to opt for reverse auction (online bidding) instead of opening of submitted sealed price bids, for determining the lowest bidder which in such case would be communicated at the appropriate time after scrutiny of techno-commercial bids.

In case, you need any clarification on Bid documents, please make all your references in writing at the address given above. The reply to all such clarifications, received not later than 03 days prior to the date fixed for submission of bids shall be issued to you. Any clarification referred to BHEL after the above period shall not be entertained.

We look forward for your participation.

(V. K. Singh)
Sr. Manager (HR-GAX)

INSTRUCTIONS FOR FILLING IN AND SUBMITTING THE BID

1. The Bid shall be submitted in three sealed envelopes as under:
 - 1.1. **First envelope** should contain the **Covering Letter, Earnest Money Deposit,**
 - 1.2. **Second envelope** should contain the **Letter of Undertaking, Technical Bid, Tentative lay out by incorporating requirements of BHEL in the proposed space offered for rent and Deviation Statement,** and
 - 1.3. **Third envelope** should contain **Price Bid.**
2. The name of the services, the bid notice no., the due date and the contents of the envelope should be clearly indicated on the envelopes.
3. The envelope containing the Covering Letter and earnest money shall be opened first. The second envelope containing the letter of Undertaking, Technical bid and deviation statement shall be opened for only those parties who have submitted Earnest Money Deposit (EMD). The third envelope containing price bid of only those parties will be opened whose premises is considered suitable for use by BHEL and meets all qualifying requirements. Date of opening of price bid will be intimated to the technically qualified Bidders separately. The price bid of Bidders not meeting qualifying requirements shall remain in unopened condition.
4. All the Bid papers should be returned to us duly signed and stamped on each page by the authorized signatory of the Bidder along with technical bid papers.
5. The rates should be quoted both in words and in figures, in the "Price Bid" **Annexure - VIII** enclosed. In the event of any mismatch between the two, the rates in words shall prevail. If, there is a discrepancy between words and figures, the higher figure will be considered for evaluation and lower for ordering. If any bidder does not accept the correction of errors, their bid will be disqualified.
6. The letter of Undertaking should be executed on a non-judicial stamp paper of Rs.10.00. Stamp paper for submitting undertaking should not be older than six months from the date of execution.
7. EMD shall be in favour of BHEL, payable at New Delhi in the form of pay order or bank draft from any nationalized bank or scheduled bank. EMD of the unsuccessful Bidders shall be returned within fifteen days of acceptance of award of services by the successful bidder.
8. EMD shall not carry any interest.
9. EMD of the successful bidder shall be refunded within one week of handing over the hired space in a ready to move in condition.
10. The offer shall be valid for a period of 120 days from the date of opening of the price bids.
11. All the deviations to the Bid conditions and the cost for withdrawing them shall be clearly brought out in the enclosed deviation statement.
12. The tender shall be received up to 1500 Hrs. on due date of bid submission and shall be opened at 1530 Hrs.

2. QUALIFYING REQUIREMENTS

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

- 2.1 Allotment Letter of the property establishing the proof of ownership issued by the local authority shall clearly indicate the **LAND USE** as any one of these i.e. "Office / Corporate Office / Business Enterprises / or any other land use suitable for the business requirements of BHEL divisions" as per the Project Report enclosed at **Annexure II-A**.
- 2.2 The prospective bidders shall be required to submit an affidavit along with their bids that they would obtain the necessary clearances and rent permission from the Noida authority for letting out their premises to BHEL based on the Project Report (Annexure II-A). The technical offers submitted by the bidders would be scrutinized against the pre-qualifying criteria indicated in the tender enquiry including the requirement of submission of affidavit as indicated above. The bidders fulfilling the pre-qualifying criteria would be then called for a joint meeting to clarify individual / joint issues. At this stage the technically qualified bidders would be required to obtain the necessary clearances and rent permission from the Noida authority and submit it to BHEL within next 7 working days from the date of meeting. Only those bidders would be eligible for reverse auction who submit the necessary clearances and rent permission and fulfill the criteria.
- 2.3 Documents supported with floor plan along with justification for the total covered area offered which shall be in the range of 51,800 to 57,500 Sqft. covered area spread over a maximum of **five consecutive floors** in a single premises.
- 2.4 Confirmation regarding providing **75 reserved parking for cars** as per specified norms of parking along with suitable parking for two wheelers.
- 2.5 Lease Deed of the property.
- 2.6 Completion Certificate.
- 2.7 PAN No. & Service Tax Regn.
- 2.8 EMD amount of Rs. 2.00 (Two) Lakh in the form of Pay Order / DD in favour of 'BHEL' payable at New Delhi issued by any nationalized or scheduled bank.
- 2.9 Undertaking to indemnify BHEL against any legal dispute or encumbrance.
- 2.10 The bidder has to submit the occupancy certificate as per the Building Regulation and Directions of Noida. In case the occupancy certificate is not readily available with the bidder, the bidder shall submit an affidavit duly notarized to provide the same before the signing of Lease agreement.
- 2.11 Deviation Statement (**Annexure-VII**)
- 2.12 Letter of Undertaking (**Annexure-IX**)

2.13 The information regarding ambience of the property including approach roads, nature of activities being carried out in the surrounding properties, hygiene in the neighborhood etc. shall be furnished by the bidder.

