



IHB LIMITED
Central Construction Office,
C/o Club O7
Club O7 Road, Shela
PO: Bopal
Ahmedabad (Gujarat)- 380058

TENDER NO.: IHBGJ262709

TENDER FOR

Hiring of fully furnished office space of approx. Carpet area of 2000 to 2500 Sq.ft in Ahmedabad for 36 Months in the state of Gujarat

Issued by

Chief Manager
IHB Limited
Central Construction Office,
C/o Club O7
Club O7 Road, Shela
PO: Bopal
Ahmedabad (Gujarat)- 380058

Price – Nil



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PART - I

(TECHNO COMMERCIAL BID)

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IHB Limited
Central Construction Office
C/o Club O7, Club O7 Road, Shela
PO: Bopal, Ahmedabad (Gujarat)- 380058

Tender No.:
IHBGJ262709

NOTICE INVITING TENDER

1.	Name of Work	Hiring of fully furnished office space of approx. Carpet area of 2000 to 2500 Sq.ft in Ahmedabad for 36 Months in the state of Gujarat
2.	Tender No.	IHBGJ262709
	Tender ID	-
3.	Division	CCO Gujarat
4.	Type of tender	Open (National)/Two Bid
5.	Site Location	Ahmedabad in Gujarat. Pl refer SIT
6.	Duration of Contract	36 Months from date Specific Notice issued by Engineer-Incharge (Contract may further be extended for 2 years on mutual consent of IHB and vendor)
7.	Tender Fee (Non-Refundable)	No Tender fee is applicable for this tender.
8.	Pre-Qualification Criteria	The intending bidder shall have to submit the documents of property along with the Technical and Commercial Bid
8.1	Criteria for evaluation (Technical cum Commercial)	please refer Special Instruction to Tenderer (SIT)
9	Other documents to be submitted	(i) GST Registration No. (ii) PAN card details
10	Tender download/sale date	As Per EOI
11.	Pre bid meeting date & time	Not Applicable
12.	Tender submission start date	As Per EOI
13.	Last date for tender submission	As Per EOI
14.	Tender opening date	Next Day of last submission date & Time.
15.	Bid Submission Time (In no. of Days)	21 Days from the date of publication of EOI
16.	Bid Validity	4 months from the date of Opening of Techno Commercial bid
17	Goods and Services Tax	Bidders shall quote rates including GST. Total value shall be including GST. Price evaluation done on the total landed cost including GST.
18	Defect liability period	Not Applicable
19	Performance Security/ISD/SD	Not Applicable
20	Integrity Pact	Not Applicable

	Agreement (For tender > 1Cr.)	
21	Reverse Auction	Not Applicable
22	Relaxation to Bidders	Not Applicable
23	Tender issuing/receiving authority	Chief Manager, Central Construction Office C/o Club O7, Club O7 Road, Shela PO: Bopal, Ahmedabad (Gujarat)- 380058
24	Contact person	Sh. Sunil Magdum Chief manager Mail ID: sunilm@ihbl.in Phone no.: 9822593585
25	Other information	- IHB reserves the right to cancel tender in full/part without assigning any reasons thereof. No compensation shall be payable for the efforts made by the Bidders. Reasons for rejection shall be disclosed on written representation by the concerned Bidder whose bid is rejected. - All the intending Bidders shall visit the website for any corrigendum/ amendment and take these into cognizance before submitting the tender. Failure of the Bidder to submit tender without taking cognizance of corrigendum/ amendment issued by IHB shall make the bid liable for rejection. - The tender documents are non-transferable. - In the event of any legal disputes arising out of the tender and/or contract, the same shall be within the jurisdiction of Ahmedabad court only.
26	Mode of submission of bids	<u>Only Physical Bids shall be accepted.</u> - The Tenderers shall download the complete tender document from the below given website of IHB and submit the dully filled and seal & signed document in sealed envelope at address mentioned at S. No. 23. https://www.ihbl.in/tenders - Tenderer shall submit the Technical bid and Price bid in separate sealed envelope.

