



**OFFICE OF THE JOINT DIRECTOR,
STATISTICS SOUTHERN RANGE, BERHAMPUR**

Kamapalli, Berhampur,
Pin 760004, Ph. 06802281893
Email: jdstatisticsr@gmail.com

Advertisement No. 01

Date:

(Last date of submission of the bid 18.12.2019)

ADVERTISEMENT FOR HIRING OF ACCOMODATION ON LEASE/RENT BASIS

Quotation / bids are invited from the legal owners and /or their power of attorney holders for hiring of office accommodation for the Office of Joint Director (Statistics), Southern Range, Berhampur. The offers/bids for office accommodation shall be at Berhampur Town preferably within 5 kms. radius of Kamapalli, Berhampur and with approximate plinth area of 1400-1700 Square feet and should have boundary walls, toilets, garage, parking place etc. The time schedule of the quotation process is given below. The bid documents with detail terms of references can be obtained from the Office of the Joint Director (Statistics), Southern Range, Berhampur on all working days as per the time schedule or can be downloaded from the website www.nic.chatrapur.

Scheduled Time frame: i) Purchase of quotation / Bid document on working days between 10.00 am to 5.30 pm between 15.11.2019 to 16.12.2019, ii) Submission of filled in quotation / bid document latest by 18.12.2019, 5.30 pm, iii) Opening of the technical bid: 11.00 am on 19.12.2019, iv) Opening of the financial bid: 3.30 pm on 19.12.2019.

Quotation or bid document received after the specified date/ time shall not be entertained.

R. Sharma
6.11.2019
Joint Director (Statistics)

Memo No. 731 dated 6.11.2019

Copy submitted to the Director, Economics & Statistics Odisha, Bhubaneswar with reference to his letter No.688/DES/Build-38/2019 dated 28.01.2019 for kind information and necessary action.

R. Sharma
6.11.2019
Joint Director (Statistics)

Memo No. 732 dated 6.11.2019

Copy along with bid-documents forwarded to the District Informatics Officer, National Informatics Center, Chatrapur, Ganjam for information and necessary action. He is requested to display the Advertisement along with the bid documents for hiring of office accommodation from 15.11.2019 to 16.12.2019 in the district web site for wide publication

R. Sharma
6.11.2019
Joint Director (Statistics)

QUOTATION CALL NOTICE FOR HIRING OF ACCOMODATION ON LEASE/RENT BASIS

Notice Inviting Quotation

1. The Joint Director (Statistics) Southern Range, Berhampur invites sealed quotations from interested legal house owners or their power of attorney holder for providing ready built office premises at the following locations in Berhampur Town preferably situated in ground or first floor having proper approach road with adequate parking facility and adequate toilet facilities.

Sl. No.	Name of the office	Preferred Location for accommodation	Approximate plinth area and other requirement
1.	Joint Director (Statistics), Southern Range, Berhampur	Berhampur Town preferably within 5 km. radius of Kamapalli, Berhampur	1400 - 1700 Sq. foot plinth area. Parking, compound wall, having facilities of minimum of two Toilets.

2. The interested house owner / or their power of attorney holders can obtain the bid documents either from the Office of the Joint Director (Statistics) on payment of Rs.100/- or download the same from the website www.nic.chatrapur. In case, the bid document is downloaded from the filled in tender / bid document should accompany with a demand draft of Rs.100 towards the cost of the bid document payable to Joint Director, Statistics, Southern Range, Berhampur.

3. The offers / bid shall be submitted under two bid system viz. Technical and Financial bids. The filled in bids along with required documents and fees are to be submitted in TWO SEPARATE SEALED COVERS one for Technical Bid and the other for Financial Bid and both sealed bids shall be kept in one single sealed cover which is super scribed as name, address of the bidder & location of the house premises for which the bid is submitted. The bid document should carry an earnest deposit of Rs.5000.00 (Rupees Five thousand only), payable to Joint Director (Statistics), Southern Range, Berhampur. The unsuccessful bidders will be returned the earnest money soon after the bidding process is finalized. The earnest money of the successful bidder will be kept as the security deposit and will be returned once after the agreement between the house owner and the Office of the Joint Director (Statistics) is terminated as per the terms and conditions of the bid document.

4. The bid documents shall be submitted either in person or by Registered/Speed Post/ Courier so as to reach the above mentioned address as per the scheduled time frame addressed to the Joint Director (Statistics), Southern Range, Berhampur, Kamapalli near South Co Office side, Berhampur, Pin 760004.

5. Time frame for tender schedule

- i) Purchase of Tender / Bid document on working days between 10.00 am to 5.30 pm between 15.11.2019 to 16.12.2019.
- ii) Submission of filled in tender / bid document latest by 18.12.2019, 5.30 pm.
- iii) Opening of the technical bid: 11.00 am on 19.12.2019
- iv) Opening of the financial bid: 3.30 pm on 19.12.2019

Quotation or bid document received after the specified date/ time shall not be entertained.