2.14 The bidder has to indicate the following areas :

- a) Carpet Area offered for the rent Sqft.
- b) Covered Area Sqft
- c) Super Area worked out for rental covered area Sqft.

PROJECT REPORT

Corporate Profile

Bharat Heavy Electricals Limited (BHEL) is India's largest engineering and manufacturing enterprise catering to core sectors of the economy viz., Power Generation and Transmission, Industry, Transportation, Oil and Gas, Renewable, Energy, Defence etc. It has also established references in over 70 countries across the globe.

A wide network of 15 Manufacturing Divisions, 4 Power Sector Regional Centres, 8 Service Centres, 15 Regional Offices and a large number of project sites spread all over India and abroad enables the Company to promptly serve its customers and provide them with suitable products, systems and services efficiently.

BHEL has already attained ISO 9001 certification and all the Units/Divisions of BHEL have been upgraded to the latest ISO-9001:2000 version quality standard. All the major Units/Divisions of BHEL have been awarded ISO-14001 certification for environmental management systems and OHSAS-18001 certification for occupational health and safety management systems. BHEL has a skilled and committed workforce of nearly 46,700 employees including around 10,000 highly qualified engineers.

Introduction

BHEL is set for expansion in business by way of augmentation of its manufacturing capacity from 15000 MW p.a. to 20000 MW p.a. by March 2012. Hence in line with the changing market requirements manpower is being ramped up in a commensurate and timely manner and 3658 persons have been recruited in 2010-11. With this 15,606 Nos. Executives, Supervisors and workmen have been recruited during the four years period 2007-11.

In view of the above, the current office space at BHEL House Sirifort and Integrated Office Complex, Lodhi Road has become cramped and as a result the space is no longer conducive for normal work environment. It is with this purpose in mind BHEL intends to move out the following departments/divisions to the proposed building on rental basis:

- A. Transmission Business Group (TBG)
- B. Power Sector Headquarters (PS-HQ)
- C. Corporate Finance
 - a. Internal Audit
 - b. Indirect Taxation
- D. Contract Closing Group (CCG)

The brief description of the departments/divisions being moved out along with their capabilities, strengths and infrastructure are enumerated below:

A. Transmission Business Group (TBG)

BHEL is today the leader in the field of power transmission in India with wide range of transmission systems & products conforming to international quality standards.

BHEL- Transmission Business Group (TBG) has been undertaking turnkey projects from concept to commissioning as EPC Contractor for EHV Substations, High Voltage DC Converter Stations, Reactive Power Compensation Schemes and Power System Studies.

TBG is also playing a major role in manufacturing, supplying major HVDC transmission products like Converter Transformers, Smoothing Reactors, Thyristor Valves etc. The TBG office also manages & monitors 45 sites for construction of Switchyard & installation of Transformers, Switchgears, Insulators etc. in Indian and at 4 export sites.

To handle the business of TBG group, the division is structured under the following departments:

- 1) Material Management.
- 2) Quality Management
- 3) Commercial Management
- 4) Engineering Management
- 5) Marketing Management
- 6) Construction Management
- 7) Finance Department.

The total strength of employees in TBG at New Delhi is as under:

Executives	143
ETs	30
Supervisors	37
Others	05
Total	215

In addition to the above, 109 employees including Executives & others who are posted at site keep interacting with this office and visit headquarters often for official purposes.

B. Power Sector Headquarters (PS-HQ)

Power Sector Headquarters (PS-HQ) is currently located at BHEL House, New Delhi. Power Sector business is spread across the entire nation and abroad. Power Sector Headquarters coordinates and manages following areas for the various divisions of Power Sector, viz. Power Sector Marketing (PS-Mktg), Project Engineering Management (PEM), Northern Region (NR), Eastern Region (ER), Western Region (WR) & Southern Region (SR), Spares & Services Business Group (SSBG), Power Sector – Technical Services (PS-TS), Project Management Group (PMG) and Human Resource Development Deptt. (HRDD).

The major activities of the department are as under:

- Capital Investment proposals for Power Sector sites
- T&P for Power Sites
- Enabling works for project sites
- MIRs for reporting to management
- MIRs for reporting to Government
- MIRs for reporting to customers

The total strength of employees in PS-Hq at New Delhi is as under:

Executives	31
Others	23
Total	54

C. Corporate Finance

Two departments under Corporate Finance that have been identified for moving out to the proposed building are:

- a) Internal Audit
- b) Indirect Taxation

a) Internal Audit

Internal audit is a statutory function of the company. This department centrally manages the internal audit across the organization. The audit teams carry out detailed audits of each Unit, Region & Divisions and submit their reports complete with areas of high concern / high priority, areas of improvement, and suggestions. On receipt of clarifications from the concerned departments Internal Audit settles the audit paras and submits their final reports to the management.

b) Indirect Taxation

The objective of the Indirect Taxation Group is to coordinate the indirect tax functions across the company with a view to achieve strict compliance of indirect tax laws and optimization of incidence of tax on company operations.

