

 HINDUSTAN SHIPYARD LTD., (A GOVT., OF INDIA UNDERTAKING) (AN ISO 9001 COMPANY) GANDHIGRAM VISAKHAPATNAM - 530 005, INDIA	PERSONNEL & ADMINISTRATION DEPARTMENT HOUSING ESTATE DIVISION PHONE No. +91-0891-9951542207 FAX No: +91-891-2577502 / 2577356 WEB: www.hsl.nic.in
Regional Office and Contact address: 209 & 209A VikramTowers, 16 Rajendra Place, New Delhi -110 008, India. Phone No. (011-25737425 :: Fax No. 011-25730029)	

Competitive Bids are invited in sealed covers (i.e., commercial bid- unpriced and Price bid) under two Bid System for “suitable furnished or unfurnished transit accommodation(Guest House) cum Office on lease basis” duly superscribed with tender number and due date strictly following the terms and conditions mentioned in this tender and the bid shall be addressed to and submitted to Regional Manager, Hindustan Shipyard Ltd., VikramTowers, 16 Rajendra Place, New Delhi -110 008, India. Both the sealed covers ie., commercial (Unpriced bid and Price bid in separate sealed covers) should be submitted at the same time in different sealed covers duly superscribed with Tender Reference No. and to be deposited with Regional Manager, Hindustan Shipyard Ltd., 209 & 209A, VikramTowers, 16 Rajendra Place, New Delhi -110 008, India.

TO	TENDER NO.: PD/HSL/HE/Q/002/11-12 DATE: 02/01/2012
	Tender Type: Public Tender-2 Bid System
	To down load the complete tender document please visit our web site www.hsl.nic.in
	<u>Last date and time for receipt of Commercial (Unpriced) Bids: 30.01.2012 upto 16.30 Hrs</u>
	<u>Opening of Commercial (Unpriced) Bids: 31-01-2012 at 14.30 hrs</u> At Hindustan Shipyard Ltd., Regional Office, Flat No. 209 & 209A VikramTowers, 16 Rajendra Place, New Delhi -110 008, India.
	<u>Probable date of opening of Price bids: 14.02.2012</u> <u>(However exact date of opening of price bids, will be informed the qualified bidders separately at a later date.</u>
	Contact person: Cmdr. Anil Kumar, Regional Manager Phone No. (011) 25737425

1. Broad Specification for the furnished / unfurnished accommodation:

- 1.1 Location and extent of area preferred: South Delhi close to central Secretariat. Area required about 1800 sft.
- 1.2 Three Bed Rooms with preferably attached toilets and dimensions of the bed rooms as follows:
 - 1.2.1 BED ROOM –1 : Size: 12’x 15’
 - 1.2.2 BED ROOM--2 : Size 10’x 12’
 - 1.2.3 BED ROMM--3 : Size 10’x 12’
 - 1.2.4 DRAWING ROOM (One): Size: 15’x20’
 - 1.2.5 KITCHEN (ONE): 6’X8’
 - 1.2.6 STUDY ROOM: 8’X10’
 - 1.2.7 SERVANT ROOM WITH ATTACHED TOILET
 - 1.2.8 OPEN CAR PARKING FACILITY
 - 1.2.9 PROBABLE LEASE PERIOD IS 2 (TWO) YEARS AND FURTHR EXTENDABLE.
 - 1.2.10 ALL THE THREE BED ROOMS, DRAWING ROOM AND STUDY ROOM SHOULD BE FITTED WITH A.C UNITS IN WORKING CONDITION. THE BED ROOMS SHOULD HAVE DOUBLE BEDS, DRESSING TABLE. DRAWING ROOM SHOULD CONTAIN SOFA SET, 4 GOOD QULAITY CHAIRS. GOOD WATER FACILITY AND ANY OTHER ITEMS WHICH NORMALLY REQUIRED TO BE PROVIDED IN A FURNISHED ACCOMMODATION.

Important Note: Bidders are advised to submit separate bid for each category i.e., separate bid for furnished accommodation and separate bid for unfurnished accommodation and in separate sealed covers duly superscribed with tender reference number and category ie., furnished accommodation and separate bid for unfurnished accommodation as the case may be.

2	TERMS AND CONDITIONS OF THE TENDER::
2.1	Separate Bids should be submitted for furnished and unfurnished accommodation in separate sealed covers duly superscribed with tender reference and category ie., furnished or unfurnished accommodation.
2.2	Number of usable Cots, AC Units, Tables, Chairs, Mattresses, Pillows etc., provided in the furnished accommodation
2.3	The price bid shall invariable contain the clear information regarding monthly rent per sft, water charges, electricity charges, other maintenance charges if any. Please note that the charges not mentioned in the price bid clearly will not be considered at the time of evaluation of the bid and such bids are liable for rejection.
2.4	In case the bid is submitted by a property dealer, he should be a registered property dealer and submit a proof for the same along with the unpriced bid.
2.5	Specify the following in unprice bid clearly:
2.5.1	Advance rent if any payable after signing of the lease agreement
2.5.2	Notice period required from both sides in case of vacation of the premises
2.5.3	Security Deposit amount (Interest Free) if any payable to the successful bidder
2.5.4	Major repairs if any shall be organised by the owner of the flat at his/her cost where as minor repairs if any to a maximum extent of Rs. 1,000/- will be borne by HSL.
2.5.5	TDS applicable on the basic rent payable
2.5.6	No objection Certificate duly signed and issued by the flat owner in case of submission of the bid by property dealer and the same to be attached to the unpriced bid.
2.5.7	Brokerage if any payable to the property dealer should be clearly mentioned in the price bid
2.5.8	Monthly rent after deducting TDS as applicable shall be paid by means of Cheque and all bank charges if any shall be borne by the flat owner.
2.5.9	The Electrical charges and water charges shall be paid as per actual consumption shown in the respective meter readings.
2.5.10	A draft lease agreement shall be attached to the unpriced bid
2.5.11	White washing, distempering, polishing or painting etc., will be under taken by the bidder at his cost
2.5.12	The Lessee reserves the right to terminate the lease agreement by giving a notice of three months or less
2.5.13	Any change in the address of lessor or lessee shall be notified by the respective parties in writing within 15 days from the date of occurrence of such change
2.5.14	In case of any dispute aroused during tenancy of the contract, the chairman and managing director of Hindustan Shipyard Ltd., or his authorised representative will act as sole arbitrator
2.5.15	Any extra charges specifically payable by the lessee shall be clearly indicated in the price bid
2.5.16	The municipal property tax or any other taxes, arrears of such tax shall be borne by the flat owner only.
2.5.17	The offered flat should be the sole property of the flat owner without any dispute