6. Specified which may be referred

Following documents may be referred for bidding.

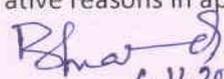
- I. General instructions and term and conditions of the contract: Annexure-I.
- II. Formats' of Technical Bid: Annexure-II (with Under taking).
- III. Formats of Financial Bid: Annexure-III.
- IV. Quotation after letter: Annexure-IV.

Joint Director (Statistics)
6.11.2019

Annexure-I

General instructions and term and conditions of the contract

1. The Technical Bid Should be accompanied by the following documents.
 - i) Location Maps
 - ii) Copy of Registered Sale deed and RoR of the premises on which the building for hire is located.
 - iii) Layout plan of the offered premises with exact measurement for plinth area.
 - iv) Identity proof of the Quotationer like Aadhar Card / Voter ID / Pan Card / Driving Licence
2. The premises offered should be ready condition and owner of the premises will have to hand over the possession of premises within one month after acceptance of their offer. The offer should be valid for the minimum period 36 month from due date of opening the tender. It may be noted that no negotiations will be carried out except with the lowest tender and therefore most competitive rates should be offered .
3. Earnest money deposit of the successful bidders (whose offer is accepted) will not be refunded by the office to the owner offering the premises. Earnest money deposit of the unsuccessful bidders will be returned immediately after the bidding process is completed.
4. Quotations received after due date and time for whatever reason shall not be entertained in any circumstances and this office shall not be responsible for loss or delay and delivery of quotation documents.
5. Bonfide owners of premises who possess freehold title on the said premises and who can in law let the premises to the Department are only invited to participate in the quotation. quotation from intermediaries or brokers will not be entertained..
6. The premises offered should have construction approvals/ clearance from all Central / State Government Department as may be necessary by the local authorities.
7. All the common amenities available in the complex shall be made available to the Officers and Staff of the Office of the Joint Director (Statistics), Southern Range, Berhampur
8. The legal owner of the building should provide adequate parking for Govt/ visitors vehicle.
9. The legal owner will undertake to carry repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the Office.
10. The office space should have electric fixture like, switches, plugs power points of ISI/BIS specifications.
11. The Office of Joint Director (Statistics), Southern Range should be allowed for installation of computers and peripherals in the Office and allowed for installation of required electrical fittings.
12. The space offered should be free from any liability and litigation with respect to its ownership.
13. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation in the premises proposed for the office accommodation.
14. The building should be secured enough to protect the government property.
15. There should be provisions for 24 hrs. Electric supply with separate meter for billing purpose and Water supply. Electric provision should have proper earthing.
16. There should be facility for installation of inverter , generator if required.
17. There should be proper road approach and entrance to the proposed building.
18. There should be one garage/ safe secured parking place for parking of Office Vehicle in the night time.
19. Finalization of rent will be based on the lowest quotation and the rent certified by the Executive Engineer, PWD, R&B No1 Berhampur as per fare rent certificate, whichever is lower.
20. All the details and documents in the quotation form should be submitted. A quotation having incomplete details/documents are liable to be rejected. The quotationers before submitting the quotation should be satisfied him / her about correctness and authenticity of the details and documents submitted .Submission of wrong details documents could render the quotation form invalid.
21. The rent demanded for the premises constituted the financial Bid. The rent offered should include the property tax or any other tax required to be paid by the property owner(s). Ordinarily the lease agreement shall be for a minimum period of three (3) years subject to the conditions as may be prescribed by the Govt from time to time. The lease agreement can be extended after three years for a period of one year at a time subject to agreement by both the parties.
22. The officer i.e. Joint Director (Statistics) Southern Range, Berhampur reserves the rights to c amend this terms and conditions and cancel the quotation at any time without giving any notice or reason thereof.
23. The above condition may be relaxed due to administrative reasons in appropriate case.


6.11.2019

Annexure-II (TECHNICAL BIDS)

**Hiring of accommodation on Lease/Rent Basis for the office of Joint Director (Statistics) S.R. Berhampur
TECHNICAL BID SHOULD INTER –ALIA CONTAIN DETAILS AS FOLLOWS:**

1. Full particulars of the legal owner of the premises	
i) Name:	
ii) Telephone:	
iii) E- Mail Address:	
iv) PAN No: (Enclose Self attested Xerox copy)	
v) Aadhar No. (Enclose Self attested Xerox copy)	
vi) Postal Address for Permanent Address	
vii) Postal Address for Communication	
2. Full particulars of person(S) offering the premises on rent/ lease and submitting the quotation.	
i) Name:	
ii) Telephone:	
iii) E- Mail Address:	
iv) PAN No: (Enclose Self attested Xerox copy)	
v) Aadhar No. (Enclose Self attested Xerox copy)	
vi) Postal Address for Permanent Address	
vii) Postal Address for Communication	
3. Status of the applicant with regard to the premises offered for hiring (enclose power of Attorney / Any other Valid Legal Document)	
4. Type of building-Commercial or Residential:	
5. Complete address and location of the building offered for rent / lease (Plot No., Lane No. Road No. / Street No/ Locality / Police Station / District / Pin Code)	
6. Details of the buildings accommodation offered for rent / lease	
i) Lay out plan of the building offered for accommodation	
ii) Year of completion of Construction	
iii) Plinth area of the building offered in Square feet	
iv) No. of floors in the building	
v) Floor No(s). Offered	

