

GAIL/HZO/HR/Office Space/2008

Dt. 22.6.2008

To

M/S /SHRI _____

Dear Sir,

Sub: **Office space for GAIL Hyderabad Zonal Office on lease basis.**

Last date for submission : 30-6-2008 15:30 hrs

Date of opening of technical bid: 30.6.2008 1600 hrs.

Date of opening of price bid : will be intimated to the qualified bidders.

Validity of offer :45 days from 1-7-2008

With reference to the above subject, you are requested to submit your offer in two bid system clearly stating technical bid and price bid and shall be submitted in two separate envelopes superscribing ' Technical bid' and 'price bid'. These two envelopes shall be put into one envelope and shall be addressed to:

Sr.Manager(HR)
GAIL (India) Limited
6-3-871,3rd Floor, Snehalata Complex,
Greelands Road, Begumpet,
Hyderabad – 500 016

The price bid shall consist of rate only as per Annexure II and shall be submitted in a separate sealed envelope. Any deviations / additional information / Annexures shall be submitted along with the technical bid only.

The bids shall reach before 15:30 hrs on 30.6.2008. Bids after due date of opening shall not be accepted. Bids in fax / mail shall not be accepted and GAIL does not have any binding on such offers.

GAIL reserves the right to accept / reject the offers with out any reasons assigning thereof.

(Patri Narayana Rao)
Sr.Manager(HR)

TECHNICAL BID

Instruction to bidders:

1. The bidder has to sign all the papers of the bid given by GAIL.
2. Any deviations/additional information/annexures has to be submitted in technical bid only.
3. The price bid shall contain the proforma given in Annexure-II only and shall not contain any other information/document and shall be in sealed envelope.
4. Interested bidders may visit GAIL office during office hours for any clarification before submission of the bid.
5. The bidder is to submit the list of documents as given below.

List of enclosures:

Sl.No	Name of document	Submitted (Yes /No)
1	Proof of ownership	
2	Receipt of latest Property tax	
3	Copy of Latest Electricity bill	
4	Documentary evidence in proof of approval of building plan from MCH/HUDA	

BID REJECTION CRITERIA:

- a. Offers received without providing interiors viz. furniture/fixtures, Air-conditioners and power back up shall be rejected.
- b. Offers received without copies of proof of ownership, building plan approval shall be rejected

Terms and conditions:

- (a) building address\location
The bidder has to clearly state the detailed address with land mark of the office space.
- (b) name of the owner:
The bidder has to submit a copy of duly notarized ownership as a Proof of ownership. PAN number may be indicated
- (c) Super built up area of the offered premises.
The bidder should indicate super built up area of offered premises.
- (d) Approved building plan of the offered premises
The bidder has to submit a copy of approved building plan
- (e) Car/scooter Parking.
GAIL requires 6-8 car parking facility and 8-10 two wheeler parking. However, the bidder can confirm free parking provided along with the Office premises offered and paid parking if any.
- (f) Details of interior: - Should suit to corporate ambience/ latest trends. The bidder may visit on their own, GAIL office premises at 6-3-871, Snehalatha Complex, third floor, Greensland Road, Begumpet, Hyderabad – 16 during office hours to asses the requirement.
 - (i) Furniture/fixture
 - c. Conference room – for accommodating 20 people – 1 No.
 - d. Mini meeting room – for accommodating 8 people – 1 No
 - e. GM cabin including ante room – 1 No.
 - f. 8-10 full height cabins
 - g. 8-10 half height cabins
 - h. Reception area /lobby
 - i. Server / UPS room
 - j. Pantry
 - k. Record room

The above requirements are indicative only. However, the decision of GAIL is final in deciding the plan / interior design.

ii) Air-conditioning.

The bidder is required to provide Air-conditioning system of his choice. Further, the bidder should also provide maintenance for the same.

(g) Details of power load.

Approved power load of 40 KVA is desirable. The power load is indicative. However, the bidder should have required power for the office accommodation including for the interiors.

(h) Power back up -

The bidder has to provide necessary generator power back up (preferably 20 KVA & above) for lighting, computers(20 nos) and three AC(approx 4.5 ton). However, the requirement may vary as per actuals.

(i) Lease period. The bidder should quote considering the lease period of 5 years. The period is extendable on mutual agreement.

(j) Advance rent. The bidder may indicate if any advance amount is required.

(k) Property tax / any other tax which is levied by Govt. of AP/MCH/HUDA shall be born by the owner only. GAIL shall not pay any other amount other than the quoted in the price bid.

(l) GAIL shall reimburse the service tax on rent on submission of cenvatable invoice and service tax registration.

(m) Bidders who are having the bare shell but ready to provide interior with in 4-6 weeks to suit the GAIL's requirement may also quote. The quoted rate shall be inclusive of interiors etc. However, rent will be paid from the date of possession.

(n) Those bidders quoting with furnished office accommodation may be required to modify the interiors as per GAIL's requirement at their own cost.

(o) Rent / lease will be paid from the date possession. Possession will not be delayed for insignificant reasons.

(p) Successful bidder is required to enterer into a lease agreement with GAIL.

Annexure I

Before filling up the technical bid, the bidders are requested to go through the instructions to the bidders as well as terms and conditions.

SL No	Details of technical bid	To be filled in by the bidder
1	Building address \ location	
2	Name of the owner(s) (If more than one, the bidder has to give all the names of owners)	
3	Super built up area of the offered premises in sq.ft	
4	Copy of approved building plan of the offered premises	Yes/No
5	Car Parking. Free parking (no of vehicles) Paid parking (no of vehicles)	
6	(i) Interiors offered	Yes/ No
	(ii) Air-conditioning. (Bidder may mention the type of air conditioning system)	Yes
7	Details of power load for the premises offered.	
8	Power back up :	Yes/No
9	Lease period. (Bidder may mention the no of months. However, the same will be mutually agreed upon)	
10	Advance rent required if any.	
11	Property tax / any other tax which is levied by Govt. of AP/MCH/HUDA shall be borne by the owner only.	

Compliance Statement

This is to certify that I/We have read all the terms and conditions of the tender and except for the deviations, if any, indicated below, I/We agree to all the terms and conditions.

Date:
Place:

(Signature of bidder(s))
Name:

Deviation statement

01.

02.

03.

04.

05.

Date:
Place:

(Signature of bidder(s))
Name:

PRICE BID

Annexure-II

Price bid

i	Rate per square feet per month	
ii	Escalation per year on the basic Rate quoted	
iii	Common area maintenance cost per square feet per month	
iv	Charges for car parking per month per car	

Note:

1. The quoted rate is inclusive of providing space, interior, AC with maintenance, power back up as detailed in Terms and Conditions.
2. The quoted rate is exclusive of service tax.

Date:

Place:

(Signature of bidder(s))

Name: