NEHRU YUVA KENDRA SANGATHAN

Ministry of Youth Affairs & Sports

Government of India

OFFICE SPACE REQUIRED

NYKS, AN AUTONOMOUS BODY OF GOVERNMENT OF INDIA REQUIRES OFFICE SPACE OF FIFTEEN - TWENTY THOUSAND SQUARE FEET (CARPET AREA) ON RENT LOCATED WITHIN 7 KMS RADIUS FROM SHASTRI BHAWAN (DR. RAJENDRA PD. ROAD) CONFIRMING ALL REQUIRED COMPLAINCES.

FOR DETAILS OF THE TENDER DOCUMENTS/OTHER NORMS VISIT WEBSITE- **http://www.nyks.org**

SEND DETAILS LATEST BY 3 PM ON 18 JANUARY 2017 IN SEALED COVER TO JOINT DIRECTOR (Gen. Admn.)

NEHRU YUVA KENDRA SANGATHAN
Ministry of Youth Affairs & Sports, Government of India
2nd Floor Core 4 Scope Minar, Laxmi Nagar, Delhi-110092

Nehru Yuva Kendra Sangathan
Ministry of Youth Affairs & Sports
Government of India

2nd Floor, Core 4, Scope Minar,
Laxmi Nagar, New Delhi

Subject :- Tender Notice for office space required for NYKS on rent –reg.

Sealed quotations in two bids system are invited from the owners or authorised agencies for office space on rental basis within 7 kms distance from Shastri Bhawan (Dr.Rajendra Pd. Road). The owners/agencies fulfilling the terms and conditions given at Annexure I may submit their bids.

2. The bidders shall be required to submit a Demand Draft / Pay order of Rs. 1, 00,000 (Rupees one lac only) as earnest money to be drawn in favour of **Director General, Nehru Yuva Kendra Sangathan** along with the technical bid. The earnest money will be refunded to the unsuccessful bidders on finalization of the contract, without any interest.

3. The bid should be submitted in a sealed cover in two parts as under :-

a) **Technical Bid :**The first sealed Envelope should be superscribed **"Technical Bid for office space on rent"** and it should contain all technical details as per Annexure II alongwith the Earnest Money Deposit (EMD). Bids received without EMD (in Technical Bid cover) will be summarily rejected.

b) **Financial Bid :**The second sealed Envelope should be superscribed **"Financial Bid for office space on rent"** and it should contain the rates etc. as per Annexure III. Both of these sealed covers are to be put in a bigger cover, duly superscribed as **"Bid for office space on rent".**

4. The last date for receipt of tender is 18.01.2017 (18th day of January 2017) at 03.00 PM. The technical Bids shall be opened at 03:30 PM on the same day i.e. 18.01.2017 in the office of N Y K Sangathan, 2nd Floor, Core 4, Scope Minar, Laxmi Nagar, Delhi 110091 in the presence of bidders or their representatives, who may wish to be present. The date/time/venue of the opening of the technical bids may be changed as may be decided by the Tender Evaluation Committee duly constituted for the purpose of the NYKS.

Financial Bid(s) of only those bidder(s) will be opened whose technical bids are accepted after a site inspection of the offered properties by the evaluation committee. Date for opening of financial bid will be initiated/communicated only to the technically qualified bidders at a later date. Bids with Hypothetical Conditions/Incomplete bid

and without supporting document shall not be entertained. Bids received after the specified date and time shall not be considered.

5. The successful bidder will have to deposit performance security of Rs. 4,00,000/- (Rs. Four lacs only) in the form of Bank guarantee, in the name of Director General, Nehru Yuva Kendra Sangathan within a month of award of the contract. The performance security will be forfeited for breach of any of the terms/conditions of the bid enquiry, besides it may be black-listed. Performance Security will be refunded to owner/agency after the completion of the lease period.

6. The competent authority reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding. In case of any dispute, the same will be resolved within the jurisdiction of Delhi.