vi) No. of Rooms in the Offered Buildings	
vii)	
viii) Distance from nearest Railway station/ Bus stand :	
ix) Other facilities and amenities available with the offered building: a) Electrical Fans (Cite No(s)) b) Electric Bulbs (Cite No(s)) c) Generator (Cite No(s), Make, Capacity) d) Inverter e) Provision of 24 hours Electric Supply f) Provision of 24 Hours Water Supply g) No. of toilets h) Garage / Safe parking place for parking Office Vehicle	
x) Parking space available for the office area and specify how many numbers of two wheeler / 4 wheeler vehicles can be parked	
7. Whether accommodation offered for rent is free from litigation including disputes in regarding to ownership, pending taxes, dues or like (enclose copy of Affidavit from owner or power of Attorney holder):	

Declaration

I/WeSon (s)/ Daughter(s) of have gone through the various terms and conditions mentioned in the quotation call documents and I/ we agree to abide by them. I/we..... solemnly declare that to the best of my knowledge and belief the information given above and in the enclosures accompanying it is correct complete and truly stated. In the event of any of the information found to be not true I/We shall be liable to such consequences/ lawful action as office may wish to take.

Place:

Date

Signature of legal Owner/ Power of Attorney Holder

Annexure-III
Hiring of accommodation on Lease/Rent Basis for the office of Joint Director (Statistics) S.R. Berhampur
FINANCIAL BIDS

1. Full particulars of the legal owner of the premises	
i) Name:	
ii) Telephone:	
iii) E- Mail Address:	
iv) PAN No:	
v) Aadhar No. / Voter ID Number / Driving Licence No.	
vi) Postal Address for Permanent Address	
vii) Postal Address for Communication	
2. Full particulars of person(S) offering the premises on rent/ lease and submitting the quotation.	
viii) Name:	
ix) Telephone:	
x) E- Mail Address:	
xi) PAN No: (Enclose Self attested Xerox copy)	
xii) Aadhar No. (Enclose Self attested Xerox copy)	
xiii) Postal Address for Permanent Address	
xiv) Postal Address for Communication	
3. Status of the applicant with regard to the premises offered for hiring (enclose power of Attorney / Any other Valid Legal Document)	
4. (Plot No., Lane No. Road No. / Street No/ Locality / Police Station / District / Pin Code)	
5. Details of the buildings accommodation offered for rent / lease	
6. Clearance / no-objection certificate from all the relevant central/ State Govt. /Municipal authorities and for use as office/ commercial:	
7. Monthly Rate Quotation	
i) Monthly Rent per Sq. Feet in Indian Rupees	
j) Total Monthly Rent	
The rent will be subject to issue of fare Rent Certificate by PWD as per procedure laid down by the Govt. and it will be applicable for the leased period of three years.	

Place:

Signature of legal owners/power of attorney holder

Annexure-IV
QUOTATION OFFER LETTER

To.

The Joint Director (Statistics)
Southern Range Berhampur.

Sub: Acceptance of terms and conditions of Quotation . . .
Quotation Reference No.

Name of Quotation Work:-Hiring of Accommodation on Lease/Rent basis for the Office of Joint Director
(Statistics), Southern Range, Berhampur

Dear Sir,

- i) We have downloaded/ obtained the quotation document(S) for above mentioned "Quotation/ Bid document" from the web site(S).

Namely:.....

As per your advertisement, given in the above mentioned website(s)

- j) I / We hereby certify that I/We have read the entire terms and conditions of the quotation documents including all documents like annexure (s) . schedule (s) , etc. which form part of the contract agreement and I/We shall abide hereby by the terms/ conditions/ clauses contained therein.
- k) The corrigendum (s) issued from time to time by your office/ organization too has also been taken into consideration while submitting this offer letter.
- l) I/ We hereby unconditionally accept the quotation terms and reference of above mentioned quotation.
- m) I/We do hereby declare that the building offered on rent is in my / our peace full possession and I / we are the legal owner of the said building.
- n) I/ We certify that all information furnished by me /us are true and correct and in the event that the information is found to be incorrect/ untrue or found violated, then your office shall without giving any notice or reason therefore or summarily reject the quotation/ bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full sais earnest money deposit absolutely.
- o) I do hereby offer the quotation with all bids documents duly filled in for consideration.

Yours Faithfully,

Signature of the Quotationer,
with Official Seal if any