The area of operations of indirect tax group embodies entire indirect tax matters covering VAT, Central / State Sales Tax, Entry Tax, Excise, Service Tax, Customs and Foreign Trade Policy. Major functions of Indirect Taxation Group are as under:

- Preparation and submission of MIRs on important matters to facilitate timely management action to prevent revenue leakage.
- Review of all indirect tax laws and amendments thereto and their impact on BHEL operations and taking up the issue with appropriate tax authorities/Govt. Deptt./Ministries so as to get necessary changes /modifications issued to suit company interests & requirements.
- Advising the units/divisions/regions on various issues including filing of appeals and appearances before authorities wherever required.
- Obtaining COD clearance.
- Organizing inter Unit Meets to discuss and resolve the problems being faced by them.

- Advising Business Sectors on various issues including attending meeting with customers for resolution of indirect tax matters.
- Ensuring timely circulation of all notifications, amendments to all dealing officials alongwith brief commentary for ensuring compliance with amended provisions.
- Review of existing systems and it's weakness, deficiencies vis-à-vis tax laws and their impact on BHEL operations and issuing suitable guidelines in the interests of BHEL.
- Regular review of key areas to prevent revenue leakage.
- Maintenance and updation of intranet Web site and knowledge Management portals.

The total manpower strength in these two departments of Corporate Finance is as under:

Executives	21
Others	4
Total	25

D. Contract Closing Group (CCG)

It is a small group of 5 executives and 3 Non-executives engaged in issues pertaining to Contract Closing of various BHEL projects.

3. SCOPE OF SERVICES and BILL OF QUANTITY

3.0 Scope of Services

BHARAT HEAVY ELECTRICALS LIMITED a Navratna enterprise of the Govt. of India is the largest engineering and manufacturing enterprise in India in the energy related infrastructure sector.

This proposed office space shall be used for BHEL Offices for a period of three years.

The scope of services is thus to provide fully furnished (ready to move in) office space between 51,800 to 57,500 Sqft. covered area offered spread over a maximum of **five consecutive floors** within a single premises to accommodate 375 employees as per details mentioned in **Annexure-III (a)** (excluding basement) on rent and providing basic amenities and shall necessarily include but not be limited to the following along with centralized air conditioning and full power backup in Noida.

3.1 General

- A) Providing an office space with covered area between 51,800 to 57,500 Sqft. offered on maximum of **five consecutive floors** to accommodate around 375 employees in a single / multiple tenanted building as per details mentioned in **Annexure-III (a)** (excluding basement) for the purpose of Shifting of BHEL offices.
- B) All Building services such as Air Conditioning, Lifts, 100% Power Backup, Plumbing, sewerage system, telephone connectivity by BSNL / other service providers shall be fully operational at the time of submission of the offer by the bidder.
- C) Providing 75 reserved parking for cars as per specified norms of parking along with suitable parking for two wheelers within the premises of the property.
- D) Providing full height cabins, shoulder height cabins, equipment rooms, conference rooms, work stations, etc., to accommodate 375 employees and other facilities as per details mentioned in **Annexure-III (a)** as per the requirement detailed in this specification.
- E) Providing one toilet each for gents and ladies on each floor of the building. The gents toilet on each floor shall have a provision of minimum three flush toilets, three wash basins, three soap dispensers, three urinal pots, one hand dryer and one exhaust fan. The ladies toilet on each floor shall have a provision of minimum two flush toilets, two wash basins, two soap dispensers, one hand dryer and one exhaust fan. All sanitary wares shall have good look and shall be of reputed makes. And one additional Handicapped Toilet in the rented office space shall be provided.

- F) Provision of sufficient no. of water coolers for drinking water for 375 persons. These water coolers shall have connection from RO water / Aquaguard.
- G) Providing 100% Central Heating, Ventilation & Air Conditioning system and power back-up.
- H) Providing sufficient no. of lifts in the offered building as per norms and one additional Service lift of reputed manufacturer, if office space is located above ground floor.
- I) Providing fire fighting arrangement for the building as per legal requirement.
- J) Providing service water system along with sufficient water for Toilets, wash basins, house keeping, other cleaning purposes etc.
- K) Providing window Venetian Blinds as per requirement.
- L) Providing pantry with provision for all fittings & fixtures such as Hot-case, tea / coffee etc. Cooking arrangements i.e. gas connection along with gas stove may be provided in the pantry or in a designated area within building as per norms.
- M) Providing ceramic tile / vitrified tile / marble flooring / Granite flooring in general areas upto GMs cabin and wooden floorings in the cabins of EDs.
- N) The entire office shall mainly have tiled / gypsum false ceiling.
- O) The walls shall be finished with POP / wall paneling.
- P) All other civil works not specifically mentioned here but required to make the system complete.

EXCLUSIONS

3.2 Housekeeping and security services of hired space.

3.3 Bill of Quantities (BOQ)

3.3.1 Furniture and Furnishings

Providing fresh modular furniture and fixtures of standard equivalent to modules of Godrej / BP Ergo as detailed below. The modular furnishing should have provisions of one lockable table drawer besides keyboard tray, one number matching cupboard, one each for every modular top. Furniture of the equivalent make & quality can also be accepted subjected to prior approval of BHEL.

