



विज्ञान एवं इंजीनियरी अनुसंधान बोर्ड
(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार का एक सांविधिक निकाय)
SCIENCE & ENGINEERING RESEARCH BOARD
(A Statutory body of Department of Science and Technology, Govt. of India)

ADVERTISEMENT NOTICE NO.02/2017

F.No.SERB/Tender-OA/01/2017

Dated the 29th December, 2017.

Subject: Notice for inviting tenders for hiring of office accommodation for Science and Engineering Research Board (SERB), New Delhi.

The Science and Engineering Research Board (SERB), a statutory body under the Department of Science & Technology (DST) invites bids from Government Organisations, autonomous bodies, statutory bodies, Public Sector Undertakings, Government Universities/Institutes, etc. of both Central Government and State Governments, for hiring suitable office accommodation in New Delhi preferably within a radius of 6 KMs from Department of Science and Technology (DST), Technology Bhawan, New Mehrauli Road, New Delhi – 110016. The premises should be barrier free and situated in good localities of the City.

2. The interested parties (only legal owners/Power of Attorney holders) should furnish their proposal, along-with a non-encumbrance certificate, in a sealed cover super scribed "Tender/Quotation for Office Accommodation for SERB" addressed to "The Under Secretary, Science and Engineering Research Board, 5 & 5A-Lower Ground floor, Vasant Square Mall, Vasant Kunj, New Delhi and drop the same in the Tender Box kept at Reception area near the entrance gate of SERB. The tenders complete in all respect accompanied by an EMD of Rs.25,000/- in the form of Demand Draft/Bankers Cheque payable to "Fund for Science and Engineering Research", payable at New Delhi. Bank charges/Brokerage charges will not be payable. **The tenders should reach SERB latest by 12.30 PM on 28th February, 2018. Technical bids will be opened at 3.30 PM on the same day i.e. 28th February, 2018 in SERB.**

(Satish Marar)
Under Secretary

TERMS AND CONDITIONS FOR HIRING OF OFFICE ACCOMMODATION FOR SERB IN NEW DELHI:

1. Space Requirement:

The Science and Engineering Research Board (**SERB**), a statutory body under the Department of Science & Technology (**DST**), Government of India, invites bids from Government Organisations, autonomous bodies, statutory bodies, Public Sector Undertakings, Government Universities/Institutes, etc. of both Central Government and State Governments, for hiring suitable office accommodation in New Delhi, preferably within a radius of 6 KMs from the Department of Science & Technology (DST), Technology Bhawan, New Mehrauli Road, New Delhi – 110016.

2. Location/Distance:

Essential: The requirement is for an office space in a covered area of approximately 20,000 Sq. ft. (excluding covered parking areas like garages, basement/stilt parking etc, if any). Variation up to 1000 Sq.ft will be allowed. Offers exceeding this limit will not be acceptable. Distance will be measured from the main gate of Technology Bhavan to the entrance point of the building offered by shortest route, by road.

Desirable: Buildings located nearer to DST, preferably within a radius of 6 Kms. from DST, Technology Bhavan, New Mehrauli Road, New Delhi – 110016.

Important Note: Offers having less than 19000 sq.ft and more than 21000 sq.ft of covered /built up area will not be considered. (Bidders offering less than 19,000 sq.ft and more than 21,000 sq.ft will be classified as technically not qualified). Similarly, a grace of 1 km will be allowed i.e. buildings located within a distance of 7 kms will be considered. No offer where distance exceeds 7 kms will be considered.

3. Parking Facilities:

Essential Requirement: Building offered on rent must have an exclusive parking space for SERB for parking a minimum of 20 cars/vehicles i.e. a minimum of 1200 sq. feet area of suitable dimensions allowing hassle free parking of at least 20 vehicles/cars (@ approx. 60 Sq.ft, of suitable dimension (roughly 10 ft x 6 ft. for one vehicle) in or around the building (whether owned by the Bidder or common, dedicated and authorized parking space (Common parking authorized by DDA/MCD/ NDMC/Civic agencies, etc.). However, road side parking will not be counted for the parking. The offering party must be able to establish that the area earmarked to it or falling to its proportionate share among all the occupants in the same office/common complex is not less than 20 cars/vehicles. Bids not fulfilling this condition will be classified as technically disqualified and hence rejected.

