

**E-TENDER FOR HIRING OF OFFICE BUILDING AND WAREHOUSE  
FOR IGNOU REGIONAL CENTRE CHENNAI (RC CODE 25)**

**NO: 84/1, Periyar Thidal, EVK Sampath Salai, Opp Police commissioner office,  
Vepery, Chennai-07, Tamilnadu.**

**BID DOCUMENT**

**NOTICE INVITING e-TENDER**

IF THERE IS DIFFERENCE IN ANY INFORMATION/DATA MENTIONED IN THE TENDER DOCUMENT AND UPLOADED IN GEM PORTAL (<https://gem.gov.in/>), THE INFORMATION/DATA UPLOADED IN GEM PORTAL SHOULD BE TREATED AS FINAL.

Tender Reference No: IG/RC25/Chn/Building/2021  
Date: 13-01 2022

Online bids (in two parts Technical & Financial) from eligible bidders which are valid for a minimum period of six months from the last date of uploading of Bids are invited as detailed below for and on behalf of the Vice-Chancellor, IGNOU for Hiring of office Building and Warehouse (to store printed study materials) for IGNOU Regional Centre, Chennai (25) under **the Greater Chennai Municipal Corporation limits, including sub-urban areas of Avadi, Minjur, OMR, Guduvancheri, Poonamalle** within urban agglomeration, from the legal owners / power of attorney holders of suitable buildings as detailed in the terms & conditions of this tender document.

The office space intended to be hired shall be used (as Regional Centre Office and Warehouse to store study materials) by IGNOU for coordinating academic activities in different areas of the country to pursue the objectives of the 'Indira Gandhi National Open University Act-1985'. The details of space requirement, terms & conditions and other documents are outlined in the Annexures to this e-tender uploaded in GeM under various sections.

Name of work	Hiring of office Building and Warehouse (to store printed study materials) for IGNOU, Regional Centre Chennai (25) Area required : 3000 sft
Period of contract	Five years
<b>Earnest Money to be submitted</b> (EMD to be submitted in online only (NEFT/RTGS/etc.) as per following details: Account name: IGNOU PLAN <b>Account No.:- 439617356</b> <b>IFSC Code:- IDIB000A002</b> Name of the Bank:- Indian Bank Address of the bank: Adyar Branch, 41-42 First Main Road, Gandhinagar, Chennai-600020	<b>Rs. 50000/- (Rupees Fifty thousand only)</b>
<b>GeM Bid Details:</b>	<b>GEM/2022/B/1856317 Date 13.01.2022</b>
<b>GeM portal details</b>	<a href="https://gem.gov.in/">https://gem.gov.in/</a>
<b>Bid start date/Time</b>	<a href="#">13-01-2022 (15.00hrs)</a>
<b>Bid End Date/Time</b>	<b>07-02-2022 (11.00 hrs)</b>
<b>Bid Opening Date/Time (Technical Bid)</b>	<b>07-02-2022 (11.30 hrs)</b>

Note:

1. Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website
2. Bidders should regularly visit the website to keep themselves updated.

**Sd/-**

**Sr. Regional Director**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE CHENNAI**

**Annexure –I**

**INSTRUCTIONS TO THE BIDDERS**

1. The Indira Gandhi National Open University, New Delhi (IGNOU), a Central University, intends to hire office premises. The hired premises shall be used (as Regional Centre office and Warehouse to store printed study materials) by the IGNOU for coordinating academic activities in different areas of the country to pursue the objectives the 'Indira Gandhi National Open University Act-1985'.
2. The invitation to bid is open to legal owners/power of attorney holders of properties located in the areas mentioned in the Tender document. The prospective bidders should submit their bids in **online mode** strictly in accordance with the procedure given in this bid document. Bid document consists of all crucial information of tender process and Annexure-I to VIII for information of bidders. (**Annexures of tenders are uploaded under various sections as required in GeM**).
3. The successful bidder will be declared as 'the lessor' who means and includes not only the bidder but also his legal heirs, successors, legal representatives, etc. The concerned Regional Director of the IGNOU will be 'the lessee' for the current bidding.
4. The bidder is expected to read carefully all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
5. The Technical Bid should be accompanied by the documents mentioned in the Technical Bid proforma failing which bid is liable to be rejected.
6. The bid prepared by the bidder as well as all correspondence and documents shall be written in English or Hindi and should be typed or written in indelible ink. All the columns of the tender document (Technical Bid Performa) must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
7. In case of co-owners/joint owners, the bid documents i.e. technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should submit an Authorization/ Power of Attorney to do so from the remaining owners.
8. The bidders are required to quote in the financial bid **rate per sq. ft** for the carpet area of the offered building. Bid which is found lowest with reference to circle rates shall be selected subject to fulfillment of technical and other conditions of the bid.
9. Only GST as applicable will be paid by the lessor over and above the agreed rent. The lessee shall not be liable for any other payment to the lessor.
10. The lease rent should be quoted in Indian rupees only in the financial bid. The bid shall remain valid for six months from the last date of the submission of the bid. A bid valid for a shorter period may be rejected by the lessee as nonresponsive.