2.5.18	The flat owner shall freely allow for prior inspection of the flat to assess its suitability,
2.5.19	The lessee is not accountable for the wear and tear of the furniture /fittings provided in the offered premises.
2.5.20	The accommodation offered shall be ready for occupation on immediate basis.
2.5.21	The tender will be finalised on the basis of technically and commercially suitable and lowest price offered basis.
2.5.22	HSL reserves the right either to accept or reject any bid or to cancel the tender

3	<u>REJECTION CRITERIA FOR TH BIDS:</u> The following is the rejection criteria for the bids :
3.1	Unsigned and unsolicited offers
3.2	Bids which are not submitted in separate tender document for each type ie., furnished accommodation / unfurnished accommodation.
3.3	Bidders who have not followed two bid system ie, Commercial (unpriced) Bid and Price bid in separate sealed covers duly superscribed with Tender number and type of bid ie., furnished accommodation / unfurnished accommodation clearly.
3.4	Bids which not complied with the tender conditions stipulated in the tender document

Manager (Housing Estate)

Annexure-II

COMMERCIAL QUESTIONNAIRE
(TO BE DULY FILLED BY THE BIDDER AND TO BE SUBMITTED ALONG WITH
COMMERCIAL (UN-PRICED) BID

TENDER NO.: PD/HSL/HE/Q/002/11-12 DATE: 02/01/2012

((To be submitted along with the commercial (un-priced) Bid))

1	Full name and Permanent address, telephone number, e-mail, fax number of the flat owner bidder : (
2	Full name and Permanent address, telephone number, e-mail, fax number of the authorised and registered property dealer. (Proof of registration to be enclosed)	
3	Location of the flat offered : (Door Number/Flat Number; location/address etc)	
3	Type of flat offered:	Furnished / Unfurnished
4	In case of furnished accommodation, please clearly mention the furniture and fittings available in the offered flat:	
5	Dimensions of the rooms in the flat (Indicate details of size of each room and other area offered:	
6	Whether open car parking is available	Yes / No
7	Whether rent offered on sft basis	Yes / No
8	Whether Electricity charges, water charges and maintenance charges are payable extra	Yes / No
9	Any other taxes applicable and payable by lessee (furnish details)	
10	The property tax and or its arrears of any taxes will be borne by the flat owner	Agreed / Not agreed
11	Monthly rent on sft basis is given in price bid	Given / Not given
	Whether agreed to deduct TDS by the lessee and pay the net rent amount monthly	Agreed/ Not Agreed
11	Repair and maintenance charges shall be borne by the flat owner	Yes / No
12	Whether brokerage is payable to any authorised property dealer and its details are given in price bid	Yes / No
13	Notice period required from either side for vacation of the flat	_____ months
14	Whether flat is ready for occupation immediately	Yes / No
15	Any rent advance payable	Yes/ No
16	Whether any interest free security deposit payable	Yes / No
17	No objection certificate from flat owner	
18	Whether allow for free inspection of the premises before finalisation of the bid	Yes / No
19	Whether the premises is ready for occupation:	Ye / No
20	Any other information pertaining to the flat offered:	

Date:

Signature of the Flat owner/ authorised property dealer

FORMAT OF PRICE BID

**(TO BE DULY FILLED BY THE BIDDER AND TO BE SUBMITTED
IN SEPARATE SEALED COVER DULY SUPERSCRIBED**

PD/HSL/HE/Q/002/11-12 DATE: 02/01/2012

Last date for submission of bids: 30.01.2011 before 16.30 Hrs

((To be submitted along with the commercial (un-priced) Bid in separate sealed cover))

1	Full name and Permanent address and particulars of the Bidder as mentioned in the Commercial (Un-priced Bid).	
2	Type of the flat (ie., Furnished or unfurnished)	
3	Particulars of the Flat Offered:	<p>Flat No: _____ Door No. _____</p> <p>Location: _____</p> <p>Total Area Offered: _____ Sft</p> <p>Rent offered per sft: Rs _____ (per sft)</p> <p>(Rupees _____ per Sq Feet)</p> <p>Total Rent= (Area in sft x Rate)</p> <p style="text-align: center;">= _____ x _____ = _____</p> <p>(In words: Rupees _____</p> <p>_____ -per month)</p> <p>Extra charges if any:</p>

I hereby confirm that I fully agree with the terms and conditions mentioned in the Tender No. PD/HSL/HE/Q/002/11-12 DATE: 02/01/2012 and I am aware that the allotment will be considered on L1 basis and terms and conditions acceptable to HSL.

Date

Signature of the Flat owner/ authorised property dealer