Date:

Place: **Ahmedabad**

Sd/-

Chief Manager

For more information please visit website: **<https://www.ihbl.in/tenders>**

Special Instruction to Tenderers

1.1.0 INTRODUCTION

- i. IHB Ltd., herein after also referred to as Owner, a joint venture of IOCL, HPCL and BPCL is in the process of implementation of an approx. 2800 km long LPG pipeline network project with a capacity of 8.25 MMTA that includes 1958 km long trunk line for transportation & distribution of LPG from Kandla (Gujarat) to Gorakhpur (Uttar Pradesh), additional feeder lines from Pipavav and Dahej (459 km long) and branch lines of various sizes (313 km long) to directly cater to the LPG demand of the 21 LPG bottling plants of Gujarat, Madhya Pradesh and Uttar Pradesh and indirectly catering to the partial demand of the nearby bottling plants en route.
- ii. The Owner through its Chief Manager, Ahmedabad (hereinafter called as "Tender Issuing/ Receiving Authority) invites tender from vendors for the following job(s):

"Hiring of fully furnished office space of approx. Carpet area of 2000 to 2500 Sq.ft in Ahmedabad for 36 Months in the state of Gujarat"

1.2.0 BRIEF DESCRIPTION OF WORK:

IHB desires to set up a Central Construction office in Ahmedabad. Offers are invited for hiring suitable fully furnished Office premises consisting of carpet area of approx. 2000 Sqft to 2500 Sqft at a convenient location for a period of 36 months in the state of Gujarat.

1.3.0 SITE LOCATION DETAILS:

- i. The offered premises shall be situated within the specified locations only in Ahmedabad and must have direct frontage on, or immediate access to, a main road. The premises shall be easily accessible and well connected through public and commercial transportation networks to ensure convenient access for employees, visitors.
 - i. Shela
 - ii. Bopal
 - iii. South Bopal
 - iv. Iscon-Ambali Road
 - v. Sindhubhawan Road
- ii. Bids submitted from locations other than those specified above shall be rejected.

1.4.0 CONTRACT PERIOD

- i. The contract period shall be 36 (Thirty Six) Months from the specific notice issued by Engineering in Charge after award of Letter of Acceptance (LoA).

- ii. Specific notice for the purpose of the contract as advised by Nodal officer/ Engineer-in-Charge shall be issued upon readiness of office premise for possession.
- iii. The contract may be extended further period of 2 year as per requirement of IHB upon satisfactory performance of vendor and mutual consent of IHB and vendor with same terms and condition of contract.
- iv. The rates quoted by the bidder and accepted by the IHB shall be complete, composite and firm for the entire duration of contract and shall be inclusive of all the expenses necessary for the satisfactory continuance of the services envisaged under the of contract.
- v. IHB shall have right to terminate the contract at any time by serving one month's notice in writing to the Contractor. The contractor shall not be entitled for any additional compensation in the event of such termination of contract.

1.5.0 SITE VISIT

- i. As a precautionary measure, it is advised that tenderer shall visit the site before submitting his offer. The intending tenderers may contact the following IHB's site offices for necessary guidance and help during site visits.
- ii. The intending Bidders may contact the following office(s) of the Owner with due appointment for necessary guidance and help regarding site visits:

Office location	Address	Contact Person
CCO Office	IHB Limited, Central Construction Office 1st Floor, Club O7, Club O7 Road, Shela, Ahmedabad, Gujarat-380058	Sh. Sunil Magdum Chief manager Mail ID: sunilm@ihbl.in Phone no.: 9822593585

1.6.0 TENDER DETAIL

- i. Bidder shall download the complete tender document from link <https://www.ihbl.in/tenders.in>
- ii. The offers are to be submitted in Two Bid system consisting of Technical cum Commercial Bid (TB) and Price Bid (PB). The interested parties can submit their offer in two separate sealed envelopes with Envelope no. clearly super scribed on it:

Envelop 1 – Technical Bid:

The bid shall consist of this document, duly filled in and signed with the name and date, along with **Annexure-1** and all requisite documents specified therein, including the approved building blueprint, ownership documents, latest electricity bill, property tax receipt, water bill pertaining to the offered property, and self-attested copies of the Aadhaar Card and PAN Card of the property owner(s), GST certificate (if any), Bank Detail (cancelled cheque).