Desirable: i) Parking owned by the bidder either in basement or stilt or underground or garage or in open area within the campus of the property owned by them, (ii) Parking space for more than 20 cars/vehicles.

4. Occupancy condition: State of Readiness of the Building.

Essential: Building must be in a "ready to move in" Condition, subject to fulfilment of the following:

- i) Completion certificate along with other requisite approvals are obtained from the concerned civic agency(ies) and proof is submitted to SERB.
- ii) Electric, water, sewer and such other civic amenities connections are obtained and requisite proof for the use of the same is furnished.
- iii) The building is in complete finished state, including finishing of floors, walls, roofs and such other civil works, and doors, windows etc. **with proper ventilation.**
- iv) All electric, plumbing and sanitary fittings etc. should be in position and in full functional condition.
- v) All provisions for telephone and internet connections etc. should be ready.
- vi) All air conditioners, DG Sets, lifts, fire safety alarms, fire extinguishers, water storage tank etc. should be installed and should be in full functional/operational condition.
- vii) The entire whitewashing, painting etc. should be completely done.
- viii) Possession of the office accommodation will be handed over to SERB within 15 days from the award of the contract and rent shall be payable from the date of taking over possession of the building officially by SERB.
- ix) The area proposed to be given on rent should be on the same floor or on continuous floors connected by stairs and lifts.
- x) The office space should be well connected by public transport at a reasonable distance and easily accessible.
- xi) The maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner. Besides, the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same.
- xii) The building should have adequate toilet facilities separately for ladies and gents.
- xiii) No advance rent/security deposit is payable by the SERB (Government Organisation), as a matter of policy.
- xiv) The Owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.
- xv) In case of high-rise building, provision of lift is essential with assured power backup.
- xvi) The building should be secure enough to protect the government property.
- xvii) The building should have enough facilities for disposal of garbage.
- xviii) The building should have adequate space separately for pantry, preferably with PNG facilities.

5. Building offered must be vacant, free from all encumbrances, claims and legal disputes etc. Documentary Proof of ownership of Building, payment of all Taxes, Duties, Dues, Telephone, Water, Electricity charges etc. must be submitted along with the bid document.

6. Selected party shall be required to sign a Standard Lease Deed Agreement with the designated authority in SERB, in accordance with the provisions of the law applicable and also as per the terms and conditions of the tender document. The Agreement shall be signed initially for a period of three years extendable upto 3 more years as per the requirements of the user and with mutual consent only.

7. Monthly rent should be quoted on lump sum basis for the entire area offered (covered/built up area of main building, any other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc.) for the entire lease/Agreement Period of three years. Prices quoted must be submitted in the format of **Financial Bid** prescribed at **Annexure 'B'**. Total covered/built up area needs to be shown separately & correctly at appropriate places in Technical Bid and Financial Bid to facilitate calculations of rate per Sq. ft. Quoting parties may note that no increase in Rental Charges per month will be allowed during the initial three years of the Agreement period. If Lease is extended beyond three years, percentage increase in rent, if any, would be at a rate mutually agreed between the parties.