11. In exceptional circumstances, the IGNOU may require the successful bidder's consent for an extension of period of validity. The request and responses thereto shall be made in writing. The bidder may refuse the request without forfeiting the EMD. The bidder accepting the request will not be required/ permitted to modify the bid.
12. The bidder may modify or withdraw his/her bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.
13. Bids withdrawn after the opening of the technical bid will result in the forfeiture of bidder's EMD.
14. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders online on the CPP Portal itself. The IGNOU may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
15. During evaluation of the bids, the IGNOU may ask the bidder for clarification on their bid. Any misleading or false information in the bid documents will lead to disqualification of the bidder at any stage. The IGNOU reserves the right to seek any document in original related to the premises on hire for verification at any stage of tender process.
16. The Technical bids and Financial Bids must be submitted online on GeM Portal <https://gem.gov.in/> at appropriate link.

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the Government-e-Marketing (GeM) portal <https://gem.gov.in/> using valid credentials. The instructions given below are meant to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GEM Portal.

### **REGISTRATION**

- (i) Bidders are required to enroll in GeM Portal by using the appropriate option available on the home page.
- (ii) During enrolment/registration, the bidders should provide the correct/true information including valid email-id & mobile no. etc. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate may be necessary as per GeM requirements (Class II or Class III Certificates with signing key usage) which can be obtained from SIFY/nCode/ eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card.
- (v) Upon enrolment on GEM Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile, if required by GeM.

- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their userID/ password

## **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the GEM Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the GEM Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
4. Bidders are advised to frequently check the portal for updates on the tender.

## **PREPARATION OF BIDS**

- i) For preparation of bid Bidder shall search the tender from published tender list available on the website and download the complete tender document and should take into account corrigendum if any published before submitting their bids.

The detailed tender documents may be downloaded from <https://gem.gov.in/>

- ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted online, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Follow the GeM bid submission procedure carefully to submit technical and financial bids separately through online.
- iv) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contract details given in the tender document.
- v) Bidder, should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule.

**Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**

- vi) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important

Document" option, which can be submitted as applicable, This will facilitate the bid submission process faster by reducing upload time of bids.

- vii) The bidder should submit the bid online in two parts separately viz. Technical Bid and Financial Bid. Technical Bid& EMD should be uploaded online in cover 1 and Financial Bid should be uploaded online in cover 2 (Follow the nomenclature as per GeM).

## **SUBMISSION OF BIDS**

- i) Bidder should log into the GeM portal/site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) Bidders should prepare the Tender EMD as per the instructions specified in the NIT/tender document. The details should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.
- iii) While submitting the bids online, the bidder shall read the terms & conditions (of GEM portal) and accepts the same in order to proceed further to submit their bid.
- iv) The Bidders shall submit EMD through Account No. given in the Tender document.
- v) Bidders shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- vi) Bidders shall note that the very act of using DSC (if required by GeM) for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document
- vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- viii) If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/modification of the Bidders shall render it unfit for bidding. Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only. If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD. The bidders are cautioned that uploading of financial bid elsewhere i.e other than in cover 2 will result in rejection of the tender. **Note: If there is a different format in GeM portal for financial bid submission, the same to be used.**

- ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock).