Envelop 2 – Price Bid:

The bidder shall quote the offered monthly rental rate per square foot of carpet area in the format prescribed in **Annexure-2**. No overwriting, erasing, correction fluid

(whitener), or alteration shall be permitted in the Price Bid. If any such overwriting, erasure, use of correction fluid, or alteration is found, the Price Bid shall be treated as invalid and the bid shall be summarily rejected.

- iii. Complete offers along with supporting documents can be submitted by post or in person to the below mentioned office within 21 days from the date of publication of EOI in newspaper.

**Chief Manager,
IHB Limited,
First Floor, Club O7, Club O7 Road, Shela, Ahmedabad, Gujarat-30058**

- iv. All the submitted offers by due date only shall be considered valid bid and shall be verified by M/s IHB from submitted offers.
- v. The bid shall be completely filled in all respects and with requisite information and annexure. Incomplete bid / bids not supported by requisite documents may not be considered. Decision of IHB, in this regard, shall be final & binding on the bidder.
- vi. All corrections & alterations in entries of bid papers shall be signed in full by bidder & dated. No erasers or over-writings are permissible. Use of correcting fluid is strictly prohibited. If the rates are corrected with white/erasing fluid, the bids will be summarily rejected.
- vii. The Bid Inviting Authority reserves the right to accept any bid or to reject any or all bids at his sole discretion without assigning reasons thereof. The Bid Inviting Authority does not bind itself to accept the lowest bid.
- viii. After opening of the Bids, if required clarifications may be sought from the bidders on technical details offered/ submitted by the bidder.

1.7.0 EVALUATION METHODOLOGY:

- i. Bidder shall submit the technical cum commercial bid in the format specified as Annexure-1 along with all required documents and Price bid in Annexure 2 in separate sealed envelope on and before the date of submission.
- ii. After verifying the received offers with in due date and time as mentioned in Advertisement and this document. IHB team shall visit all properties whose offers are received and shall technically evaluate the properties based on various parameter such as locality, approachability, facilities available, connectivity, parking space, layout etc. and shortlist the property as per their requirements.
- iii. Information to the technically accepted/rejected offers will be provided through e-mail to respective bidder, bidder to provide their contact email ID in their submitted offer.
- iv. Price bids of the Only technically shortlisted/selected properties/lesser/owner) shall be opened. If required than negotiation shall be carried out by the IHB with bidder before finalization.
- v. Bids offering less than 2000Sqft carpet area shall be straight forward rejected.
- vi. Upon opening of the price bids of the technically accepted offers, the final ranking/status shall be prepared based on the total quoted amount.

- vii. In case of a tie between two or more bidders, IHB may consider and accept the bid of the bidder whose offer is deemed most suitable and advantageous to IHB, based on the relevant terms and conditions of the tender. The option of negotiation may also be exercised with the concerned bidders, if deemed necessary by IHB.

1.8.0 BID VALIDITY

- i. Tender submitted by the Bidder shall remain valid and open for acceptance for a period of **4 (four) months** from the date of opening of Techno-commercial part of the tender. The rates quoted in the price bid shall remain firm during the validity period. The Bidder shall not be entitled to modify, vary, revoke or cancel his bid during the said period. In case of Bidders modifying, varying, revoking or cancelling his bid, the Earnest Money paid by them shall be liable to be forfeited. In case the day up to which the bids are to remain valid falls on/ subsequently declared a holiday or closed day for the Owner, the bid validity shall automatically be deemed to be extended up to the next working day.
- ii. In exceptional circumstances, prior to expiry of the original bid, the Owner may request the Bidder for a specified extension in the period of validity. The request and the responses thereto shall be made in writing or by fax/ e-mail. A Bidder may refuse the request without getting his bid security (EMD) forfeited. A Bidder agreeing to the request will not be permitted to modify his bid, but will be required to only extend the validity of his EMD correspondingly. The provisions of discharge and forfeiture of EMD shall continue to apply during the extended period of the validity.

1.9.0 EMD: Not applicable

1.10.0 SECURITY DEPOSIT: Not applicable

1.11.0 DEFECT LIABILITY PERIOD

- i. There is No Defect Liability Period for this contract

1.12.0 PRE-BID MEETING:

- i. The pre-bid meeting, if specified in Notice Inviting Tender shall be held as per the schedule mentioned therein. The purpose of the meeting is to clarify any techno-commercial issues pertaining to the bidding document.
- ii. Bidders in their own interest are advised to actively take part in the pre-bid meeting. Their authorized representative(s) shall attend the pre-bid meeting on the prescribed day at the given venue specified in the NIT.
- iii. Alternatively, the pre-bid meeting may be arranged through Video Conference, at Owner's discretion. All the bidders interested to participate in the pre-bid meeting through Video Conference. Participation in the meeting shall be requested through their official e-mail ID to the tender issuing authority email provided in the NIT. The details of video conference (Meeting ID, password, link, etc.) shall be shared only to bidders who have sent the request for participation.
- iv. Bidders are expected to participate in pre-bid meeting after going through the tender document with an objective of deliberating technical and commercial issues to the maximum extent so as to seek any clarifications or put forth their suggestions for consideration of the Owner. This would facilitate the bidders to correctly submit their bid. Hence, bidders shall treat the pre-bid meeting as utmost important and

depute competent and senior persons, who have authority to sort out any technical and commercial issues

1.13.0 OPENING OF PRICE BID

- i. The Price Bids of the techno-commercially acceptable Bidder(s) shall be opened on suitable date and time. The date and time of the price bid opening shall be updated to bidder through their email ID. Bidder(s) can also witness the same at the office location which will be provide through email.

1.14.0 NEGOTIATION

- i. Negotiations will not be conducted with the Bidders as a matter of routine. However, IHB reserves the right to conduct negotiations. Bidders are required to quote competitive prices considering the fact that price negotiations, if required, will be held with the lowest Bidder only, unless specified otherwise in the tender.
- ii. Only the authorized representative of the bidding entity shall attend such negotiations. The commitments made and/ or clarifications given during the negotiations will be final and binding on the Bidder. He/ She should carry the necessary authorization to attend such negotiations and to hand over an authenticated copy of the same to IHB representative/s participating in negotiations. Conditional discount after negotiation given by the bidder shall not be acceptable.

1.15.0 CURRENCIES AND PAYMENT

- i. Indian Bidders shall quote their prices in Indian Rupees only.
- ii. All payments will be made in Indian Rupees only. In case, bidders are required to pay any amount in foreign currency to their subcontractor or for any imported items, necessary arrangement for such foreign currency payment shall be made at their end.
- iii. All the payment in Indian Rupees and/or foreign currency shall be released through e-banking only. Successful Bidder shall submit details of their Bank Account for e-payment purpose.

1.16.0 OBLIGATION

- i. The Bidder shall provide a fully furnished office with the required cabins, rooms, and/or hall(s), equipped with good-quality furniture and electronic equipment. The Bidder shall also be responsible for the repair, maintenance, and upkeep of the office premises, furniture, and equipment throughout the entire contract period at its own cost.

1.17.0 LANGUAGE OF BID

- i. The bid prepared by the Bidder including all documents(s) such as work order(s), drawing(s), certificate(s), literature, annexure(s) etc. shall be in English language only. The correspondence(s)/covering letter relating to the bid exchanged by the Bidder and the Owner shall be in English/ Hindi language.

1.18.0 PROVISIONS FOR DISCOURAGING SUBMISSION OF FORGED/ FALSE/ FAKE DOCUMENTS WITH THE BID

- i. It shall be the responsibility of the Tenderers to fill complete, correct and accurate information in line with the requirements/stipulations of the Tender Document, required to facilitate due evaluation/ consideration of their tenders.
- ii. If any information given by the Bidder/ Tenderer is found to be incorrect in any particular considered by the OWNER to be relevant for the evaluation of the bid/ tender or is found by the OWNER to misrepresent facts, or if any of the documents submitted by the Bidder/ Tenderer in support of or relevant to the bid/ tender is found by the owner to be forged, false or fabricated, the OWNER may reject the bid, and without prejudice to any other right(s) of action or remedy available to the OWNER.