8. Essential Requirements for Technical Qualification

It is reiterated that any bid not fulfilling any of the essential requirements mentioned in this tender document would be classified as “Technically Not Qualified” and rejected and financial bids of such bidders will not be opened. No relaxation would be given to any bidder on any of these conditions and some of the important aspects where bids will **not** be accepted and declared technically disqualified are enumerated below:

- i) Bidders offering covered / built up area (excluding covered parking areas) less than 19,000 sq.ft or more than 21,000 sq.ft, (including grace difference of 1000 sq.ft stated in the tender).
- ii) Bidders not having a parking space for minimum 20 cars / vehicles, either owned by them or common, dedicated and authorised parking around the building (excluding roadside parking)(in case of large complexes having common parking for multiple buildings, proportionate share of bidder should not be less than 20 vehicle spaces).
- iii) Building located beyond a radius of 7 kms from DST (including grace difference of 1 km).
- iv) Technical bids not accompanied with EMD of Rs.25,000/-.
- v) Buildings not having proper approach road, and/or located in / around bad ambience (like slum areas, unhygienic surroundings etc.)
- vi) Buildings which will take more than 90 days (from the tender opening date) for being in a ‘state of readiness’ for occupation.
- vii) Any other conditions mentioned as ‘essential’ in the tender document / technical bid document.

9. It may be noted that no two buildings, even though located in the same area or for that matter even adjoining each other may be of same type and value in terms of rental, depending upon various factors would be considered. The area proposed to be given on rent should be on the same floor or on continuous floors connected by stairs and lifts.

10. Determining lowest acceptable bid out of all technically qualified bids: The lowest bidder shall be declared based on the total amount shown in the Financial Bid. No other factor shall be considered in deciding lowest bidder.

11. Terms and conditions given in the Tender Document, in particular those indicated as Essential, are sacrosanct and shall be considered as integral part of this Offer/Tender.

12. **EMD:** Tender must be accompanied with **EMD of Rs. 25,000/-** (Rupees twenty five thousand only) either in the form of Bank Draft/Bankers Cheque in favour of **Fund for Science and Engineering Research, payable at New Delhi**. Tenders (Technical Bids) received without the requisite EMD amount of Rs.25,000/- by way of DD/Banker's Cheque will not be considered at all.

13. Intending Parties may furnish complete details in the **Technical Bid given in Annexure - 'A'** and **Financial Bids in Annexure - B** to this document. Non furnishing of details or incomplete/incorrect details will lead to offer being treated as unresponsive and ignored /rejected as an invalid offer.

14. Following documents are essential and must be submitted as part of **Technical Bid:-**

- i) Offer Letter (Annexure.I) ,
- ii) This Tender/Offer document (**duly signed**) in token of acceptance of Terms & Condition.
- iii) **Technical Bid as per Annexure 'A'**.
- iv) EMD amount of Rs. 25,000/-
- v) Other documents as detailed in the Technical bid.

15. **Financial Bids:** Following documents need to be submitted as part of the financial bid:-

Financial Bid as per Annexure - B.

Import Note: Conditional offers will be summarily rejected.

16. **Procedure for submitting Tender/Bids**

(a) Documents at (i) to (v) in para 14 above i.e. Offer Letter, Tender/offer document duly signed, Technical Bid, EMD amount of Rs. 25,000/- and other documents as detailed in Technical Bid (Annexure-A) should be put in a separate sealed cover (**Cover-I**). This cover should be superscripted as:

"TECHNICAL BID for Office Accommodation for SERB"

(b) Financial Bid in Annexure 'B' (para 13 refers) should be put in another separate sealed cover (**Cover-II**). This cover should be superscripted as:

"FINANCIAL BID for Office Accommodation for SERB."

(c) Both the above said Sealed Covers i.e. Cover – 1 & Cover - II be then put in another separate big cover (**Cover - III**) and properly wax sealed. This third cover be superscripted as:

"Tender/Quotation for Office Accommodation for SERB -
Reference No. SERB/Tender-OA/01/2017.

Important Note: *Any deviation from this procedure, or putting together of Technical and Financial bids in same cover or non submission of complete documents in Cover - I i.e. Offer Letter, EMD for Rs. 25,000/-, Technical Bid in Annexure-A (along with requisite documents) and/or submission of Financial Bid in an unsealed manner would lead to rejection of Offer/Tender/Bid.*

17. All existing and future rates, taxes including property taxes, assessment charges and other out-goings of whatsoever description, in respect of the said premises payable by the owner thereof, shall be continued to be paid by the landlord.

