

Tender Notice No.BHEL:BAP:HR:C&amp;PR:TF Dated 14/06/2014



பாரதமிகுமின் நிறுவனம்

BHARAT HEAVY ELECTRICALS LIMITED

(A Government of India Undertaking)

BOILER AUXILIARIES PLANT

Indira Gandhi Industrial Complex

RANIPET – 632 406

PHONE: 04172-241118

FAX: 04172-241102

BAP:HR:C&amp;PR:TF

Dated: 14/06/2014

**NOTICE INVITING TENDER FOR LEASING OF RESIDENTIAL APARTMENT/BUILDING AT NEW DELHI**

Tender Notice No.	BHEL:BAP:HR:C&PR:TF dt: 14.06.2014
Scope	BHEL/BAP/Ranipet (Tamilnadu), Bharat Heavy Electricals Limited (BHEL) is desirous of taking on lease fully furnished Residential Apartment Flat or Individual House on rental basis for a lease period of 5 years for housing/accommodating its employees and guests in New Delhi. Offers are invited from such of those who meet the eligibility criteria mentioned in NIT Scope and are interested in leasing their property to BHEL/BAP on lease rental basis for a period of five years.
Nature of Tender	Two Part. Part 'A' to contain Technical/Pre-qualification bid and Part 'B' to contain Price bid.
Period of Lease	Five Years from the date of entering into the lease agreement
Last Date & Time for submission of Tender	05.07.2014 14:00 hrs
Date & Time and Venue of Tender Opening	05.07.2014 14:30 hrs HRM Conference Hall, BAP, BHEL, Ranipet
The document contains:	Part –A - <b>From 1 to 11 pages and comprise the following</b> Scope, Pre Qualification criteria (PQR), Technical criteria, Terms and conditions, evaluation criteria, and Annexures I,II,IIA & III  Part –B - Price bid - <b>Page 12</b> -Annexure IV
Tender shall be addressed to	Manager /HR-C&PR Bharat Heavy Electricals Limited Indira Gandhi Industrial Complex, Ranipet – 632406 Vellore Dist. Tamil Nadu
EMD	-Nil-
Security Deposit	-Nil-
Tender Application Fee	DD for Rs. 1000/- ( Thousand only)

**DATE:****SIGNATURE(S)OF THE OWNER(S)**

**PART-A****1. SCOPE:**

The company, BHEL/BAP,Ranipet intends to take on lease fully furnished Apartment Flat or Individual House on rental basis for exclusive use of its employees and guests for a lease period of 5 years in New Delhi by inviting offers from prospective bidders in two parts (Part 'A' and Part 'B'). The Pre-qualification/Technical criteria , the services to be provided and terms and conditions are mentioned below.

**2. PRE-QUALIFICATION CRITERIA:**

The bungalow/Apartment/House should be owned individually or jointly either through inheritance or through purchase. **The building should not be more than 5 years old.**

**3. TECHNICAL CRITERIA :**

- a. **Location:** The Building/Apartment/House should be located within 5 kms radius from BHEL's Corporate Office located at BHEL House, Siri Fort, New Delhi – 110049 (near Siri Fort Auditorium)
- b. The Bungalow/Apartment/House should consist the following;
  - I. Three Bed Rooms ( one of the three should be master bed room) with attached Bath cum Toilet room, Drawing Room, Dining Hall or Drawing cum Dining Hall, Kitchen as below..
  - II. The carpet area of each bed rooms excluding Bath cum Toilet room shall be at least 120 sq.ft.
  - III. The carpet area of Master Bed room excluding Bath cum Toilet room shall be at least 154 sq.ft.
  - IV. Each attached Bath cum Toilet room shall have atleast carpet area of 30 sq.ft.
  - V. The carpet area of Drawing room shall be atleast 200 sq.ft
  - VI. The carpet area of Dining Hall shall be atleast 100 sq.ft
  - VII. If it is Drawing cum Dining Hall, the carpet area shallbe atleast 300 sq.ft
  - VIII. The carpet area of Kitchen shall be atleast 70 sq.ft
- c. The Bungalow/Apartment/House should have water connection from Delhi Jal Board with exclusive/separate meter.
- d. The Bungalow/Apartment/House should have three phase electricity connection with exclusive/separate meter.
- e. All floors/floor space offered should be as per the norms of Delhi Municipal Corporation.
- f. All bed rooms should have attached bathrooms with basic amenities like commodes(western type), storage geysers, wall water mixtures, shower, mirror, washbasin, towel rods. The bathroom floors and walls should be tiled ( vitrified/ marble/granite) at least upto 6 feet on the walls.
- g. All the bed rooms should be fully furnished with Cots ( Double Cot for Master bed room and two single cot in each other rooms), mattress (minimum 4” thickness), Writing Table with chair and Dressing table. The Master Bed room should have in addition to the above two cushioned chairs with Tea-poi.
- h. All bed rooms should have Wardrobe.
- i. All bed rooms and drawing room should be provided with Flat panel colour TVs of minimum 32” size with digital cable connection.
- j. A minimum of 1.5 ton capacity split type Air Conditioners of reputed make should be provided in all the bed rooms and drawing room.
- k. The Drawing Room should have a sofa set (minimum one three seater and two single seater with cloth based outer cover) and a center table.
- l. The Dining hall should have dining table with chairs to accommodate six persons at a time.
- m. The flooring of all rooms/hall, kitchen and verandah should be tiled ( vitrified/ marble/granite) and should be in neat condition.

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- n. The building should have lift facility if the property offered has more than one floor and not located in ground floor.
- o. The kitchen should have modular setup with wash sink along with running water facilities.
- p. The Bungalow/Apartment/House should have power backup facility (UPS/Inverter) for the building as a whole or independently if the property has one or more floors atleast to take of lighting and fan operations.
- q. The building should have a domestic RO system of repute make .
- r. The Bungalow/Apartment/House should have atleast one car parking facility exclusively for BHEL.
- s. The Bungalow/Apartment/House should have a separate servant quarter with attached/common bath facility exclusively for BHEL.
- t. All the windows should be furnished with curtains (except kitchen and attached bath rooms).
- u. The lease agreement registration charges payable to Delhi Registration Office will be borne by BHEL.

#### 4. **Advance for the Building**

An amount of three months lease rent will be paid as advance (interest free and refundable will be paid within one week after registration of lease agreement) towards security to the legitimate owner of the property, which has to be repaid back within 7 days of vacating the building by BHEL.

#### 5. **OTHER TERMS AND CONDITIONS**

During the tenure of the lease,

- a) The relevant house/property taxes should be paid by the owner of the apartment/house within the prescribed time. However, payments of electricity, water charges, and cable TV pertaining to BHEL portion will be paid by BHEL.
- b) The regular maintenance works like white/colour washing, painting, etc. should be carried out by the owner to the satisfaction of the company at periodicity agreed upon mutually.
- c) All major maintenance work viz. maintenance of building (structural or otherwise), Electrical cabling, breakdown of water pumping motor, cracks, power backup system, lift, ACs, Geyser, TVs, RO system shall be attended to by the owner immediately(within 48 hours). This is only indicative and not exhaustive. In the event of any failure on the part of the owner, BHEL shall have the right without any prejudice to other rights available as per law to get the work done through any other agency at the risk and cost of the contractor. The additional cost, loss, if any incurred by BHEL on account of such alternative arrangement will be to the account of the owner and shall be deducted from the monthly lease rental amount.
- d) However, minor maintenance works viz., leak in plumbing fitting, re-fixing of electrical fuse, replacing of fused electrical bulbs will be borne by BHEL.
- e) The rent agreed upon by both the parties will remain firm throughout the tenure of the lease and no increase whatsoever will be entertained. Service tax, if applicable will be payable at actual against documentary evidence. Applicable Income Tax will be deducted at source. In case of exemption from Income Tax, required certificate received from jurisdictional ITO is to be submitted.
- f) The Owner shall execute a lease agreement with the company consisting the term and conditions of the lease as may be agreed by both parties after finalization of the lease arrangement.
- g) The lease agreement can be terminated by either party by issuing six month notice in advance.
- h) BHEL shall have all rights to use common areas viz. staircase, lifts, car parking allotted to them etc.,

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- i) Tenders will be received up to 14:00 hrs on 05.07.2014 in the prescribed form. The pre-qualification bid(Part-A) will be opened on 05.07.2014 at 14:30 hrs at HRM Conference Hall, BAP, BHEL, Ranipet in the presence of tenderers / representatives who choose to be present for the tender opening.
- j) Bidders to ensure that their offers are complete in all respect. Offer should be either typed or written legibly. Alterations / over-writings, if any, in the tender should be attested by the person signing the tender. Any deviation or non-compliance may lead to rejection of their offer at any stage.
- k) Tender offers should be posted with due allowance for any delay in postal delivery. Tender offers received after the due date and time of opening tenders will be summarily rejected.
- l) The management of BHEL will not be responsible for any loss or damage or delay in transit of offer documents sent by BHEL to the prospective offerer or sent by the offerer to BHEL duly filled in, by Post.
- m) Tenderer shall affix signature and seal on all pages as a token of acceptance.