Yours faithfully

Jt. Director (Gen. Admn)
NYKS

ANNEXURE - I

TERMS AND CONDITIONS

1. The property must be free from any liability and litigation with respect to its ownership, lease / renting and there should be no pending payment against the same. Undertaking required
2. The property should not be more than 7 km distance from Shastri Bhawan, New Delhi.
3. There should be enough arrangement for public utilities (Toilets, etc) for men and women separately.
4. If the property offered is in a multi-storey building, the space offered should preferably be on the same floor or in the same building and appropriate provisions for lift be available.
5. Adequate space for parking should be available to park about 25 cars and 20 two wheelers.
6. The accommodation should have provision for adequate water supply including drinking and utility facilities.
7. There should be appropriate provisions/arrangements for periodic maintenance (civil/electrical wear & tear as well as whitewashing/painting etc) of the building/property offered and these provisions/arrangements should be elaborately indicated in the Technical Bid submitted.
8. The property offered should have adequate space for installation of Genset/UPS/units of split AC, if already not provisioned etc., and should have complete electric fittings and fixtures like lights, fans, etc.
9. The responsibility for payment of all kind of taxes such as property tax, Municipal tax etc in connection with the property offered shall be of the owner/bidder and updated copies of all tax receipts should be attached with the bids. Copies required
10. The property offered should be well connected by public transport at a reasonable distance and should be easily accessible.
11. The property offered should have adequate security cover and fire safety measures installed as per requirements of Delhi Fire Service. Sufficient space for watch and ward staff should be available. The corridors, staircases etc. should be sufficient wide – minimum 4 feet. – Fire NOC required
12. Possession of the accommodation will be handed over to NYKS within 30 days from the award of the order and rent shall be payable from the date of possession.
13. Clearances / No Objection Certificates from all relevant Central / State Government and Municipal authorities including Fire Department for use as office premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building / Land and construction thereon must be submitted with the Technical Bid. Also copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.
14. The tender will be acceptable only from the owner of the building / property or any authorized agencies nominated by the Owner- Mandate of the Owner should be attached if the applicant is not the owner. NYKS will not pay any Brokerage for the offered property.
15. The bidders should give rates, showing taxes, if any, separately.
16. Rates should be quoted in Indian Rupees only. Rates quotes in currencies other than Indian Rupee shall not be considered.

17. No tender will be accepted by Fax, E-mail, Telex or any other such means, except by hand, through Post or Courier in SEALED COVER
18. Tender not conforming to these requirements shall be outrightly rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
19. Overwriting, alterations, if any in the Bids should be signed by the authorized signatory. Preferably, the Bids should be in the typed format.
20. The property tax, water tax etc. levied by Local Government and Central Government are to be borne by the owner.
21. Any form of canvassing / influencing the bid will attract rejection of bid submitted by the bidder.

TERMS OF TERMINATION OF LEASE:

(1) The initial period of lease should be minimum five (5) years with provision for extension of lease on mutually agreed terms.
(2) The lease can be cancelled by either side by giving a notice of not less than 3 months.

ARBITRATION:

All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings. Director General, NYKS, shall be the sole Arbitrator. The arbitration proceeding shall take place at New Delhi only.

PENALTY CLAUSE:

Failure on the part of the owner will attract penalty on the rates decided by the Arbitrator

ANNEXURE-II

TECHNICAL BID

S.No.	Particulars	To be filled by the Tenders
1.	Full particulars of the legal owner of the premises: a) Name: b) Address (office & residence): c) Telephone & Mobile No.: d) Telefax: e) E-mail ID f) PAN no. & TAN No. (copies to be enclosed)	
2.	Full particulars (with complete contact details e.g., postal address, phone number, mobile number and email ID of person(s) offering the premises on rent/lease and submitting the tender.	
3.	Status of the applicant with regard to the accommodation offered for hiring (enclose certificate of authorized signatory from CEO, if the owner is a firm, Society etc. and power of attorney if the applicant is other than the owner).	
4.	a) Complete address with brief description and location of the accommodation offered. b) Details of the accommodation offered for rent, viz., total carpet area. Also enclose certified sketch plan. c) Whether commercial or dual use (residential-cum-commercial) (enclose relevant certificates from DDA and MCD/NDMC/any other authority) d) Distance (approx.) from Shastri Bhawan, Rajendra Prasad Road, New Delhi	
5.	Total area offered for rent (floor wise) in sq ft. a) Carpet area	