18. The SERB shall pay all charges in respect of electric power, light and water used on the said premises during the lease period.

19. The cost of repair and maintenance of Civil/electrical installations including AC plant and power back up etc. will be the responsibility of the bidder. No extra Charges shall be paid by SERB during the currency of the contract/extension period. However, the running cost of AC Plant, Generator Set etc. (like fuel and manpower) and routine replacement of electrical fittings like bulbs, tubes, switches, and plumbing items like Taps etc. will be met by the SERB.

20. Cost of deployment of Security for building in possession of SERB will be met by SERB.

21. The SERB may, at any time during the currency of the Lease Period/extended Lease Period make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.

22. The Offer/Tender should be dropped in the locked sealed Tender Box kept at Reception area near the entrance gate of SERB, 5&5A, LGF Vasant Square Mall, Vasant Kunj, New Delhi. **The Tender documents should be dropped latest by 28th February, 2018, 12.30 PM. Late/delayed offers shall not be opened/entertained under any circumstances. Tenders received by due time and date will be opened (for the Technical Bids only) in SERB at 1530 Hours on the same day itself i.e. 28th February, 2018** by duly authorized officer /team of officers of SERB in the presence of all such bidders who wish to be present. Financial Bids (of those who qualify in the technical bids evaluation stage) would be opened later, date of which will be intimated to the technically qualified bidders separately.

23. Tenders/ Offers received shall be processed in two parts. All information and documents contained in Cover-I, mentioned in Para 14 above shall be deemed to be the Technical Bid. If any amount is indicated in the Technical Bid by the party, the Bid/Offer shall stand rejected. Details furnished in the Technical Bid shall be assessed/ evaluated by a Committee appointed in SERB for the purpose.

24. The owner should make available the building for inspection by the committee of the SERB, after the opening of the technical bid/s. Financial Bids (Cover-II) of only those bidders/Parties shall be opened at a later date whose Technical Offers are found valid, eligible, acceptable and suitable as per SERB requirements, based on the opinion of the

aforesaid Committee/ competent authority. Finalization of bid will be based on location, quality of construction, etc. and subject to recommendation of committee of SERB and also subject to final approval of the competent authority, as per extant instructions.

25. Rent charges shall be paid at the fixed rate in lump sum at the beginning of each month by the seventh day of the respective month or as per the Lease Agreement entered into with the party on the Terms & Conditions mutually agreed. No Advance payments shall be made in this regard.

26. In the event of Technical Bid being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the Property along with proof of identity of the owner/bidder along with photograph(s), before the Financial Bids are opened. Original Documents shall be returned after decision is taken to open Financial Bids or otherwise.

27. Quoting parties may keep their offer valid for a minimum period of four months from the date of opening of tender for acceptance by SERB. Offers with a shorter validity or inconsistent with the requirements set out in this Offer /Tender shall be ignored summarily and no representation in this regard shall be entertained by this Department.

28. Participation in the tender does not entail any commitment from SERB. SERB reserves the right to reject any / all offers, including that of the lowest tenderer without assigning any reason.

29. All disputes arising out of in any way connected with this agreement shall be deemed to have arisen in Delhi and only the Court/ Arbitrator in the NCT of Delhi shall have jurisdiction to determine the same.

Note: *Please remember to sign this Tender/Offer Document and put in Cover-I along with other Documents/Technical Bid as stated in Para 14& 16 above.*

ANNEXURE 'A'

TECHNICAL BID

Subject: Hiring of office accommodation for Science and Engineering Research Board (SERB), Department of Science and Technology, Government of India.