3.3.1.1 Providing-full height cabins including doors for following purpose:

Sl. No.	Item Description	Qty.	Approx. space (Sqft)*
1	ED's Cabin (of approx. 300 sqft. of each cabin) with attached toilet along with premium table, one executive premium Chair, Back rack, ERU, Centre / Coffee table, corner table, five seater Sofa Sets and 4 Visitor Chairs. All sanitary wares to be good quality.	03	900
2	ED's Sectt. (of approx.120 Sqft. of each cabin) with seating & desking for one executive and one non-executive.	06	720
3	GM's Cabin (of approx. 225 Sqft. of each cabin) with main table, one executive premium Chair, Back rack, ERU, Centre / Coffee table, three seater Sofa and 4 Visitor Chairs.	9	2025
4	AGM's Room (of approx. 180 Sqft. of each cabin) with main table, one executive premium Chair, Back rack, ERU, corner table, two seater Sofa Sets and 3 Visitor Chairs.	32	5760
5	Library-800 sq ft with 16 cupboards, 16 display racks, sitting arrangement of 20 persons with table & chairs etc. as per requirements.	01	800
6	Central document storage - 2700 sqft, with 1 number each of table, chair, small cupboard, compactor & steel almirahs etc. in sufficient quantity.	01	1350
7	Server / Switch Room with Server & Switch racks, false flooring and 24 hrs. dedicated Air-conditioning & Power back-up with wire terminating in the racks	01	400
8	Store (Stationary / General) with racks and storewells with table and chairs etc.	02	600
9	Reprography Facilities room -180 Sqft. each with 2 tables and one chair	01	225
10	Pantry with all infrastructure for pantry services	05	400
11	Conference Room (60 Seater)-1600 Sqft. with sitting arrangement for 60 persons with tables and chairs	01	1600
12	Meeting Rooms (10 Seater)- 270 Sqft. each with sitting arrangement for 60 persons with tables and chairs	05	1350
13	Meeting Rooms (6 Seater)- 120 Sqft. each with sitting arrangement for 60 persons with tables and chairs	05	600
14	Dining Hall with dinning table and Chairs	01	2100
15	Suitable space for department storages on floors of 3 ft. x 1.5 ft.	350	1575
16	Space for PS-TS Lab room with proper power and telephone connectivity etc. complete.	01	1500

17	Space for IT support room	03	540
18	Space for Printers / fax / copiers on the floor with proper LAN , Telephone and power connectivity	10	360
19	Space for House keeping with storages and chairs.	02	600
20	Space for cashiers with cash counters, storage and chairs etc.	02	240
21	Space for Travel Desk with seating arrangements	02	200
22	Space for UPS Room with UPS & battery for support of around 550 PCs, serves & switches for the continuity of running of the system.	01	180
23	Space for security staff with desk and chair at the main entry of the hire floors.	01	180
24	Space for First Aid with proper seating arrangements	01	180
25	Space for dispatch section with seating arrangement and slots for shorting of daks and keeping in proper manner.	01	144
26	Proper toilet as per requirements mentioned above under section 1.1 (E) (Toilets-Gents)	05	2500
27	Proper toilet as per requirements mentioned above under section 1.1 (E) (Toilets-Ladies)	05	720

3.3.1.2 Providing Shoulder height cabins (without doors) for following purpose:

SN	Item	Qty	Approx. space (Sqft)*
1	GM's PS (non-executive) with seating & desking (64 Sq. ft.)	9	576
2	SDGM / DGM's Cubicle (of approx. 120 Sqft. of each cubicle) with main table, one executive Chair, Back rack, ERU and 2 Visitor Chairs.	20	2400

3.3.1.3 Providing work stations as per details below:

SN	Item	Qty	Approx. space (Sqft)*
1	Executive (49 Sqft.) with table top of approx area -23 Sqft. with one executive chair	214	10486
2	Non-Executives and NIIT trainees (25 Sqft.)- with table top of approx area -12 Sqft. with one low back chair	78	1950
3	Attendants with low ht. storage unit and one chair	4	48
4	Reception Desk with one chair & Visitor's Lounge	01	1000
5	Security Desk with one chair near main entry gate on each floor as the case may be.	01	180

* Approx. space area in Sqft. indicated above are excluding the common area like corridors, passages, staircases, lifts, lobbies, service shafts etc. out side the rented space to BHEL in the building.

3.3.2 Electrical

- A) Providing concealed wiring for power supply. At least 3 power supply points with decorative receptacle (5 + 15 amp) at 375 locations. In addition to this, sufficient power points shall be provided in the area of other related facilities i.e. in pantry room, conference rooms, common areas, water cooler space, toilets, etc.
- B) Providing complete illumination system with approx. 250 LUX, modern energy efficient lighting using good quality 2'x2' ceiling light fitted with electronic copper ballast, starter with CFL tubes of Bajaj, Phillips or their equivalent make for the interior space and for exterior space with approx. 150 LUX using dust proof HPSV / Fluorescent lamp fixtures as per layout requirement.
- C) Providing wall mounted fans in cabins, rooms and other air-conditioned areas as per requirement.
- D) Providing 1+1 LAN connection using Cat-6 Cable up to the respective rooms, cabin, cubicles, and workstations totaling to around 375 locations and area of other related facilities as per the justified requirement.
- E) Providing at least 3 pair cabling for the purpose of P&T and Intercom in the rooms, cabin, cubicles, and workstations totaling to around 375 locations and in the area of other related facilities as per the justified requirement. Cabling shall also be laid for installing access control system for entry & exit.
- F) Providing PA system with provision for playing Channel music.
- G) Providing Electrical power connection @0.5 KVA per 100 Sqft. of measurable internal floor area offered for rent, with provision of additional load incase required with independent meter for billing purpose. The 100% power backup is required for this load. This electrical load does not include the building services such as Lifts, Central Air conditioning, common lighting etc. out side the rental floor space.
- H) Providing proper earthing & lightning protection for the total building.
- I) All other electrical works not specifically mentioned here but required is to be provided to make the system complete.