**The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**

- x) After the bid submission (i.e. after Clicking final submission in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- xi) Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc, in the e-tender system.
- xii) All the documents being submitted by the bidders would be encrypted using appropriate encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured encryption technology.
- xiii) All interested eligible bidders are requested to submit their bids online on GEM Portal: <https://gem.gov.in/> as per the criteria given in this document:
- a Technical Bid should be uploaded online in cover 1 (Follow nomenclature as per GeM).
  - b Financial Bid should be uploaded online in cover 2 (Follow nomenclature as per GeM)
  - c. Both Technical and Financial Bid covers should be uploaded online on the GEM Portal <https://gem.gov.in/>
  - d. Bids shall be submitted online only at GEM website <https://gem.gov.in/> with all the requisite documents. (i) Technical Bid and (ii) Financial/ Price Bid along with other documents as mentioned in the tender documents.
  - e. It may be noted that, in case of non-uploading of copies of documents specified in the tender documents on the GEM, such technical bid, shall summarily be rejected. This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof.
  - f. In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he/ she should submit separate bids containing technical bid, financial bid and EMD in respect of each premises.
  - g. Intending bidders are advised to visit the GEM website regularly till closing date of submission of tenders for any corrigendum/ addendum/ amendment.

- xiv) **Technical Bid:** Signed and Scanned copy of the Technical bid documents as under must be submitted online on GEM Portal: <https://gem.gov.in/>
- a List of Documents to be scanned and uploaded (Under Cover 1) within the period of bid submission:-
- As per Annexure III ( Sl. No. 01 to 11)
  - Signed and scanned copy of the Technical Bid Annexure III proforma.

**xv) Financial Bid:**

- a In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be submitted online as per the GeM procedure specified and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- b The Financial Proposal should be inclusive all, **except GST** charges imposed under the applicable laws. The rates quoted in the Tender are **all inclusive except GST applicable taxes, duties etc.**
- c The Financial bid should be according to the format as in GeM portal. It should be ensured that no required value against an item is missed. If the bidder does not want to charge for an item the value must be filled as "0" (ZERO). All totals should be correct.
- d. Information and Instructions for bidders posted on GEM/website shall form part of bid document.  
Bidders are advised to visit GEM portal regularly for latest update.

**Bid Evaluation**

Bids will be opened as per date/time as mentioned in the critical date sheet of Tender. After evaluation of technical bids and premises verification, the bidders will get the information regarding the status of their financial bid and ranking of bidders on the portal. Financial bids of only technically qualified bids shall be opened.

**ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. The contact number for query related to tender document are **9566001955 (10:00 A M to 5:00 PM)**
- 2) Any queries relating to the process of online bid submission or queries relating to GEM Portal in general may be directed GEM Portal Helpdesk as in the GeM portal.
- 3) In case of Technical query not resolved by GEM Portal Helpdesk, you may contact IGNOU Nodal Officer, e-Procurement at 9868258158.

**Sr. Regional Director**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE CHENNAI**

**SCOPE OF WORK AND TECHNICAL TERMS AND CONDITIONS OF THE TENDER BID FORMATS:**

1. Along with technical bid the bidder is required to submit a certificate from an architect/structural engineer about the structural soundness and earthquake resistance of the building.
2. The building offered must be vacant, free from all encumbrances. Construction must be as per norms of the Local Authority. An affidavit (on Rs.100/-stamp paper) by the bidder in this regard along with the certificate from an Advocate/ CA in this respect is required to be submitted with the technical bid.
3. The required carpet area of the building (ground +2 story building only or contiguous floors, in case of a multistory building) is tentatively 3000 sq. ft.
4. The area offered for rent should be preferably a standalone building (Institutional) for exclusive use for the IGNOU, Regional Center (and Warehouse to store printed study materials). The building must have sufficient parking space around it for visitors and staffs. The IGNOU (the lessee) shall have the right for usage of the total plot area within the boundary of the offered property. In case of floors being offered for rent the same must be contiguous and having lift facility.
5. Each floor of the building must have minimum two toilets separately for male and female. Ground floor must be accessible for persons with disability (differently able people) with a suitable toilet for them.
6. The premises should have proper connectivity with local transport. The building must be located in the identified areas as mentioned in the tender documents.
7. The building must have a power connection of not less than 12 KW with the provision of increasing it as per future requirement.
8. The building should have sufficient ventilation and natural lighting. Building must be complete in all respect. It should have sufficient electric fittings viz. lights, fans and LEDs and provision for fitting three nos. window air conditioners (both electric and space on the wall). There must be arrangements of the power backup, water supply.
9. Maintenance of the building (civil and electrical, plumbing, sewage) shall be the responsibility of the successful bidder, the lessor. Operation and maintenance of power back up machines and equipments, maintenance of the lifts, if any, shall also be included in this clause. The building shall be required to be painted in every three year.
10. The lessor shall ensure arranging for attending of the maintenance related complaints within 48 hours of being informed by the lessee. Failing which the IGNOU shall get the complaint attended from the market and the cost incurred shall be adjusted from the rent payable to the lessor.
11. Security and Housekeeping services shall be deployed and maintained by the lessee. This will be excluded from the scope of services of the lessor.
12. The bidder shall be required to provide sufficient number of fire extinguishers in the building as per norms and ensure timely refilling of the same to ensure their functionality. In case of multi-storey building (i.e. building having height of 15 mtrs and above) the bidder is required to upload certificate of fire safety issued by the District fire officer.