(Attach extra sheets duly signed, if required)

S.No.	PARTICULARS	Details (Please tick / fill up with relevant answers, wherever required)
1.	Name of the person / party submitting the bid (hereinafter referred to as the bidder)	
2.	Status of the bidder (Individual / Partnership Firm / Company / Society / Any other (Specify))	
3.	Name of the person / party holding Title to the property (hereinafter referred to as the owner)	
4.	Status of owner (Individual / Partnership Firm / Company / Society / Any other (Specify))	
5.	Whether the bidder is himself the owner of building / property offered on rent or Power of Attorney / duly Authorised signatory of owner	
6.	Are you submitting bid on your own behalf or as Power of Attorney / Authorised signatory of the owner (Specify clearly)	
7.	CONTACT DETAILS OF THE BIDDER	
7.1	Name	
7.2	Complete Postal Address (with Pin Code)	
7.3	Telephone Nos. with STD code, including Mobile Number and e-mail id:	
7.4	Fax Nos. with STD code	
8.	Contact details of the owner (if different from bidder)	
8.1	Name	
8.2	Complete Postal Address (with Pin Code)	

8.3	Telephone Nos. with STD code, including Mobile Number and e-mail id:	
8.4	Fax Nos. with STD code.	
9.	DETAILS OF THE BUILDING / OFFICE SPACE OFFERED	
9.1	Complete address of the Building offered on rent or lease basis to SERB.	
9.2	Total Plot area of the property offered (complete land area including open spaces, constructed area within the boundary of property offered on rent) (in sq. feet), [owned by the bidder]	
9.3	Total plot area (in Sq. ft.) on which proposed office building and any other structures (like garage, store etc.) is/are located.	
9.4	Open area (open parking space, inner roads, garden, etc.) (SI. No. 9.2 - SI. No. 9.3) [owned by the bidder]	
9.5	Total built up area / covered area (total of all floors) (excluding garages, underground/stilt / covered / parking) (in sq. feet).	
9.6	Covered parking area (garages, underground stilt/parking etc.), if any. (owned by the bidder)	
9.7	Total covered / built-up area (SI. No. 9.5 + 9.6) (should tally with area shown under point no. 2 of Financial Bid.)	
9.8	Whether any common, dedicated and authorized parking area/slots (not owned by the bidder) are available around the building (excluding the road side parking area/slots which are not treated as authorized/dedicated parking slots). If yes, give	
(a)	Total no. of parking slots available (of minimum dimension of 10 feet x 6 feet) in the complex.	
(b)	Proportionate share of bidder in (a) above Keeping in view the number of occupants of adjoining/neighborhood buildings and their size etc. and their right to use such as common, dedicated and authorized parking area slots.	

9.9	Distance of the property from DST (Technology Bhavan, New Mehrauli Road, New Delhi – 110016) (in Kms/Meters).	
9.10	Is building having 'office use' as permissible use by competent authority / civic body	Yes / No
10.	Have you enclosed following documents along with this offer:	
10.1	Copy of the building plan, duly approved / sanctioned by the competent authority / Govt., as the case may be (DDA, MCD, NDMC, civic agency/other competent authority)	Yes/ No
10.2	Lay-out sketch of the building, which need not necessary be to the scale. Lay-out Plan should be submitted in respect of the entire building as well as each floor, indicating the details of wall to wall dimensions (in sq. feet.), including partitions /temporary structures, cabins, rooms, compartments, toilets, shafts, lift cars, verandahs, galleries, passages, stair case etc.	
10.3	If bidding as Power of Attorney of owner, copy of duly Constituted Power of Attorney. If bidding as Authorized Signatory of Company / Partnership Firm, copy of requisite Board Resolution / Authority Letter, etc.	Yes / No
10.4	If the owner or the Power of Attorney of the owner is a partnership firm or a Company / Society etc, copy of the Partnership Deed or Memorandum of Articles of Association of the Company / Partnership Deed / Registration Certificate / Bye laws etc. of the Society, Board Resolution (If bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted).	Yes / No
10.5	Any other relevant documents (Please specify)	
11.	FURTHER DETAILS RELATING TO THE PROPERTY	
11.1	Details of the 100% power backup, if available, otherwise mention not available, indicate capacity of the DG Set(s)	