3.4 Maintenance Services

3.4.1 The Scope includes providing following services for 12 hrs. basis (8AM to 8PM) from Monday to Saturday:

Providing infrastructure, operation and maintenance services for air-conditioning, Power back-up, Service water system, RO water system, Electrical supply system including equipments and fittings, Plumbing, all civil related services, all wooden and furnishing related problems, Fire fighting system, water cooler, etc.,.

All the materials / consumables / spares required for maintaining the above services shall be in the scope of the bidder.

3.4.2 The housekeeping and security services of the space hired area by BHEL shall be in the scope of BHEL.

Annexure-III (a)

Estimation of Space for the hired Office							Employee strength of departments tentatively identified					
SN	Seating Details	Nos.	L (ft)	B (ft)	Area (Sqft)	Total Area (Sqft)	TBG	PS-HQR	CO-FIN (IA, TXN)	CO-CCG	Extra	Total
1	ED's Cabin	3	20	15	300	900	1	1			1	3
2	ED's Sectt. (2 Non-Exec)	6	12	10	120	720	2	2			2	6
3	GM's Office	9	15	15	225	2025	5		2		2	9
4	GM's PS (1 Non-Exec)	9	8	8	64	576	5		2		2	9
5	AGM's Cabin	32	15	12	180	5760	20	4	1	2	5	32
6	SDGM / DGM's Cubicle	20	12	10	120	2400	11	3	1	1	4	20
7	Executive's Workstations	214	7	7	49	10486	121	23	17	2	51	214
8	Non-executives Workstations	63	5	5	25	1575	20	10	2	3	28	63
9	Non-executives W/S (NIITs)	15	5	5	25	375	10	3	2	0		15
10	Attendants	4	4	3	12	48	3	1				4
11	Reception cum Visitor's Lounge	1	40	25	1000	1000						
12	Library	1	40	20	800	800						
13	Central Document Storage	1	45	30	1350	1350						
14	Server / Switch Room	1	20	20	400	400						
15	Store (Stationary/General)	2	20	15	300	600						
16	Reprography Facilities	1	15	15	225	225						
17	Pantry	5	10	8	80	400						
18	Conference Room (60 Seater)	1	80	20	1600	1600						
19	Meeting Rooms (10 Seater)	5	18	15	270	1350						
20	Meeting Rooms (6 Seater)	5	12	10	120	600						
21	Dining Hall	1	70	30	2100	2100						
22	Space for department storages	350	3	1.5	4.5	1575						
23	Space for PS-TS Lab	1	50	30	1500	1500						
24	Space for IT support	3	15	12	180	540						
25	Space for Printers / fax / copier	10	6	6	36	360						
26	Space for Housekeeping	2	20	15	300	600						
27	Space for cashiers	2	12	10	120	240						
28	Space for Travel Desk	2	10	10	100	200						
29	Space for UPS Room	1	15	12	180	180						
30	Space for security staff	1	15	12	180	180						
31	Space for First Aid	1	15	12	180	180						
32	Space for dispatch section	1	12	12	144	144						
33	Add Area for facilities(toilets-G)	5	25	20	500	2500						
34	Add Area for facilities (toilets-L)	5	12	12	144	720						
	Sub-Total (A) (Carpet Area)					44209						
	Add Area for circulation @30% of (A)					13263						
	Grand Total (Covered Area)					57472						
	Total Strength Assumed	375					198	47	27	8	95	375
	Considering a variation of ± 10% in the availability of area of the property		Min Covered Area			51725						
			Max Covered Area			63219						