**n) COMPOSITION OF BIDS::HOW TO QUOTE:**

- 01. This tender document consists Part 'A' and Part 'B' as detailed below:
- 02. Part 'A' : Technical bid except price- Pages 1 to 11
- 03. Part 'B' : Price bid- page 12
- 04. Part 'A' along with Annexures must be duly completed and sealed in a separate envelope superscribed '**BHEL/BAP/C&PR/PH- Part 'A' Technical Bid**' along with DD for amount of Rs. **1,000/- (Thousand only) in favour of BHEL,Ranipet** .
- 05. Part 'B' must be duly completed and sealed in a separate envelope super scribing "**BHEL/BAP/C&PR/PH -Part 'B' - Price bid**".
- 06. Tender offers submitted by post should be sent through Registered Post/ Courier/Speed Post. Tender documents consisting of Part 'A' & 'B' are to be duly sealed in two separate inner covers and super scribed as said above. The two inner covers should be sent in a sealed outer cover superscribing "**TENDER FOR LEASING RESIDENTIAL APARTMENT FLAT/BUNGALOW/INDIVIDUAL HOUSE PROPERTY AT DELHI**".
- 07. Name of the tenderer should be written legibly on the sealed envelope.
- 08. The tenderer should submit the tender documents intact without detaching any page or pages.
- o) The tenderer shall expressly accept all the terms and conditions of the tender. Alternatively, the tenderer should list deviations from the terms and conditions given in the tender documents. The tender which does not comply with BHEL's terms and conditions may be rejected as Non-Responsive.
- p) BHEL reserves the right to assess the capacity and capability of the parties for pre-qualification. The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The company has no obligation to accept the lowest tender. BHEL's decision in this regard shall be final and binding.

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**6. EVALUATION CRITERIA AND AWARD OF CONTRACT:**

Authorized officials of BHEL shall visit the property for physical inspection and carry out detailed evaluation of the bids to determine that criteria/requirements set forth in the bid specifications are met. The date and time of such physical verification will be intimated in advance. BHEL may accept or reject the deviations sought by the bidder(s). Based on evaluation, which includes physical inspection by the authorized BHEL officials, the techno-commercially acceptable bidders to BHEL will be determined. BHEL reserves the right to reject any bidder without assigning any reason for the same.

The tenderers who are found to meet the technical criteria will be intimated to attend the tender opening of Part 'B' – price bid at a date to be notified separately. Part 'B' will be opened at the specified date in the presence of the tenderers / representatives who are notified and choose to attend the tender opening.

The rate per square feet of the carpet area will be taken for the purpose of evaluation of the price bid. However, for determining the rent of the property a maximum total of 1100 square feet of carpet area or actual carpet area whichever is less will only be taken. Bidders are advised to take care their financial bid accordingly. The cumulative total rental amount quoted for five years including Service Tax, if any, will taken for final evaluation of price bid.

**7. FINALIZATION OF AWARD:**

Based on the outcome of the Price Bid opening as mentioned in Part-B, Price Bid, the bidders would be ranked from L1 position in the ascending order. The contract will be awarded to the L1 bidder only. On acceptance the L1 bidder should execute an agreement on prescribed format.

**8. Discrepancy in "words" & "Figures"**

- a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price(which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
- d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

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**9. VALIDITY OF RATES:**

The rental rates quoted should be valid for 90 days initially from the date of opening of the technical bid. The rental rates as agreed upon mutually should be valid for five years from the date of commencement of the contract.

**10. PAYMENT TERMS:**

The owner shall raise the bill on completion of the every month, which will be duly certified by the official in charge and the payment will be made within 15 days after submission of bills. Payment will be made through electronic fund transfer mode.

**11. ARBITRATION**

Disputes, if any arising out of or in connection with this contract shall be resolved mutually, at the very first instant. In the event parties fail to amicably resolve the dispute within a period of 30 days of being communicated in writing by one party to the other, the same shall be referred to arbitration under the Indian Arbitration and conciliation Act, 1996 to be held at Ranipet. The unit head of BHEL/BAP, Ranipet or his nominee shall be sole arbitrator. The decision of the sole Arbitrator shall be final and binding on both the parties hereto.

**12. Jurisdiction & Governing Laws:**

In case of any suit or other legal proceedings arising under this contract, the courts at New Delhi shall have the exclusive jurisdiction. This contract will be governed in all respects by Indian Laws.