11.2	Details of the air conditioning available, if not available, please specify whether the bidder would be willing to provide complete air conditioning at his cost and at the same terms and conditions and rent indicated in his bid.		
11.3	Number of Parking Spaces/Slots available.		
11.3.1	Owned by the bidder	Total parking area (in sq.ft.)	No. of parking slots (minimum dimension of 10ft. x 6ft.)
a)	Covered parking spaces (garages, basement parking, stilt parking etc.)		
b)	Open parking spaces		
c)	Total parking spaces owned by the bidder		
11.3.2	Common, dedicated & authorized parking spaces (not owned by the bidder) (excluding road side parking spaces which are not authorized)		
a)	Total parking spaces /slots available around the building	Total parking area (in sq.ft.)	No. of parking slots (minimum dimension of 10ft. x 6ft.)
b)	Proportionate share of bidder in (a) above. keeping in view the number of occupants of adjoining/neighbor buildings and their size etc and their right to use such common, dedicated and authorized parking area slots. This would be subjected to thorough checking by team of the official committee of SERB.		
11.4	Whether it is an independent building for exclusive use by SERB without sharing with any other user, give details. Please note that the SERB requires an independent building having exclusive office area and other facilities like electricity, water, power back-up, lifts, water storage and wet points etc.	Please provide complete details	
11.4.1	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 provisions for Air conditioner with power points available or not d) sanctioned electricity load e) whether willing to get the electricity load increased in case SERB Needs	Please provide complete details	

11.4.2	<ul style="list-style-type: none"> i) The Owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract. ii) In case of high-rise building, provision of lift is essential with assured power backup. iii) The building should be secure enough to protect the government property. iv) The building should have enough facilities for disposal of garbage. v) The building should have adequate space separately for pantry, preferably with PNG facilities. vi) Whether the space offered for hiring have proper ventilation. 	Please provide complete details	
11.5	<p>Details of the wet points/toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any).</p> <ul style="list-style-type: none"> a) Number of toilets (floor-wise) with details of capacity of each toilet i.e. WCs, Urinals, Commodes and wash basins (separately for men and women) b) Whether running water, both drinking and otherwise, available round the clock c) Whether sanitary and water supply installations have been provided 	Please provide complete details	
11.6	If the building already has rooms/ cabins / partitions, give details of each of the room / cabin in terms of its size.(Please refer to para 10.2 also regarding layout sketch).		
11.7	Details of any other temporary structure(s) built up area within the campus of property offered, if any.		
11.8	Whether the proposed property / building is free from all encumbrances, claims, litigations etc., if not give details.	Yes/No	
11.9	Whether the proposed building / property is physically vacant and available for ready to occupy.	Yes/No	
11.10	If not ready to occupy, number of days required to handover the building completely ready for occupying. Parties offering completion after more than 90 days from the Tender Opening Date shall be disqualified.		

11.11	Whether the owner / bidder would be willing to undertake basic maintenance at his cost in terms of painting, whitewashing such other items to make the building in state of ready to move in, etc. before occupation by SERB, if required.	Yes/No	
11.12	Whether all Govt. dues: i) property tax, ii) electricity, iii) telephone, iv) water bills, & v) others have been duly paid upto date, (enclose documentary proof for the same)	Yes / No Yes / No Yes / No Yes /No Yes /No	
11.13	Whether sufficient number of water storage tanks of adequate capacity are available on the roof, if yes give details along with storage capacity.	Yes/No	
11.14	Whether the owner / bidder is a near relative of any personnel of SERB or any other Department/Institution under the Ministry of Science & Technology, if yes give details.	Yes /No	
11.15	Whether owner or bidder has any other official/business dealings with SERB or DST, if yes give details.	Yes/No	
11.16	Whether owner / bidder is prepared to execute the Lease Deed Agreement as per para 6 of the tender document:	Yes / No	
11.17	Whether bidder / owner wishes to change any condition / clause of the Standard Lease Deed, if yes, list each point clearly with reasons / justification thereof (it may be noted that any demand on the part of the bidder for a material change/ modification in the lease deed cannot be accepted and may have the consequence of making his bid ineligible for consideration.		
11.18	Whether proper access from road is available	Yes / No	
11.19	General ambience: Buildings/sites with adverse ambience/ugly surroundings or surrounded by slums/unhygienic, filthy streets or shops etc. shall not be considered acceptable and disqualified. Indicate whether this condition is satisfied in the building offered on rent to SERB.	Yes/No	