Annexure-IV

4. Special Terms & Conditions

- 4.1 Any statutory / legal requirement (such as rent permission, NOC etc.), if required from local bodies for providing office space to BHEL on hire basis shall be arranged by the Bidder within 15 days of award of LOI. The bidder shall provide an undertaking on a non judicial stamp paper of Rs.100/- in this regard.
- 4.2 All day-to-day liaisons with local authorities pertaining to this office shall also be maintained by the bidder.
- 4.3 The successful bidder shall prepare the detailed sitting plan as per BOQ. The successful bidder shall get the sitting plan, make and quality of modular furnishings including table and chairs approved by BHEL.
- 4.4 The rate for hired space should be quoted on the basis of "Per Sqft. Carpet area offered for rent to BHEL" including all levies and taxes, i.e. land, water, sewage, property & commercial tax, etc. Service Tax shall be payable extra for which owner has to produce documentary evidence of having paid the same with the concerned authority quarterly basis before release of first bill of next quarter. The rates shall also include complete 'Scope of Services and Bill of Quantity' indicated above at Annexure-III.
- 4.5 The rates quoted above on the basis of "Per Sqft. Carpet area offered for rent to BHEL" shall also take into consideration charges towards all the maintenance services. The maintenance charges shall include all services as defined in Annexure-III.
- 4.6 If the offered covered area is less than 51,800 Sqft. (excluding basement), the same would be rejected. In case the offered covered area would be more than 57,500 Sqft., the bidder would be required to ensure that the area in excess of 57,500 Sqft. would be retained by the bidder for their use in such a manner that its usage does not hamper the usage by the office of BHEL. However, in case the bidder wishes to offer the area beyond 57,500 Sqft. the payment would be restricted for 57,500 Sqft. only and no weightage / priority in evaluation would be given for the same.
- 4.7 To obtain sufficient power connection from concern authority shall be in the scope of Bidder. Separate metering shall be provided by the bidder for the internal power consumption of space hired. BHEL shall pay the monthly bill directly for normal power consumption towards such bill raised by the Electricity Provider (viz. SEB / UPPCL etc.) for the same.
- 4.8 Bidder shall provide suitable power back up in the form of UPS for the server room, switch room for round the clock operations of these services.
- 4.9 All major repairs such as leakage in Building and water pipes, cracks, other defects and electrical defects shall be taken up by the owner at his own cost immediately upon such defects being notified by BHEL. If the owner fails or neglects to make such repairs, BHEL shall get the same repaired and deduct the expenses of such repairs from the monthly rent of the premises.

- 4.10 The owner shall arrange whitewash, distemper, paint, make good the ceiling, flooring, polish the premises before occupation by BHEL and thereafter, once in two years during rent period or extended rent period, at his own cost.
- 4.11 All the maintenance related minor complaints shall be attended on priority but not later than 24 hours, to the satisfaction of Engineer-in-charge. If the bidder fails to do so, Rs.50/- per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within three working days, the job shall be done at the risk and cost of the bidder beside recovery of compensation of Rs.50/- per minor complaint.
- 4.12 All the major complaints like non availability of Power Supply due to local fault, Power Backup, RO Plant, Service Water System, Central air-conditioning Unit, Lift etc. shall be attended on top priority basis without unreasonable loss of time. If Engineer-in-charge observes that there has been negligence on the part of the bidder, a compensation of Rs.1,000/- (Rs. One Thousand Only) per Working Hour shall be deducted from monthly rental bill.
- 4.13 The approved bidder shall go for Lease / Rent agreement with BHEL within 3 days of Letter of Intent (LOI) in the format attached with bid documents. The Lease Agreement shall be initially for a period of three years extendable on the same terms and conditions as mutually agreed. The Lease Agreement can be extended further with mutual consent of both the parties. Cost of Stamp Duty and registration charges of Lease Agreement shall be borne by the bidder and the same shall be reimbursed by BHEL upon submission of documents. However, other administrative arrangements and expenses thereof for registration of Lease Agreement shall be borne by the bidder.
- 4.14 Any clarification can be sought before submitting the bid. No revision in rates shall be allowed after the bid has been submitted.
- 4.15 The clearance for Lifts, Fire and Electrical Installation from the local bodies / Govt. agencies shall be furnished by the bidder before entering in to the lease agreement.
- 4.16 Insurance of all the properties, equipment, furnishings owned by the bidder and let out to BHEL shall be arranged by the bidder.
- 4.17 The bidder shall handover the hired space in a ready to move in condition within 90 days of signing of lease agreement. Failure to provide the space would attract a penalty of Rs.10,000/- per day delay or part thereof subject to a maximum of Rs.2,00,000/- which would be adjusted from the EMD of the successful bidder. The rent shall be paid by BHEL effective from the date of handing over the hired space in a ready to move in condition.
- 4.18 Carpet area will be taken as covered area minus wall area, columns area, AHUs area, common lift lobby if used by other tenant on the same floor. Proper calculation of covered area, carpet area and super area shall be indicated in the tentative floor plan incorporating requirements of BHEL.
- 4.19 **Vacation by BHEL** - While vacating the building, the facilities / items provided by the Bidders shall remain with the bidder. BHEL shall carry the items owned by BHEL.

5. PAYMENT TERMS

- 5.1 No Security Deposit or advance towards rent is payable by BHEL to the successful bidder.
- 5.2 The Lease Rent shall be paid by 7th working day of the respective month against satisfactory services and submission of bill.
- 5.3 No brokerage, agency charges, service charges will be paid by BHEL. Correspondence will be made directly with the registered owner(s) / any agency authorized by the registered owner(s) of the property only.
- 5.4 The bidder shall raise the monthly rental bill based on clause 4.4 & 4.5 above. 90% of the payment towards the same shall be released by BHEL within 7 working days of receipt of bill complete in all respect. Balance 10% of the payment shall be released after certification by the Engineer-in-charge within next 7 days for rendering satisfactory services by the owner for the completed period.
- 5.5 Unless and otherwise exempted under IT Act, the income tax shall be deducted from monthly rental bill. All taxes applicable on rent shall be borne by the bidder.
- 5.6 The charges for electricity consumption for common area lighting and lift shall be separately reimbursed every month on sharing basis at actuals against documentary evidence.
- 5.7 Separate metering shall be provided by the bidder for the power back up so that monthly payment could be released by BHEL against the bill raised. Presently a rate of Rs.12.50 per unit of electricity consumed through DG set would be payable based on the existing rate of standard Diesel from Indian Oil Corporation outlet prevalent in Noida i.e. Rs.39.59 per litre. The method of calculation for any variation / escalation would be based on prorate variation in the rate of standard Diesel from Indian Oil Corporation outlet prevalent in the city on the 15th of every month for the purpose of billing at the end of that month. The formula shall be as under:

$$R_R = 12.50 \text{ (current rate)} \times \frac{D_R}{D_O}$$

D_O –Rate of Standard Diesel per Litre in Noida on the date of tender enquiry (i.e. Rs.39.59 per litre)