**DATE:**

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**ANNEXURE I****PREQUALIFICATION BID-TECHNO COMMERCIAL BID**

S. No.	Details	Remarks (to be filled by the owner for all the enquiries). Unfilled offers may lead to rejection at the discretion of BHEL.	
1	Name of the Owner Land Line No.: Mobile No.: Email address:		
2	Location of the Property (Address). Distance from Asiad , New Dehli by road		
3	Year of Construction		
3	Type of the Property (whether Flat, Individual House, Ground Floor, First Floor, etc.)		
4	Description of Property	a)Total Plinth Area	_____ Sq.ft
		b)Number of Bed Rooms with attached Bath/Toilet	_____ Nos.
		c)Number of Bed Rooms without attached Bath/Toilet	_____ Nos.
		d)Carpet Area of Each Bed Room	1. _____Sq.ft 2. _____Sq.ft 3. _____Sq.ft
		e)Carpet Area of Each Attached Bath Room	1. _____Sq.ft 2. _____Sq.ft 3. _____Sq.ft
		f)Carpet Area of Kitchen	_____ Sq.ft
		g)Carpet Area of Drawing Room	_____ Sq.ft
		h)Carpet Area of Dining Hall	_____ Sq.ft
		i)Carpet Area of Verandah and passage	_____ Sq.ft
		<b>k) Total Carpet Area (d+e+f+g+h+i)</b>	<b>_____ Sq.ft</b>
		Servant Quarters available or not	Yes / No
		Car parking slot available or not	Yes / No
		Whether all facilities are available as per specifications mentioned in Cl. 2 (Pre-qualification Criteria) and Cl. 3 (Technical Criteria)	Yes / No

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5	Acceptable Lease period	_____ Years
6	Copy of Documents to be submitted: 1.Ownership deed,  2. .Latest property tax receipt  3. Copy of PAN card  4. Photograph & Floor Plan of the building  5. DD for Rs. 1000  6. Any other information that bidder like to furnish viz. any additional facilities	Mention Documents enclosed:  1.            Yes / No  2.            Yes / No  3.            Yes / No  4.            Yes / No  5.    . DD No. , Amount & Date _____  6.    .

I/We hereby declare that details furnished above by me/us are true to the best of my knowledge and I/we fulfill all the conditions of NIT.

**DATE:****SIGNATURE(S) OF THE OWNER(S)**



**ANNEXURE -II****Certificate of Acceptance**  
**(To be attached with Part-A)**

"Certified that I/we have read and understood all the terms and conditions of the Tender No.BHEL:BAP:HR:C&PR:TF Dated.....and that I/We.....being owner(s) of the Housing property located at ..... do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

**Date:****Signature of the Owner(s)****Place:**

**ANNEXURE -IIA****FORMAT FOR SEEKING DEVIATION**  
**(To be attached with Part-A)**

CLAUSE NO.	DESCRIPTION / DETAILS OF DEVIATION	REMARKS/ REASONS

**Note:**

1. Any deviation specified elsewhere in the tender shall not be considered.
2. In case of no deviation, “NIL” is to be indicated in this format.
3. BHEL reserves the right to reject the offer without assigning any reason.

**Date:****Signature of the Owner(s)**

**ANNEXURE -III**

**DECLARATION**  
**(To be attached with Part-A)**

**I/We hereby declare that I /We have not been banned and de-listed by any PSU/ Government Department/ Financial Institution/ Court as on the day of technical bid opening for any of our property owned by us.**

**Date:**

**Signature of the Owner(s)**

**ANNEXURE IV****BHEL:BAP:RANIPET**  
**HRM:ADMINSITARTION DEPARTMENT****PART-B ::PRICE BID (FINANCIAL BID)**  
**RENT QUOTATION**

Sl.No	Lease Year	Rental Rate Per Square Feet of Carpet Per Month Rs.P	Rental Rate Per Month ( Column C x 1100 sq.ft Carpet area or Actual Carpet area whichever is less) Rs.P	Rental Rate Per Year ( Column D x 12 Months) Rs.P
A	B	C	D	E
1	1 <sup>st</sup> Year			
2	2 <sup>nd</sup> Year			
3	3 <sup>rd</sup> Year			
4	4 <sup>th</sup> Year			
5	5 <sup>th</sup> Year			
6	TOTAL			
7	Service Tax on Rent if any on Total (Column E6): _____ %			
8	GRAND TOTAL ( Total of Column E)			

**Note:**

1. If Service Tax is not applicable Please mention “NIL” in Column E7.
2. The Grand Total arrived in Column “E8” will alone be considered for finalizing the contract. Based on the amount arrived in Column E8 ie Grand total, the bidders would be ranked from L1 position in the ascending order. The contract will be awarded to the L1 bidder only.
3. Offer should be either typed or written legibly. Alterations / over-writings, if any, in the tender should be attested by the person signing the tender. Any deviation or non-compliance may lead to rejection of their offer at any stage.

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