

**Joint Electricity Regulatory Commission
(For the State of Goa and Union Territories)**

Vanijya Nikunj, 2nd Floor, Udyog Vihar,
Phase-V, Gurugram-122016, Haryana

Tender Notice for Hiring of Office Space

Required Office space on Rental Basis

Joint Electricity Regulatory Commission (JERC) (For the State of Goa and Union Territories) intends to hire Office space on rental basis measuring approximately 12,000-15000 Sq. ft of area which is in **ready- to- occupy condition** having fittings & fixtures etc. with free parking facility for at least 15 cars and 10 two wheelers. The space should be located in the NCR of Delhi, within a radius of approximately 10 kms. from the present Office of the JERC at Vanijya Nikunj, 2nd Floor, Udyog Vihar, Phase – V, Gurugram. Monthly rental may be quoted initially for a period of 3 years along with Security Deposit. The term may be extended for a period beyond 3 years on mutually agreed terms and conditions. For detailed terms & conditions and Tender related information, please log on to JERC website www.jercuts.gov.in. Interested parties may submit their response to the tender latest by 1500 Hrs upto 4th May, 2018 to The **Secretary, Joint Electricity Regulatory Commission (For the State of Goa and Union Territories) Vanijya Nikunj, 2nd Floor, Udyog Vihar, Phase-V, Gurugram 122016 Haryana**. The Tender shall be opened on the same day i.e. 4th May, 2018 at 1600 hrs.

Preference shall be given to offers received from the Central / State Government, Central / State Public Sector Undertakings, Autonomous Bodies, Local Bodies and Societies/Boards etc.

JERC reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sd/-
(Rajesh Dangi)
Secretary
13.04.2018

**TENDER DOCUMENT FOR HIRING OF OFFICE SPACE
TO JERC**

BACKGROUND

Joint Electricity Regulatory Commission (JERC) is a statutory body constituted under the Electricity Act, 2003 with its Headquarters at National Capital Region of Delhi.

This Tender document shall consist of Part – I & Part – II wherein Part – I contains all the terms & conditions required for eligibility of the bidder and Part – II consist of the Price Bid.

PART - I

TERMS AND CONDITIONS:

1. JERC requires approximately 12,000 – 15,000 Sq. ft. area on rental basis.
2. Location of the premises to be offered on rent should be in the NCR of Delhi within a radius of approximately 10 kms. from the present Office at Vanijya Nikunj, 2nd Floor, Udyog Vihar, Phase – V, Gurugram.
3. The premises should be well connected by public transport at reasonable distance and be easily accessible. The building should have good aesthetic and surroundings.
4. The premises should be on a maximum of three consecutive floors which are in **ready to occupy condition having fittings and fixture etc.**
5. The premises should have all basic amenities like water, electricity and proper fire fighting equipments as per local authority requirements etc. It should have a full back up of power through energy efficient DG Sets. The electricity charges will be paid as per tariff applicable. Further electricity used from DG sets will be paid as per mutually agreed rates.
6. The premises should have adequate and proper security and safety measures. Sufficient accommodation for watch and ward staff should also be made available.
7. The premises should have adequate free parking space for at least 15 cars and 10 two wheelers for Officers/ Staff of JERC.
8. The premises should have lift facility.

9. The premises should be on road of at least 50 Feet wide.
10. The premises should be physically vacant and ready to be occupied with desired modifications as per requirement of the Commission. This would comprise of 2 big cabins of area around 1200 Sq. ft. each with attached washroom, one Court room of 1200 Sq.ft., one big cabin of 1000 Sq.ft. with attached washroom, 3 cabins of 600 Sq. ft. each, 7 cabins of 150 Sq. ft. each and other cabins/work stations etc. The detailed requirements of layout shall be given to successful bidder based on area offered & taken by JERC.
11. The tender documents signed by the original leaseholder shall be acceptable. In case of co-owners / joint owners, the tender documents shall be signed by all the Co-owners / joint owners.
12. All the eligible tenderers will be required to furnish the original and one certified copy of the Title Deed /Lease deed of the Property along with proof of identity of the owner/(s) before the price bids are opened. Original Documents shall be returned after verification.
13. **Evaluation Criteria**-After opening of Part I of the tender document, the bids would be evaluated by the Technical Evaluation Committee, constituted by the Commission, based on the terms & conditions specified from Sr. no.1 to 12 above. After the opening of technical bids , the Committee will inspect the premises offered and ascertain their suitability for the purpose of setting up its office. In case the Committee finds the premises offered on rent unsuitable for the purpose of setting up its office, Part-2 of the tender document submitted by such a tenderer will not be evaluated and the price quotation of the said party will not be opened. In such a case the decision of the Committee shall be final. The bids which will be found suitable by the Evaluation Committee based on the technical evaluation and inspection of the premises will be considered as Technically responsive. The financial bids of the technically responsive bids will only be opened. Bids with the lowest quoted '**Total Monthly Rent**' will be selected as successful bidder subject to clause 14 below.
14. The successful Bidder has to give fair rent assessment document / certificate from the appropriate authority for assessing reasonableness of quoted rent.
15. Interested parties should submit the complete Tender document, including **Annexure – I and II** duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. These documents as well as additional information and the documents called for in the Tender document should be sealed in an envelope superscripted: "**Documents / details required for the Tender**".