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

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

- 5.8 All statutory taxes & charges etc. for the premises are to be paid by the registered owner(s) of the property at his own cost.
- 5.9 BHEL shall not allow any escalation for the initial term of 3 years.

6.0 EVALUATION CRITERIA

- 6.1 After the submission of bids, BHEL shall identify the technically qualified bidders based on the qualifying requirements indicated in the tender document. However for the final short-listing the technically acceptable properties shall be visited by the committee to ascertain the ambience of the property which being a subjective issue cannot be assessed based on the written information furnished by the bidders. The ambience of the property includes aspects such as approach road, nature of activities being carried out in the surrounding properties, hygiene in the neighborhood etc. can only be judged during the site visit. Thus properties with unacceptable ambience are liable to be rejected and the decision of this committee shall be final and binding.
- 6.2 The price bid shall be opened in presence of the Bidders for only those bidders who would be found qualified after techno-commercial evaluation and site visit.
- 6.3 The evaluation criteria of Price Bid would be the L-1 rate per Sq. ft. Carpet Area against the scope of work.
- 6.4 BHEL reserves the right to opt for reverse auction (online bidding) instead of opening of submitted sealed price bids, for determining the lowest bidder which in such case would be communicated at the appropriate time after scrutiny of techno-commercial bids. The bidder not accepting to participate in Reverse Auction process shall be disqualified.

DEVIATION STATEMENT

Bidder's Name and Address:

To
Bharat Heavy Electricals Limited
BHEL House, Siri Fort,
New Delhi - 110049

Dear Sirs,

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

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

Section	Clause No.	Page No.	Statement of Deviations / Variations*

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

Date:

Place:

(Signature).....
(Printed Name).....
(Designation)
(Common Seal).....

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

(Signature of the authorized representative of Bidder)

Annexure - VIII

PRICE BID (Part-II)

Hiring of Office Space for BHEL

Tender Document No. & Date:

1) Bidder's name & Address:

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

3) Rental charges as per format detailed below:

Sl. No.	Description	Unit (Per Month)	Rate (Rs.) inclusive of all taxes / duties (but excluding service tax).	
			In Figures	In Words
1	Rental charges for the hired space including Maintenance Charges etc. as per clause 4.4 & 4.5 of Annexure-IV.	Rs. Per sq. ft Carpet area offered on lease rent to BHEL	□□□.□□	Rupees _____ _____ _____ _____ Only

We have noted that BHEL reserves the right to opt for reverse auction (online bidding) instead of opening of submitted sealed price bids, for determining the lowest bidder in which case we agree to the Reverse Auction Process as per BHEL norms.

Date:

Place:

(Signature).....

(Printed name).....

(Designation).....

(Common Seal).....

NOTE:

1. The Technical & Price Bids are to be submitted separately in sealed envelopes.

PROFORMA OF LETTER OF UNDERTAKING

To be executed on Non-Judicial Stamp Paper of Rs. 10.00 and submitted in a separate cover along with the Earnest money (Stamp paper for submitting undertaking should not be older than six months from the date of execution of undertaking)

REF:

DATE:

Bharat Heavy Electricals Limited
BHEL House, Siri Fort
New Delhi - 110049

Dear Sirs.

1. I*/we* have read and examined the following bid documents relating to hiring of office space for BHEL consisting of the following enclosed documents:
 - i. Instructions for filling and submitting the bid - **Annexure-I**
 - ii. Qualifying Requirements - **Annexure-II**
 - iii. Scope of Services and Bill of Quantity - **Annexure-III**
 - III (a) Details of Office Space Requirements - **Annexure-III (a)**
 - iv. Special Terms & Conditions - **Annexure-IV**
 - v. Payment Terms - **Annexure-V**
 - vi. Evaluation Criteria - **Annexure-VI**
 - vii. Deviation Statement **Annexure-VII**
 - viii. Price Bid (Part-II) - **Annexure-VIII**
 - ix. Proforma of Lease Agreement. (Draft) - **Annexure-X**
- 2.0 I*/we* hereby submit our Bid and undertake to keep our Bid valid for a period of One hundred twenty (120) days from the date of opening of Part-I Bids i.e. up to dt. I*/We* hereby further undertake that during the said period I*/We* shall not vary/alter or revoke my/our Bid during the validity period of the Bid and the earnest money will be forfeited on revocation of tender before expiry of validity of bid or refusal to enter into the contract after the award is made by BHEL to the bidder within validity period of offer or on failure to furnish permission / No objection certificate from the concerned authorities for enabling BHEL to open its Offices.
- 3.0 This undertaking is in consideration of BHEL agreeing to open my Bid consider and evaluate the same for the purposes of award of services in terms of Bid documents.
- 4.0 Should this Bid be accepted, I*/We* also agree to abide by and fulfill and comply with all the terms, conditions and provisions of the above mentioned Bidding documents.