1.19.0 PENALTY CHARGES:

- i. The Bidder shall provide office space in a well-maintained building and shall ensure the cleanliness and upkeep of the common areas in the building throughout the contract period. In case of non-cleanliness and upkeep of the common areas in the building, Penalty of Rs 1000 per day shall be imposed.
- ii. Major and Minor repair and maintenance works relating to civil, electrical, plumbing, or other building services, arising during the contract period shall be carried out by the bidder at their own cost. Minor repairs shall be rectified on the same day or in 1 day from the date of intimation from IHB, while major repairs shall be completed within two (2) days from the date of such intimation. In case if Minor and major repairs are not rectified in the given time then penalty of Rs 1000 per day (for minor case) and Rs 2000 per day (for major case) shall be imposed.

1.20.0 GRIEVANCE REDRESSAL

- i. Bidder has the right to submit a representation regarding the rejection of his bid, in writing or electronically, within 2 working days of declaration of techno-commercial or financial evaluation results. The complaint shall be addressed to the Grievance officer mentioned below at Clause xii.
- ii. The Tender Inviting Officer shall convey the final decision to the complainant. No response shall be given regarding the confidential process of evaluating bids and awarding the contract before the award is notified, although the complaint shall be kept in view during such a process. However, no response shall be given regarding the following topics explicitly excluded from such complaint process:
 - A. Only a bidder who has participated in the concerned Tender Process, i.e., pre-qualification, bidder registration or bidding, as the case may be, can make such representation.
 - B. Clarification in respect of the following shall not be entertained by the Owner:
 - i. Determination of the need for procurement.
 - ii. Technology selection for execution of work.

- iii. Complaints against performance standards except under the premise that they are either vague or too specific to limit competition.
- iv. Selection of the mode of procurement or bidding system;
- v. Choice of the selection procedure.
- vi. Provisions limiting the participation of bidders in the Tender Process, in terms of policies of the Government.
- vii. Provisions limiting participation of bidders in the procurement process;
- viii. The decision to enter into negotiations with the L1 bidder
- ix. Cancellation of the Tender Process except where it is intended to subsequently retender the same requirements.
- x. Issues related to ambiguity in contract terms may not be taken up after a contract has been signed, all such issues should be highlighted before consummation of the contract by the vendor/ contractor; and
- xi. Complaints against specifications except under the premise that they are either vague or too specific so as to limit competition may be permissible.
- xii. Contact person for grievance redressal is as under:

Name : Narendra Tiwari

Designation: Deputy General Manager

Email: tiwarin@ihbl.in

Tel: 9826498087

1.21.0 ARBITRATION & JURISDICTION

- i. Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract (Including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at **Ahmedabad** and only the said court shall have jurisdiction to entertain and try any such actions (s) and / or proceeding (s) to the exclusion of all other courts.

Technical cum Commercial Conditions

1.1.0 TECHNICAL CUM COMMERCIAL CONDITIONS

- i. The Bidder shall provide a fully furnished office space with a carpet area of approximately 2,000 sq. ft. to 2,500 sq. ft. The office shall be located in Ahmedabad, exclusively at the locations specified in Clause 1.2.0.
- ii. The tentative break-up of the required area is provided below and is indicative only. The final layout plan shall be finalized in consultation with the selected vendor

S. No.	Detail	No. of person	No. of Room / Cabin	Total Carpet Area in Sq. Ft.
1	Cubical/Room for Visitors	1	1	100
2	Cabin/Room for State Head	1	1	200
3	Cabin/Room for Op. Head	1	1	150
4	Cabin/Room for officers (each cabin of approx. 100Sqft)	5	5	500
5	Room/Hall for Contractual Manpower	4	1	200
6	Toilet Male with 3 nos urinals, 2 nos western type toilet, flush, faucets, mirror, exhaust fans etc.		1	150
7	Toilet Female with 2 nos western type toilet, flush, faucets, mirror, exhaust fans etc.		1	50
8	Kitchen/pantry/Dining with sufficient exhausts and platform/sink/water tap etc.		1	150
9	Store Room		1	600
10	Conference room		1	300
11	Lobby/ Corridor/ Passageway		1	100
Total required area in Sq. Ft. (Carpet area)				2500