11.20	Any other detail / information which owner / bidder may wish to furnish.		
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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 in the event of any of the same being found to be false, I/We shall be liable to such consequences of lawful action as the SERB may wish to take.**
- iii) **It is also hereby declared that all disputes arising out of and in any way connected with this agreement shall be deemed to have arisen in Delhi and only the Court/ Arbitrator in the NCT of Delhi shall have jurisdiction to determine the same.**

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney / Authorised Signatory of the owner.)

Important Notes :

1. Please note that total covered / built-up area mentioned under point 9.7 should tally with the covered / built-up area shown in SI. No. 2 of the Financial Bid.
2. Built-up / covered area for the purpose of this bid would mean total built-up area of all floors of main building, built-up area of permanent garages, underground/stilt parking, and other permanent structure, if any.

PTO

ANNEXURE B

FINANCIAL BID

Hiring of office accommodation for Science and Engineering Research Board (SERB),
Department of Science and Technology, Government of India.

Full particulars of the legal owner of the premises:

- (a) Name
- (b) Address:
 - (i) Residence:
 - (ii) Office
- (c) Telephone and Mobile No.
- (d) Fax:
- (e) E-mail id:
- (f) Address of Property offered:

	Brief description	Total Carpet Area	Total Super Area	Rate quoted per Sq.ft.	Amount per month
1	Property for office space only				
2	Taxes, if any				
Total* amount per month (in figures)					
Total amount per month (in words)					

**Please refer to Para 7 of tender document.*

Note:

- (i) Lowest bidder shall be declared based on the total amount filled in above.. No other changes shall be considered in deciding lowest bidder.
- (ii) Quote should be covering all taxes and duties. This shall be the amount payable by the SERB monthly as rent.
- (iii) Rates should be quoted in figures and words including all applicable taxes etc without any errors, overwriting or corrections. In case of any discrepancy between the amount mentioned in figures and words, the amount mentioned in words shall prevail.

Date :

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the category in which signing, whether on his own behalf or as Power of Attorney / Authorised Signatory of the owner.)

Annexure I

The Under Secretary
Science and Engineering Research Board
5&5A, LGF Vasant Square Mall,
Vasant Kunj, New Delhi,

Subject: Hiring of office accommodation on lease basis for Science and Engineering Research Board (SERB).

Ref: Your Tender Notice No. SERB/Tender-OA/01/2017 published in newspapers /website.

Dear Sir,

With reference to the above mentioned Tender Notice inviting offers for hiring of office accommodation for Science and Engineering Research Board (SERB), I / we hereby submit my / our offer as follows:

- a) Technical Bid - Annexure A (in separate sealed cover along with EMD of Rs.25,000/- & other documents) (**Cover I**)
- b) Financial Bid - Annexure B (in separate sealed cover) (**Cover II**)

The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (**Cover III**) as required.

2. I hereby undertake to abide by all the terms and conditions contained in your Tender No. SERB/Tender-OA/01/2017 dated 29th December, 2017 calling for offers. (Copy, duly signed, enclosed).

3. I also accept to keep my offer valid for your acceptance upto 4 months of the tender opening date (Technical Bid).

4. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

5. I also express my willingness to sign the Lease Deed Agreement as indicated in para 6 of the terms and conditions, mentioned in the tender document.

Yours sincerely,

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)

Note:-Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.