13. The building must have necessary cabling with adequate socket points for installation of CCTV cameras (4-5 cameras tentatively), internet connection, intercoms (5-12 instruments tentatively) and telephones (2-4 lines tentatively). Installation and subsequent maintenance of CCTVs, intercom, telephones, and internet will be done by the lessee on its own cost.
14. The rates agreed shall not be revised in the first five year. If the rate contract is extended for another five year then 15% increase in the rent shall be admissible for each five yearly period extended subsequently.
15. Carpet area measurements: The carpet area measurements shall be the area or the premises which is covered but excluding a) Wall and columns b) Portico/canopy c) Sanitary shafts/toilets d) Stair cases e) Bon Louvre f) Lift walls g) Air conditioning ducts h) Balcony i) Portion below the window sills j) Lofts k) Parking space whether covered or not l) Open terrace.

**Sr. Regional Director**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE CHENNAI**

**Annexure-II**

**Terms and conditions of the Tender**

**A) General terms and conditions:**

1. Tenders shall be acceptable from the legal owners of the building or from those having valid power of attorney. The building must be free from all encumbrances.
2. Bids from Govt. Bodies/ PSUs shall be given preference.
3. No security deposit or advance rent shall be payable by the University in favour of 'the lessor'. The successful bidder with whom agreement of hiring of building will be signed will be 'the lessor'
4. The bidders are required to submit EMD of Rs.50,000/-(Rupees fifty thousand only) along with the technical bid. No interest shall be payable on the EMD. Bids received without EMD shall be summarily rejected. **The Bank Account Details are as under:-**
  - Name of Account Holder:-IGNOU PLAN**
  - Name of the Bank:-Indian Bank, Adyar Branch Chennai**
  - Account No. 439617356**
  - IFSC Code:IDIB000A002**
5. The EMD of successful bidder shall be retained until the expiry of the lease including extended validity or handing over the possession of the building to the lessee, whichever is later. The EMD is liable to be forfeited in case the lessor acts in violation of the terms of the lease agreement.
6. Bids only on GeM portal website <https://gem.gov.in/> shall be accepted within prescribed timeline.
7. In case of technical bid found acceptable, the selected bidders shall be required to furnish the original copy of the 'title deed' of the offered property or original evidence for lodgement of the deed with any bank with proof of identity of owner before financial bid are opened. The same shall be returned after decision is taken to open financial bid or otherwise.
8. The successful bidder (the lessor) shall be required to enter into lease agreement in the prescribed format annexed with this tender document. The stamp duty and registration charges, if any, shall be borne by 'the lessor'.
9. The IGNOU shall have the right to inspect the offered locations before finalization of bids. The bidders shall be required to extend all possible support during such inspection.
10. Payment of house tax, water tax and other municipal tax/statutory charges, if any, shall be the responsibility of the lessor. Electricity and water charges as per actual

consumption shall be paid by IGNOU, the lessee. The lessor shall provide separate electric and water meters in the building for this purpose.

11. The IGNOU, the lessee, shall not be responsible for payment of any amount beyond the agreed monthly rent and GST as applicable rent in favour of the lessor.
12. The bid shall remain valid for six months from the last date of the submission of the bid. However based up on the requirement/situation, the validity may be extended for a mutually agreed further period as per request of the IGNOU. A bid valid for a shorter period shall be liable for rejection by the IGNOU as nonresponsive.
13. The lessor, shall be required to handover the building to the lessee within 30 days from the date of issue of the letter for acceptance of the bid. However, where the lessor is required to carry out suitable modifications as per the requirement of the lessee, this time shall stand extended to 90 days. Failure on part of successful bidder in meeting these timelines will entail a penalty of Rs.5,000/- (rupees five thousand only) per day for the delay period. This penalty shall be adjusted against rent payable to the lessor subsequent to the possession of building.
14. The lessee shall have the right, during the lease period/ extended lease period, to carry out further suitable alternations by way of partitions, office fixtures, fittings, placing of sign boards etc. for effective use of hired office space.
15. If at any stage it is found that any detail/ document furnished by the bidder is not correct, his/ her bid would be liable to be cancelled without intimation to the bidder.
16. The bids are liable to be rejected in case of any terms and conditions of the tender document not be fulfilled.
17. During the period of the lease agreement the lessor shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the lessee with any party affecting lessee's right of occupation and any of the terms of the lease without written consent of the lessee.
18. The lessee shall not be responsible for any damage to the property by way of fire or other natural calamities. The lessor should get the property insured at his own cost.
19. The lessee shall have the right to vacate the premises with two month's notice to the lessor however the lessor will not have any such right during the agreement period.
20. The IGNOU reserves the right to modify: 1) the terms and conditions of the bid document as per rule 173(iii) of the GFR-2017, 2) To reject all or any tender without assigning any reason thereof.

21. Selection criteria: Financial bids of the technically qualified bidders shall be opened. Government approved circle rate (rental) of the property shall be the benchmark rate. The bidder whose rates will be found to be lowest with reference to the government approved rates (known as DM circle rates) shall be selected as successful bidder.
22. Payment Terms: The lessor shall raise his monthly rental bill as per agreed rates and submit the same to the Regional Director, IGNOU (the local representative of the lessee). The payment of the bill shall be made within 07 working days from the date of receipt of the bill after deduction of TDS, penalty charges, if any.
23. Any dispute between the lessor and the lessee with respect of this bid/ contract shall be subject to settlement through the sole arbitrator appointed by the IGNOU. Decision of the arbitrator in this matter shall be binding on both the parties.

**B) Technical terms and Conditions of the tender:**

16. Along with technical bid the bidder is required to submit a certificate from an architect/structural engineer about the structural soundness and earthquake resistance of the building.
17. The building offered must be vacant, free from all encumbrances. Construction must be as per norms of the Local Authority. An affidavit (on Rs.100/-stamp paper) by the bidder in this regard along with the certificate from an Advocate/ CA in this respect is required to be submitted with the technical bid.
18. The required carpet area of the building (ground +2 story building only or contiguous floors, in case of a multistory building) is tentatively 3000 sq. ft .
19. The area offered for rent should be preferably a standalone building (Institutional) for exclusive use for the IGNOU, Regional Center (and Warehouse to store printed study materials). The building must have sufficient parking space around it for visitors and staffs. The IGNOU (the lessee) shall have the right for usage of the total plot area within the boundary of the offered property. In case of floors being offered for rent the same must be contiguous and having lift facility.
20. Each floor of the building must have minimum two toilets separately for male and female. Ground floor must be accessible for persons with disability (differently able people) with a suitable toilet for them.
21. The premises should have proper connectivity with local transport. The building must be located in the identified areas as mentioned in the tender documents.
22. The building must have a power connection of not less than 12 KW with the provision of increasing it as per future requirement.

23. The building should have sufficient ventilation and natural lighting. Building must be complete in all respect. It should have sufficient electric fittings viz. Lights, fans and LEDs and provision for fitting three nos. window air conditioners (both electric and space on the wall). There must be arrangements of the power backup, water supply.
24. Maintenance of the building (civil and electrical, plumbing, sewage) shall be the responsibility of the successful bidder, the lessor. Operation and maintenance of power back up machines and equipment, maintenance of the lifts, if any, shall also be included in this clause. The building shall be required to be painted in every three year.
25. The lessor shall ensure arranging for attending of the maintenance related complaints within 48 hours of being informed by the lessee. Failing which the IGNOU shall get the complaint attended from the market and the cost incurred shall be adjusted from the rent payable to the lessor.
26. Security and Housekeeping services shall be deployed and maintained by the lessee. This will be excluded from the scope of services of the lessor.
27. The bidder shall be required to provide sufficient number of fire extinguishers in the building as per norms and ensure timely refilling of the same to ensure their functionality. In case of multi-storey building (i.e. building having height of 15 mtrs and above) the bidder is required to upload certificate of fire safety issued by the District fire officer.
28. The building must have necessary cabling with adequate socket points for installation of CCTV cameras (4-5 cameras tentatively), internet connection, intercoms (5-12 instruments tentatively) and telephones (2-4 lines tentatively). Installation and subsequent maintenance of CCTVs, intercom, telephones, and internet will be done by the lessee on its own cost.
29. The rates agreed shall not be revised in the first five year. If the rate contract is extended for another five year then 15% increase in the rent shall be admissible for each five yearly period extended subsequently.
30. Carpet area measurements: The carpet area measurements shall be the area or the premises which is covered but excluding a) Wall and columns b) Portico/canopy c) Sanitary shafts/toilets d) Stair cases e) Bon Louvre f) Lift walls g) Air conditioning ducts h) Balcony i) Portion below the window sills j) Lofts k) Parking space whether covered or not l) Open terrace.

**Sr. Regional Director**

**TECHNICAL BID**

Hiring of office Building (and Warehouse to store printed Study Materials) for IGNOU Regional Centre in ***the Greater Chennai Municipal Corporation limits, including sub-urban areas of Avadi, Minjur, OMR, Guduvancheri, Poonamalle.***

Name of the bidder: .....

Status (Individual/HUF/PSU/Govt. Organization): .....

Whether owner of the property or PoA holder: .....

Address: .....

Contact No.: ...

E-mail Id: .....

Whether standalone building or a multi-storey building: .....

Plot size of the offered building (in square feet area): .....

Carpet Area of the Building

(Required minimum 3000 square feet). Mention Carpet Area of the Building in square feet.....

Address of offered Property:

.....

<b>S. No</b>	<b>Required Technical qualifications</b>	<b>Documents to be annexed</b>	<b>Documents attached Yes/No</b>
1	Legal ownership/PoA	Certified copy of the title deed.	
2	Institutional/Commercial plot	Certified copy of the allotment letter or any other document showing the category of plot.	
3	The building must be Located in the identified areas as stated above.	Certified copy of Google Map.	
4	Compliance to the local authority norms	A certificate from an Advocate/CA and an affidavit from the bidder (on Rs.100/- non judicial stamp paper)	
5	Clear title/free from any encumbrance		
6	Power connection of required load (12 KW)	Certified copy of the approved power load from the Electricity board.	
7	Structurally sound standalone building with maximum G+2 stories or contiguous floors with lift facility in case of multi-story complex, with adequate parking space	1) Certificate from an Architect/civil engineer along with the drawing showing required carpet area and certifying that the building is structurally sound and fulfils the technical requirements mentioned at point no. 7, 8, 9 &10 of this table. 2) Certificate of fire safety from Distt. Fire Officer in case of a multi-story building having height of 15 metres and above.	
8	Building complete in all respect having Sufficient		

	ventilation, Natural lighting, power backup, electrical fitting including LEDs, fans, minimum 05 ACs with provision for AC in each room and sufficient arrangement of water supply.		
9	Complete building with the required carpet area as prescribed in the tender document		
10	Accessibility to ground floor by persons with disability.		
11	Payment of EMD as required under Terms & Conditions of tender document	Copy of the receipt (UTR No etc.) of online payment of EMD	
12	Rental Circle rates may be submitted along with Technical bids.	Lowest bidder will be requested to submit rental circle rate certificate after obtaining it from District Magistrate Office or Tehsildar office or from the office of the Registrar of the properties. (Refer # below)	

\*carpet area to be calculated in accordance with the method given in condition no.15 of technical terms and conditions of the tender document.

#(For Sl.No.12) This will not be a condition of technical bid. Even if bidder fails to submit notified circle rental rates, technical & financial bids may be opened. Sufficient time may be given for this purpose.

#### **Declaration**

I declare that the particular given above are true. I understand that in the event of non-fulfilling of any of the above technical qualification or non-submission of any of the above required document or/and in case of any of the information provided by me is found to be incorrect, my tender is liable to be cancelled. I have calculated carpet area of the building as prescribed in condition no.15 of the technical terms& conditions of the tender document. I agree to accept all the terms & conditions of the tender document.

**Signature of the bidder:.....**

**Seal (if any)**

**Sr. Regional Director**

**Certificate from a Lawyer or Chartered Accountant**

(to be submitted on the letter head of the Lawyer/CA)

This is to certify that the building constructed at Plot No..... location..... which is in the legal ownership of Mr./Mrs..... has been constructed in accordance with the plan approved by the local development authority. The property is clear from all encumbrances. The property can be used for the office purpose (and warehouse to store printed study materials) of the Indira Gandhi National Open University, New Delhi.

I understand that the IGNOU is a Central university created by an Act of Parliament, therefore, is a 'State' within the meaning of Article 12 of the Constitution of India. I understand that furnishing of this certificate has the implication of submitting a certificate before a government authority. This certificate is based on the facts ascertained by the undersigned through relevant documents presented by the legal owner of this property.

Name of the Lawyer/ CA.....

Signature.....

Bar Council Registration No./ICAI Registration No.

Date.....

**Sr. Regional Director**



**Affidavit from the owner/ PoA holder of the property**

(to be submitted on Rs. 100/- non-judicial stamp paper duly notarized)

I,... S/oD/o,W/o of ..... R/o..hereby  
solemnly affirm that:

1. I am the legal owner/PoA holder of the building in respect of which I am submitting the bid in response to the NIT of the IGNOU, Regional Centre Chennai.
2. The building construction has been done in accordance with the rules of the local development authority/municipal corporation.
3. The building is free from all encumbrances and I hold clear title of the proposed property.
4. The Certificates obtained from the Advocate/CA and Civil Engineer/Architect is based on the facts presented by the undersigned. I understand that I will be personally responsible for the accuracy of the facts furnished by the undersigned to obtain certificates required for submission of bid documents in response to the NIT of the IGNOU, Regional Centre Chennai
5. I also understand that in case of any of the information/facts/documents provided by the undersigned are found to be incorrect/ misleading; the bid is likely to be cancelled without prejudice to the any other legal action as may be required under law by the IGNOU, Regional Centre Chennai
6. I have read the entire tender document and agree to accept terms & conditions of the tender document.

Signature.....

Name the owner/ PoA holder of the property

Date.....

**Sr. Regional Director**

**Certificate from the civil engineer/architect**

(to be submitted on the letter head of the Civil Engineer/Architect)

This is to certify that the building constructed at Plot No..... location..... which is in the legal ownership of Mr./Mrs..... is structurally safe for its usage as a office premises (and for warehouse to store printed study materials) by the Indira Gandhi National Open University, New Delhi. I certify that :

1. The building is structurally sound and earthquake resistant.
2. The carpet area\* of the building is..... sqft. Construction of the building has been found in accordance with the drawing of the building which is enclosed herewith.
3. It's a standalone building with G+2/contiguous floor in a multi-storey complex.
4. I have seen that the multi-storey building having contiguous floors has got a clearance from the fire department (required only in case of multi-storey building).
5. The building has adequate parking space for staff and visitors.
6. The building has sufficient ventilation, natural lighting, and provision for necessary electrical fitting as required under tender document.
7. The Ground floor of the building is accessible for Persons with Disability (Divyangjan). The building has/has provision for minimum two toilets on each floor. On Ground Floor one additional toilet is available for Persons with Disability (Divyangjan).

I understand that the IGNOU is a Central university created by an Act of Parliament, therefore, is a 'State' within the meaning of Article 12 of the Constitution of India. I understand that furnishing of this certificate has the implication of submitting a certificate before a government authority. This certificate is issued after ascertaining the facts by the undersigned through relevant documents presented by the legal owner of this property and after physically visiting the premises.

Name of the Civil Engineer/Architect.....

Signature.....

Registration No.....

Date.....

**\* The carpet area is to be calculated in accordance with the point no. 15 of the technical terms & conditions in Annexure-II of the tender document.**

**Sr. Regional Director**

**FINANCIAL BID**

Hiring of office building (and warehouse to store printed study materials for IGNOU Regional Centre Chennai-25

Name and Address of offered building of the bidder:-

---



---

**Quoted rental charges per month/per square feet :3000 square feet Carpet area  
Excluding GST**

Description	Quoted rate per square ft. per month of Carpet area in rupees	Quoted monthly rent (Rs. ) For the carpet area offered	Quoted rent for annum	Quoted rent for 5 years contract period (Column No 4*5)
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Rental charges (all inclusive except GST) for the proposed building..	Rs....	Rs...	Rs..	Rs...

**NOTE:**

- 1. IF FORMAT IS DIFFERENT IN *GeM portal*, FORMAT AVAILABLE IN *GeM PORTAL* TO BE USED FOR SUBMISSION OF FINANCIAL BID ONLINE.**
- 2. IF PROVISION FOR QUOTING RENT PER SQUARE FEET PER MONTH, QUOTING MONTHLY RENT IS NOT AVAILABLE IN *GeM PORTAL*, TOTAL RENT FOR CONTRACT PERIOD OF 5 YEARS FOR THE ACTUAL CARPET AREA OFFERED TO BE QUOTED ONLINE.**

**Declaration**

I declare that the particular given above are true. I have read the tender document carefully therefore submitting this financial bid after assuring myself/ourselves that I/we fulfil the conditions of the tender document. I have calculated carpet area of the building as prescribed in condition no.15 of the technical terms& conditions of the tender document. I agree to accept all the terms & conditions of the tender document.

**Name & Signature**

Seal, if any....  
Date:.....

**Sr. Regional Director**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE CHENNAI**

**Standard Lease Agreement**

**Annexure-VIII**

**Standard lease Agreement**

(to be executed on Rs. 100/- non-judicial stamp paper)

**AN AGREEMENT MADE ON..... DAY .....OF TWO THOUSAND  
TWENTY ONE**

between..... hereinafter called 'The Lessor' (Which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI (hereinafter referred as ' the Lessee') of the other part in respect of the premises bearing municipal number... consisting of ..... situated at.. measuring carpet area of .....sq.ft being leased by 'the lessor' in favor of 'the lessee' pursuant to acceptance of his bid by 'the lessee'.

**WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:**

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the land covenants and premises known as .....together with all buildings and erections, fixtures and fittings.
2. That the Lessor agrees to lease out the premises mentioned in para no.1 above to the lessee for purpose of coordinating academic activities in the area as per IGNOU Act, 1985. The lessor being aware of the avowed objective of the lessee shall not create any situation post leasing, which is detrimental to pursue this objective by the lessee.
3. The lease shall commence on the ..... Day of .... ..... two thousand twenty one i.e. the date of taking over the premises by the lessee from the lessor and shall, subject to the terms hereof, continue for a term of 05 year(s) with an option to extend the period of lease for a further term as set out in clause 14 of technical terms and conditions of annexure-II of the tender document.
4. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs..... per month. In the first five year of the lease no escalation in the rent shall be considered by the 'Lessee'. Subsequent increase shall be in accordance with the clause 14 of technical terms and conditions of annexure-II of the tender document. The Lessee shall not be liable for any other payment (except applicable GST) over and above the rent agreed under this clause.

5. The lessee agrees to pay monthly rent as agreed herein on regular basis. The lessor shall raise a monthly bill on the lessee which will be paid generally within seven working days after the receipt of such bill. The lessee while making payment shall be authorized to make necessary deduction towards TDS and charges, as applicable.
6. The lessee shall not sublet any part of the leased premises and shall nor use it for any purpose other than that mentioned in clause 2 above. The lessee also agrees to pay electric, water charges on regular basis for actual consumption and to keep the lessor indemnified towards these charges.
7. The 'Lessor' agrees to accept all the terms and conditions of the general and technical terms & conditions as mentioned in annexure-II of the tender document which will be treated as the part of this agreement (reproduced here as annexure-I of this agreement).
8. The lessor agrees to ensure regular Civil/Electrical maintenance and maintenance of services (sewage, water supply, power back-up etc.) of the building in accordance with the terms and conditions of the tender document (reproduced here as annexure-I of this agreement). The lessor shall not claim extra amount for this purpose.
9. The lessor agrees to maintain the leased premises and to make payment of municipal and other statutory taxes/loan on time during the entire lease period to ensure that no encumbrance is created on the leased property conflicting with the interests of the lessee in the leased property.
10. If any doubt arises as to the interpretation of the provisions of the lease deed or to the matter not provided therein, the parties to this lease deed shall consult with each other for each instance and resolve such doubts in good faith, mutually.
11. Any dispute between the lesser and the lessee with respect of this bid/ lease agreement shall be subject to settlement through the sole arbitrator appointed by the IGNOU. Decision of the arbitrator in this matter shall be binding on both the parties i.e. 'the Lessor' and 'the Lessee'

**On behalf of the Mr..... , the Lessor    On behalf of the IGNOU, the Lessee**

**Witness:**

**Sr. Regional Director**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE CHENNAI**

**Payment terms from the Standard Lease Agreement**

1. The Lessee (IGNOU) shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the agreed rate per month.
2. The lessee agrees to pay monthly rent as agreed herein on regular basis. The lessor shall raise a monthly bill on the lessee which will be paid generally within seven working days after the receipt of such bill.
3. The lessee while making payment shall be authorized to make necessary deduction towards TDS and charges, as applicable.
4. In the first five year of the lease, no escalation in the rent shall be considered by the 'Lessee'.
5. Subsequent increase shall be in accordance with the clause 14 of technical terms and conditions of annexure-II of the tender document. The Lessee shall not be liable for any other payment (except applicable GST) over and above the rent agreed under this clause.

**Sr.Regional Director**