- iii. The office space shall include rooms/cabins as specified in the table above, subject to the final layout plan approved by IHB. If the bidder offers a bare (unfurnished) office premises, the bidder shall, at its own cost, provide and install the required cubicles, cabins, rooms, and hall partitions using good-quality materials and furniture, in accordance with the approved layout plan, within one (1) month from the date of issuance of the work order or as directed by IHB.
- iv. The Tenderer shall provide minimum **04 (four)** dedicated parking spaces for four-wheelers and adequate parking spaces for two-wheelers. The parking should be contiguous and well demarcated.

- v. The office premises shall be situated in a location that is easily accessible, well connected to the main road, and has convenient access to public/commercial transportation.
- vi. Bidder shall provide the continuous utility/drinking water in office premise.
- vii. The Bidder shall provide office space in a well-maintained building and shall ensure the cleanliness and upkeep of the common areas in the building throughout the contract period.
- viii. The Bidder shall provide adequate lighting throughout the office premises and cabins, along with wall-mounted fans and air conditioners, in accordance with the approved layout and the requirements specified in the IHB.
- ix. The bidder shall provide and install the following furniture, fixtures, and electronic equipment in the office premises within one (1) months from the date of issuance of the Work Order or as directed by IHB.

S. No.	Material Description	Unit	Quantity
1	Executive Desk with drawers (Approx. Size: W180 X H75 X D90 in cm) of hard wood / MDF / Plywood laminated table top	Each	1
2	Executive Desk with drawers (Approx. Size: W170 X H75 X D70 in mm) of hard wood / MDF / Plywood laminated table top	Each	2
3	Office Table with drawers (Approx. Size: W150 X H75 X D90 in mm) of hard wood / MDF / Plywood laminated table top	Each	4
4	Office Table with drawers (Approx. Size: W100 X H75 X D90 in mm) of hard wood / MDF / Plywood laminated table top	Each	3
5	Very High Back Revolving Chair with headrest	Each	1
6	High Back revolving Chair with headrest	Each	6
7	Mid Back revolving Chair	Each	20
8	Visitor chair with handle and with cushion	Each	10
9	Visitor chair without handle and with cushion	Each	14
10	Office Almirah (approx. size: H126xD44xW91 in cm)	Each	15
11	Side storage rack (approx. size: W150xD40xH76 in cm)	Each	7
12	Sofa Set (3+1+1)	Set	1
13	Coffee/Centre table	Each	6
14	Refrigerator (300 Litre)	Each	1
15	Hot and Cold-water dispenser with water purifier with UV/UF/RO minimum 16 litre capacity	Each	1
17	Induction stove of 1600watt approx.	Each	1
18	Smart LED Television 55"	Each	2
19	Air Conditioner	Lumsum	As per requirement

20	Wall/Cieling Fans	Lumsum	As per requirement
21	Sufficient Lighting arrangement, curtains on windows, electrical/Ethernet/Internet/Phones connection point in office premise	Lumsum	As per requirement
22	Fire fighting equipment i.e. Fire extinguishers etc as per statutory norms	Lumsum	As per requirement

Note: Furniture, fixtures, electrical, and electronic items shall be of good quality, from reputed manufacturers, and brand new. Sizes and requirement mentioned above are tentative. However, same may be changes as per requirement and confirmation shall be provide by IHB.

- x. The bidder shall maintain the office premises, including all furniture, fixtures, and electronic equipment provided therein, at its own cost throughout the contract period. The bidder shall ensure that the office premises and all such furniture, fixtures, and electronic equipment are kept in good condition and remain fully functional at all times.
- xi. Any major or minor repair and maintenance works relating to civil, electrical, plumbing, or other building services, arising during the contract period shall be carried out by the bidder at their own cost. Minor repairs shall be rectified on the same day or in 1 day from the date of intimation from IHB, while major repairs shall be completed within two (2) days from the date of such intimation.