6.	Particulars of completion certificate. Enclose attested/self-certified copy of completion certificate issued by the competent authority.	
7.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes/electricity bills, dues etc. (enclose copy of affidavit from the owner or Power of Attorney holder.)	
8.	Facilities for vehicle parking (capacity of vehicle parking space in terms of number of cars and two wheelers, separately).	
9.	Type of accommodation – a) Hall type b) whether there are any conditions for carrying out partitioning as per requirement of NYKS. c) Whether rooms constructed d) whether modification in internal plan permitted in case of constructed rooms.	
10.	Number of lifts and their carrying capacity. Provide details of make, year of installation & status of working etc.	
11.	Number of Toilets with details of capacity of each toilet i.e. WCs, Urinals, Commodes and Wash Basin (separately for men and women).	
12.	a) Whether running water, both drinking and otherwise, available round the clock. b) Whether sanitary and water supply installations have been provided.	
13.	a) Whether electrical installations and fittings, power plugs, switches etc., are	

	provided or not. b) Whether building has been provided with fans or not. (if yes, the number of fans floor wise). c) Whether Centrally Air conditioning system available in the office accommodation being offered. d) If not, whether provisions for Air conditioner with power points available or not?	
14.	a) Sanctioned electricity load b) Whether willing to get the electricity load increased in case NYKS needs. c) Arrangements for maintenance.(Electrical)	
15.	a) Details of power backup facilities b) Arrangements for regular repairs and maintenance of such 'Power Back Up' facility.	
16.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of certificate to be enclosed).	
17.	The period and time when the said accommodation could be made available for occupation after the approval by NYKS.	
18.	Specify the lease period (minimum five years) with provision of extension.	
19.	a) Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority. b) For what duration after handing over the possession to NYKS, the rates quoted should remain unchanged.	

	c) Rate of increase thereafter and its periodicity	
20.	Provisions for regular repairs and maintenance and special repairs, if any of the building;	
21.	DDA/MCD clearance certificate for use of commercial purpose.	
22.	Whether the owner / Agency is blacklisted by any Govt. Department or any Criminal case is registered against the firm or its owner / partners anywhere in India ? (if no , an undertaking to this effect is to be attached in this regards)	
23.	Any other salient aspect of the building, which the party may like to mention.	

Declaration:

i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

ii) It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be false. I/We shall be liable to such consequences/lawful action as the Society/Department may wish to take.

Signature:_____

Name:_____

Annexure -III

Financial Bid

A

1	Name of the Agency/owner	
2	Address of the Agency/owner	
3	Address of the property	
4	Contact Details	Landline- Mobile- Email -
5	Details of Earnest Money	Cheque/DD No.- Date-

B

Price Bid for Carpet Area

	Description	Rate per square feet of Carpet Area	Total Carpet Area	Total Amount (in Rs.) per month for entire carpet area
1	Rate of rent per square feet per month (Carpet Area)			
2	Rate of maintenance per square feet per month for common services (if any)			
	Taxes (if any)			
	Total amount			

% Rent revision proposed (yearly) –

Power backup charges per unit (if available)	

Note –

a. Lowest bidder in respect of **Carpet Area** shall be decided based on the total amount filled in above column. No other charges considered in deciding lowest bidder.

b. Quote should be covering all taxes and duties. This shall be the amount payable by NYKS monthly as rent.

c. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

d. All payment should be made through RTGS as per the bank details provided by the owners/agencies.

Signature :_____

Name : _____

Designation :_____

Date :_____