16. Price Quotation for monthly rent (both in figures and words), in lump sum strictly as per **Annexure-III**, may be put in the second envelop duly sealed and superscripted: **“Price quotation for monthly rent for accommodation”**. These envelopes may be enclosed in another separate cover. This third cover may also be sealed and bear superscription: **“Tender for office accommodation for JERC”**.
17. Earnest Money of Rs. 2,00,000/- (Rupees Two lacs only) shall be paid along with the bid in form of Demand Draft/Bankers Cheque in favour ‘Secretary, Joint Electricity Regulatory Commission payable at Gurgaon. The earnest money of the unsuccessful bidders will be refunded. In the event of non delivery of the premises by the successful bidder within 45 days, the EMD will be forfeited.
18. Tenderers may keep their offer valid for a period of 90 days which may be kept further extendable as per the Commission’s requirements. Offers with a shorter validity or inconsistent with the requirements set out in Tender shall be rejected summarily and no representation in this regard shall be entertained by the JERC. The decision of the JERC shall be final and binding.
19. The Tender should be sent by Registered/ speed post or may be submitted personally so as to reach Office of The Secretary, JERC on or before 1500 hours on 4th May, 2018.
20. Tender not conforming to above requirements shall be rejected and no correspondence shall be made or entertained in this regard whatsoever.
21. Possession of accommodation duly furnished in accordance with the Commission’s requirements may be handed over immediately but not later than 45 days from the date of award of the Contract and rent shall be payable from the date of possession.
22. The rent shall be subject to TDS as per the provisions of the Income Tax Act in force from time to time.
23. JERC reserves the right to shortlist any offer or reject any offer or cancel the requirement altogether without assigning any reason.
24. A pre bid meeting of prospective bidders shall be held on 19th April, 2018 at 1500 Hrs.
25. Preference will be given to the Government departments, Central/State PSU, Autonomous bodies, local bodies.

Following documents should be submitted along with the Tender Document:

- i. Title deed in support of ownership of building / Land and construction thereon.
- ii. Copy of PAN No. of original owner of premises.
- iii. Certificate of authorized signatory from the Chief Executive Officer, if the owner is a firm, Society etc.
- iv. An affidavit swearing that the premises offered are free from all encumbrances and litigation with respect to its ownership and that there is no pending payments against the same.
- v. No Objection Certificate/clearance certificate from all relevant Central/State Government and Municipal authorities, including Fire Department, for commercial/institutional/office / dual use of the property.
- vi. Copies of approved plan of the accommodation offered.
- vii. Copies of Up to date all Municipal/other applicable tax receipts.

Annexure-I

1. Name of Person / Party holding Title of the Property:
2. Nationality of the Owner :
3. Full Postal Address of Property with PIN code :
4. Total Carpet Area in Sq. ft. (Floor wise):
5. Mobile No:
6. Fax:
7. E-mail:.....
8. The following information along with supporting documents:-

(I)	Copy of Title Deed of the proposed property.	Yes / No
(II)	Copy of building plan.	Yes / No
(III)	Whether it is an Independent Building for exclusive use of office of JERC without sharing?	Yes / No
(IV)	General Amenities / Toilets available on each floor.	Yes / No
(V)	Parking Space for vehicles.	Yes / No
(VI)	Number and Area Of Cabins / Rooms already built up (if yes, please attach details).	Yes / No
(VII)	Whether proposed building is free from all Encumbrances, Claims, Litigations?	Yes / No
(VIII)	Whether proposed building is Physically vacant / Ready to occupy?	Yes / No
(IX)	Whether all Govt. dues, (property) Taxes Electricity, Telephone, Water Bills are Paid up as on date of Application with? (Documentary proof should be furnished).	Yes / No
(X)	Water Storage Tanks fitted on the roof. If yes , Water storage capacity (In litres)	Yes/No
(XI)	Whether lift facility is available.	Yes/No
(XII)	Other Information which the bidder wishes to furnish.	Yes/No

DECLARATION

I S/o age Resident
of hereby offer the premises stated
in the Annexure I on rent to the JERC. Whatever is stated in the Tender document is true to
the best of my knowledge and ability. I have not changed the contents of the Tender
document and have duly verified and signed the same.

Yours faithfully,

Name & signature with stamp (if any)
of party or Authorized Signatory

(PRICE QUOTATION)

- a) Name:
- b) Address (Office):
- c) Address of Property offered:
- d) Telephone/Mobile No.:
- e) E-mail address:

Sl. No	Brief Description	Total Carpet area	Rent quoted per Sq. ft.	Total amount / Month in Rs.
1	Property offered			
2	Taxes /GST if any			
	Total monthly rental			

Total Monthly rental (in figures inclusive of every charge): Rs.

Signatures:

Name:

Designation:

Note:

- Quote should cover all taxes and duties.
- Total Monthly rental shall be the amount payable by the /JERC as monthly rent.
- 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 number and words, the amount mentioned in words shall prevail.
- No separate rent would be paid for the fitting and fixture.