आई एच बी लिमिटेड, सेंट्रल कंस्ट्रक्शन ऑफिस, अहमदाबाद

IHB LIMITED, Central Construction Office, Ahmedabad

Technical Bid Format-Annexure 1

S. No.	Description	To be filled by bidder
1	Name of the Bidder	
2	Address of the Bidder Phone no. Mobile no. Fax no. E-Mail ID	
3	PAN No. of the owner (Copy of PAN card to be enclosed with the offer)	
4	GST Registration No. of the owner if applicable (Copy to be submitted)	
5	Name of the contact person duly authorised and phone details	
6	Detail of Property	
6.1	Name of the Owner/ Constituted attorney of the owner	
6.2	Address of the property	
6.3	Carpet Area of the office premise in sq ft.	
6.4	Copy of Ownership Document attached	Yes / No
6.5	Copy of Electricity bill attached	Yes / No
6.6	Copy of approved building blueprint/office premise layout attached	Yes / No
6.7	Copy of property tax receipt attached	Yes / No
6.8	No. of Car Parking	

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Technical Bid Format

Page 1 of 3



6.9	No. of Two-wheeler parking	
6.10	Undertaking stated that property is free from any kind of legal disputes	
6.11	Details of encumbrances, if any.	
6.12	Whether the plot is free hold or lease hold?	
6.13	If lease hold, please mention the details of i) Name of the title Holder/ Lessor ii) Tenure of the land iii) Residual lease period Annual lease rents and amount	
6.14	Whether the property is mortgaged? If yes, mention the details of i) Name of the organisation where the property is mortgaged ii) Address of the organisation with phone no. iii) Amount of loan availed iv) Residual mortgaged period EMI paid	
6.15	Character/ type of locality a) Residential b) Commercial c) Residential-cum-commercial d) Industrial Slum	
6.16	Whether the locality is free from special hazards like fire/ flood etc	
6.17	Whether the locality has protection from adverse influence such as a) Encroachment Industrial nuisance, noise etc.	
3.0	Specifications	



आई एच बी लिमिटेड, सेंट्रल कंस्ट्रक्शन ऑफिस, अहमदाबाद

IHB LIMITED, Central Construction Office, Ahmedabad

3.1	Type of building	
3.2	Details of flooring	
3.3	Please indicate source of water supply	
3.4	Please give details of sewerage system and storm water disposal.	
3.5	Whether the building and surrounding area is prone to flooding?	
3.6	24 hrs water/overhead tanks available	
3.7	Security arrangement, please give details.	
3.8	Power Supply Connection Details	
3.9	Approach road size width:	
3.10	Distances of the premises from nearest: a) Railway Station b) Town Bus Stand c) National Highway	
4.0	Any other relevant detail	

I/We hereby declare and confirm that the aforesaid premises are free from any legal dispute, vacant and ready for possession of M/s IHB Ltd. I/We also declare and certify that the above information is correct and true to the best of my knowledge. I also acknowledge that in case of submitting any incorrect information and/or withholding any information about the premises, bid offer shall be liable for rejection, without further reference to me.

Sign of Owner:

Name of Owner:

Date:

Enclosures (Mention the details of enclosures):