5.0 We have read the relevant clauses of Terms of Payment as stipulated in the Bidding documents and confirm that the specified Terms of Payment are acceptable to us.

Signature along with Seal of Company

(Duly authorized to sign the Bid on behalf of the Bidder)

Name:

Designation:.....

Name of Co.:.....

Date and Postal address:

Witness :.....

Signature :

Date :

Name & Address :

Proforma of Lease Agreement (Draft)

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

AND

M/s BHARAT HEAVY ELECTRICALS LIMITED (BHEL), a company incorporated under
the Companies Act, 1956 and having its registered office at BHEL House, Siri Fort,
New Delhi -110049 (hereinafter called the "Lessee" which expression shall wherever
the context permits, be deemed to include its successors and assigns) of the other part.
Through Mr. _____.

NOW THIS INDENTURE WITNESSES AS FOLLOWS:

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

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

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

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

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

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

3. Notice / Communication

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

4. Jurisdiction of Courts etc.

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

5. Settlement of Dispute Clause I Arbitration Clause

All the differences or disputes arising out of this lease deed between the Lessor and the Lessee shall be at the first instance shall be resolved amicably. In the event amicable settlement is not reached then such disputes differences shall be settled through Arbitration by the arbitral tribunal consisting of three arbitrators one each to be nominated by the Lessor and the Lessee and the third presiding arbitrator to be appointed by both the nominated arbitrators. The Arbitration proceedings shall be governed by the Arbitration and Conciliation Act 1996 and

rules framed there under. The venue of the Arbitration proceedings shall be at New Delhi. The cost of Arbitration shall be equally shared by the Lessor and Lessee. The Arbitrators shall give a reasoned award.

6. **Signature**

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

C) IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The Lessee shall pay to the Lessor the rent including maintenance charges for the said premises at the rate of Rs. _____ per Sqft. (carpet area offered for rent to BHEL) effective from date _____. Rent shall be paid by Lessor based on floor area offered for rent to BHEL measured jointly by Lessee and Lessor at the time of possession.
2. The Lessor hereby agrees to take comprehensive insurance cover for the demised premises for the property / equipment / furniture belonging to Lessor which shall be renewed from time to time during the validity of lease period.
3. The Lease period shall be firm for three years and for fourth year the same can be extended on mutual consent in the form of written agreement.
4. All kind of maintenance and repairs of office furniture/fixtures/fittings/office equipments including replacement, such as, bursting of pipes, leakages in electricity structural repairs, electrical consumables such as tube lights/bulbs/fans/chokes and its replacements etc., if any, shall be carried out by the Lessor solely at its own cost.
5. 90% of the Monthly Lease rent as detailed at Para C-1 above, shall be payable every month for every calendar month in advance within 7 working days of receipt of bill from the Lessor without any deductions whatsoever except permissible under law. Balance 10% of the payment shall be released after certification by the Engineer-in-charge within next 7 days for rendering satisfactory services by the owner for the completed period.
6. The Lessee shall use the demised premises for locating its offices besides using the same for official purposes.
7. Lessor shall not claim any charges towards **Reserved Car Parking of 75 cars** of the Lessee.
8. That the Lessee will not make any structural additions or major alterations in the premises let out and shall not remove any fittings, fixtures etc. attached to the said premises.
9. The Lessor shall provide furniture, equipment and services etc. as detailed in tender document award.
10. The Lessee shall keep interiors of the premises in good order and conditions and shall not remove any fittings attached to the said premises. However, the Lessee

may erect temporary partitions for making any cabins etc. and / or may remove / alter the fittings, door and windows, etc. at their own cost with prior permission of Lessor and shall restore back the same on vacation of building / termination of lease.

11. The Lessee will permit the Lessor and their agents, surveyors and authorized representative(s) to enter into the said premises at all reasonable times for purpose either of inspection or repair of the said premises or for any other analogous purpose on any working day during working hours on receipt of prior notice of 2 days.
12. The Lessee shall arrange canteen services as per their requirement.
13. Charges towards consumption of electricity will be borne by Lessee during the validity of lease period.
14. The Lessor shall allow the Lessee to install Split ACs / ACs at its own costs. Electrical charges for such split ACs / ACs would be borne by the Lessee on actual basis. The lessee agrees to unconditionally settle all electricity charges and expenses directly for consumption of electricity, either through UPPCL or through gensets, as provided by the builder. The lessee agrees to understand and adhere to the billing and other system directly from the builder. The lessor shall not be liable for disconnection or disruption in continuance of supply of electricity due to untimely or non payment of electricity / gensets consumption bill by the Lessee. The Lessee also undertakes to continue to release the payment pertaining to the electricity directly to the builder according to their prevalent system.

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

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

LESSOR

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

WITNESS:

- 1.
- 2.

BHEL

LESSEE

WITNESS:

- 1.
- 2.

(On non-Judicial Stamp Paper of appropriate value)