

**PFC Consulting Limited**  
(A Govt. of India Undertaking)  
**9<sup>th</sup> Floor, Statesman Building, Barakhamba Lane, Connaught Place, New  
Delhi-110001**

**PREMISES REQUIRED ON LEASE**

PFC Consulting Limited invites offers from owner(s) whose premises are ready to occupy OR premises whose construction is in progress and likely to be completed within 2 months on lease basis for housing its project site office having Built up area of about 1000 sq.ft. + or – 10% within a radius of 3 kms from Sundargrh Collectorate.

The details are published in the Corporation's Website: <http://www.pffcl.com>. The necessary application forms may be downloaded from corporation's website. Last date for submission is on 31/07/2018 up to 2.00 P.M.

Further, communications, corrigendum, amendments, if any, will be hosted in corporation's website only.

Dy Manager

**PREMISES REQUIRED ON LEASE****Offer / Leasing of Premises for site office of PFC Consulting Limited at Sundargarh town, Odisha.**

This tender consists of two parts viz. the Technical Bid including terms and conditions and the Price Bid. Separate Technical and Price Bids are to be submitted for each proposal. The Technical Bid and Price Bid for the proposal should be enclosed in a separate sealed envelopes and these two envelopes be placed in a single cover super scribing “**Tender for leasing of premises - for PFCCL site office at Sundargarh.**”

**DETAILS OF REQUIREMENT**

AREA OF THE PREMISES.	LOCATION.
Approximately 1000 - 1200 sq.ft carpet [+or – 5%] area offered shall be preferably on first floor or with lift facility.	With in radius of 3. kms from collectorate Sundargarh

**REQUIREMENT OF ACCOMODATION**

SR.NO.	DESCRIPTION	Carpet area in Sqft
1	Hall	300 - 400
2	Rooms	120 - 150 (2-3 nos)
3	Kitchen	100 (one no)
4	Gents and ladies toilets	150 ( min two nos)
		1000-1200

**TERMS & CONDITONS**

- 1) The successful vendor should have clear & absolute title to the premises and furnish adequate / satisfactory document to this effect at his own cost. The successful vendor will have to execute the lease deed as per the standard terms and conditions finalized by the corporation for the purpose and the stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and the corporation. The initial period of lease will be 2 years with fixed monthly rent. The lease period can be further renewed terms of 1 years each with requisite exit clause. The lease rental will be fixed by mutual discussions and negotiation after expiry of first lease period of 2 years. As regards increase or decrease in rents payable, increase in rent if any shall be subject to a maximum

ceiling of 10% .Interest free deposit to the extent of 2 months lease may be paid by the corporation at the time of lease agreement which will be adjusted in last 2 months lease rent of the lease period.

- 2) Tender document received by the Corporation after due date and time i.e. **2.00 p.m. on 31/07/2018** shall be rejected.
- 3) The lessors are requested to submit the tender documents in separate envelopes superscribed on top of the envelope as Technical or Financial as the case may be (“TECHNICAL BID” AND “FINANCIAL BID”) duly filled in with relevant documents / information at the following address :

Sh. Bibhuti Giri, Dy Manager  
PFC Consulting Limited,  
2<sup>nd</sup> Floor, AMBA Tower  
Main Road  
Sundaragr-770001

- 4) “TECHNICAL BID” shall consist of all pages from 1 to 6 & related enclosures and “FINANCIAL BID” shall consist of pages 7 & 8.
- 5) All columns of the tender documents must be duly filled in and no column should be left blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over-writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders.
- 4) In case the space in the tender document is found insufficient, the lessors may attach separate sheets.
- 5) The offer should remain valid at least for a period of 4 (four) months to be reckoned from the last date of submission of offer i.e - **31/07/2018**
- 6) There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the lessor is required to attach a separate sheet marking “list of deviations”.
- 7) The Technical Bid will be opened on **01/08/2018 at 3.30 pm** in the presence of tenderer who choose to be present at our **above office**. All interested tenderers are advised in their own interest to be present on that date at the specified time.

- 8) The Corporation reserves the right to accept or reject any or all the tenders without assigning any reason therefor.
- 9) Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.
- 10) The short-listed lessors will be informed by the Corporation for arranging site inspection of the offered premises.
- 11) Income Tax and other Statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the successful vendor shall be made by Account Payee cheques only.
- 12) The income tax and education cess as applicable will be deducted at the source while paying the rentals per month. The service tax if levied on rent paid by us, shall be reimbursed by the Corporation to the landlord on production of such payment of tax to the Govt. The lessors will have to have valid GST registration No without which GST will not be reimbursed by the Corporation. Municipal Tax on property and Service charges if any, payable to society will have to be borne by the lessor.
- 13) Mode of measurement of Built up area will be in accordance with the Indian Standard mode of measurements. Common staircases, open balconies, sanitary / electrical ducts, A.C and lift shaft will not be reckoned for built up area measurements.

#### **NOTE**

In case of any dispute, the floor area will be physically measured jointly at the site at the time of taking possession for deciding the total rent payable.

- 14) The successful lessor should have a valid occupancy/ Completion certificate and approved plans with all clearances from the Local statutory bodies / Collector/ Town planning etc to occupy the Premises. The premises should have connected Electrical Load of min. 5 **KW** and required additional electrical power load will also have to be arranged by the lessor at his / her cost from NESCO and NOC and the space required for installation and running of the Corporation's generator will also have to

be provided within the compound by the lessors at no extra cost to the Corporation.

- 15) The lessor will have to enter into agreement for construction, in case the building / floor / premises is not complete or with minor internal modifications, if any required as per the Corporation's requirement. After the completion of works the lease agreement will be executed and the rent payable shall be reckoned from date of completion of the civil work/ obtaining electrical/ water connection by landlord. The lease agreement, will include inter alia, a suitable exit clause and provision of de hiring of part / full premises.
- 16) All the offers received will be screened and short listed by the Screening /Building committee of the Corporation based on the requirements and details submitted by the lessors by inspection of the property if necessary. All short listed offers will be inspected by the Committee and will be evaluated on
- 17) The bids of shortlisted offerers will be evaluated on techno-commercial basis giving weightage as detailed below:
  - a. Technical Evaluation - 60%
  - b. Financial Evaluation - 40%
- 18) The Technical Bids of shortlisted premises shall be evaluated with the following parameters total mark would be converted to 60%.

Sl. No.	Parameters	Marks allotted (standard)
1	Security available in the building / complex	10
2	Located on Main Road ( Main Road Means at least 60 feet wide)	10
3	Floor (Ground - 10 , FF – 5, Rest-0 )	Ground – 10 First Floor – 5 Rest-0
4	No of rooms apart from hall & kitchen	3 rooms -10 marks 2 rooms- 5 marks
5	Distance from Collectorate	5 marks for within 1 kms
6	Availability of DG / captive power supply, if yes give the details	10 without AC 20 with AC
7	No of AC offered by Tenant	5 marks per AC ( max 15 marks)
8	Availability of Lift ( in case the floor is not ground)	10 marks

9	No. of dedicated car parking / scooter parking available	2 Car parking -10 marks 1 Car parking -5 marks
Total maximum Marks		100

19) Financial bids in respect of short listed premises will only be opened and evaluated for 40% weightage. The Lowest sq feet quote of financial bid will be treated as the benchmark and allotted with 100% marks (i.e., 40 marks). The marks for other offers shall be arrived at allotting marks in proportion to the sq feet rate quoted by them.

For Example: if Lowest Bidder is Rs. 10,000/- for 1000 sqft (40 marks) than the next lowest Bidder quoting say Rs. 12,100/- for 1100 sqft would get 36 marks (40 – 10% of 40)

20) The offers will be arranged in the order of the total marks scored in the Technical proposal and Financial Proposal. The unreasonable offers where the rates quoted are considered higher than the prevailing market rates will be rejected at the discretion of the Corporation.

Place :

Date :

Name & Signature of lessor with seal if any

## **TECHNICAL BID**

With reference to your advertisement in the local dailies dated -----, we hereby offer the premises owned by us for housing your site Office at Sundargarh on lease basis :

### **General Information:**

a.	Name of the Building	
a.1	Door No.	
a.2	Name of the street	
a.3	Name of the City	
a.4	Pin Code	

- b. Name of the owner and address and mobile no., name of the contact person and his mobile no.

<b>Technical Information</b> (Please fill the appropriate option)	
<b>Building</b> a. Load bearing ----- b. Frame Structure ----- c. No. of floors ----- d. Floor Offered -----	
<b>Type of Building</b> a. Residential ----- b. Institutional ----- c. Industrial ----- d. Commercial -----	
Built up area of the premises in Sqft	
Building ready for occupation	Yes / No If no, how much time will be required for occupation -----

<b>Amenities available</b>	For official use
Availability of security in the building / complex	
Located on Min Road or Not	
Floor No	
No of rooms apart from hall & kitchen	
Distance from Collectorate	
Availability of DG / captive power supply, if yes give the details	
No of AC offered by Tenant	
Availability of Lift ( in case the floor is not ground)	
No. of dedicated car parking / scooter parking available	

### **Declaration**

We have studied the above terms and conditions and accordingly submit an offer and will abide by the said terms and conditions in case our offer of premises is accepted.

Place :

Date :  
seal

Name and Signature of lessor with



## **PRICE BID**

With reference to your advertisement in the local dailies, I / We offer the premises owned by us for housing your site Office at Sundargarh on the following terms and conditions:

### **General Information**

#### **Location**

a.	Name of the Building	
a.1	Plot No.	
a.2	Address	
a.3	Pin Code	
b.	Name of the owner / s	

#### **Rent**

Rent per sq.ft. per month of Built up area or lump sum per month

Floor	Carpet Area in Sqft	Rate in Rs. / Sqft	Lumpsum Amount in Rs.

Name & Signature of Lessor with seal

[ Please note that municipal taxes / cess, service charges like a society charges, maintenance charges etc. are to be borne by the landlord) and will not be paid separately by the Corporation. The service tax if levied on rent paid by us, shall be reimbursed by the Corporation to the landlord on production of such payment of tax to the Govt. Also note that stamp duty and registration charges in respect of the lease deed will be shared equally by the Corporation and lessor (viz. 50:50)

1. Mode of measurement of Built up area will be in accordance with the Indian Standard mode of measurements. Common staircases, open balconies, sanitary / electrical ducts, A.C and lift shaft will not be reckoned in the built up area measurements.
2. The floor wise area viz. First, Second and number of car parking spaces etc. with the corresponding respective rate for lease rental should be mentioned separately in the Price Bid.

Place :

Date :

Name & Signature of lessor with seal.