Tender No. IHBGJ262709

Technical Bid Format

Page 3 of 3

1.1.0 GENERAL CONDITIONS

- i. Offer shall be submitted by owners of the property with duly signed by owner. However, in case owner is taking assistance of any broker then the no brokerage charges shall be paid by IHB.
- ii. After verifying the received offers with in due date and time as mentioned in Advertisement and this document, IHB team shall visit all properties whose offers are received and shall technically evaluate the properties based on various parameter such as locality, approachability, facilities available, connectivity, parking space, layout etc. and shortlist the property as per their requirements.
- iii. Information to the technically rejected offers will be provided through e- mail to respective bidder, bidder to provide their contact email ID in their submitted offer.
- iv. Price bids of the Only the technically shortlisted/selected properties/lesser/owner) shall be opened and negotiated by the committee from IHB before finalization.
- v. It is sole discretion of IHB to shortlisting of property and IHB may reject any Property without any reasons / citing to owner / applicant and IHB shall not be bound to pay any claim/legal issue raised by bidder/lesser/owner.
- vi. The registered Lease Agreement shall be executed between IHB and bidder. The registration and stamp duty charges, as applicable, shall be borne equally by IHB and the successful bidder.
- vii. Initially, Lease period of the occupation will be three years extendable to further period with mutual consent. The agreement may be foreclosed or further extended by giving one month notice as per discretion of the IHB.
- viii. The monthly rental charges shall be inclusive of maintenance charges, society charges. property tax, municipality tax etc. and same shall be paid by M/s IHB after deduction of TDS as per the prevalent Income tax rules, Vendor shall submit PAN details along with the offer for effecting TDS.
- ix. Tax/ Duties, Society Charges, Major/ Minor Maintenance etc. will be borne by the owner of the premises.
- x. IHB shall pay only electricity and water extra at actuals on original documentary evidence.
- xi. IHB shall not provide any security deposit to the bidder under this contract.
- xii. Any legal dispute shall be within the jurisdiction of local court at Ahmedabad, (Gujarat).
- xiii. Monthly rent shall be paid by 15th of each succeeding month a sum equivalent to the rent payable on submission of bill.
- xiv. Bidders are required to submit copies of Goods and Services Tax Registration pertaining to the State of its operation along with the techno-commercial bid. GST laws include CGST, SGST, UTGST, IGST & compensation cess laws.
- xv. Bidder to quote prices inclusive of GST. GST rates are to be quoted separately in the tender. However, any new taxes, duties, levies etc., imposed by the Central or State Government, subsequent to the submission of the bid but during the

scheduled contractual completion period shall be reimbursed against documentary evidence. However, the benefit of any withdrawal of any existing taxes, duties, levies, etc must be passed on to IHB.

- xvi. The bidder shall be responsible for timely updating of tax details in the GSTN so as to enable the owner to avail input tax credit. The bidder also shall inter alia comply with all requirements pertaining to "Input tax credit" provided under applicable GST Acts. In the eventuality that the owner fails to avail "input tax credit" due to mismatch on account of the vendor or owing to any reason whatsoever on account of default of the vendor, Owner, and in addition to the same, reserves the right to recover the shortfall/under recovery from the bills and/ or Security Deposit (including recourse to Bank Guarantee (s)) of the vendor.
- xvii. Bidders are requested to ascertain the applicable effective rate of GST applicable on the quoted price on this job.
- xviii. These rates are subject to change as per notification of Govt. of India issued from time to time.
- xix. Payment of GST shall be made in accordance with the Invoice(s) raised by the Bidder, limited to the rate considered during evaluation, as above.
- xx. All the payments in Indian Rupees only shall be released from the office of the IHB in form of e-payment only
- xxi. The right to accept in full or in part/parts the offer will rest with IHB.
- xxii. However, IHB does not bind itself to accept the lowest bid and reserves the right to reject any or all of the tenders or any part of a tender so received and no compensation shall be paid for the efforts made by the bidder. Reasons for rejection shall be disclosed on written representation by the concerned bidder whose bid is rejected.
- xxiii. Bids in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled shall be considered non-responsive and are liable to be rejected.
- xxiv. The Bidder should note that the bidding can be abandoned/ cancelled, if IHB deems fit, without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the house owners.

Price Bid Format-Annexure2

Name of Work:	Hiring of fully furnished office space of approx. Carpet area of 2000 to 2500 Square feet in Ahmedabad for 36 Months in the state of Gujarat						
SOR Item No.	Item Description	Quantity	Unit	Quoted Monthly Rent	Total Amount excluding GST	GST%	Total Amount including GST
1	2	3	4	5	6=5*3	7	8=6*1.18
10	Monthly Rent of fully furnished office for 1st Year	12	MONTH				
20	Monthly Rent of fully furnished office for 2nd Year	12	MONTH				
30	Monthly Rent of fully furnished office for 3rd Year	12	MONTH				

- Note: 1. The monthly rent shall be inclusive of maintenance charges, society charges, property tax, municipal taxes, and all other applicable Government taxes and other levies.
 2. If the bidder charges GST, the applicable GST rate (in %) shall be clearly indicated in the bid.
 3. IHB shall not provide any security deposit to the bidder/lessor under this contract.

Sign of Owner:

Name of Owner:

Date: