



भारत सरकार / Government of India

सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय / Ministry of Statistics & P. I.

राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय / National Sample Survey Office

क्षेत्र संकार्य प्रभाग / Field Operations Division



कार्यालय उप महानिदेशक, रा.प्र.स.का. (क्षे.सं.प्र.), क्षे. का., अर्बन हेल्थ सेंटर के पास, नवा वाडज, अहमदाबाद, ई-मेल: [ro\\_ahm-fod@nic.in](mailto:ro_ahm-fod@nic.in)  
O/o DDG, NSSO (FOD), RO, Nr. Urban Health Centre, Nava Vadaj, Ahmedabad-380013 दूरभाष सं. / Tel. No. 079-29752658/59  
No :D-11011/1/Surendranagar/RO/Guj(W)/2023-Admin. Date: 06.11.2023

### NOTICE INVITING TENDER FOR HIRING OF OFFICE PREMISES AT SURENDRANAGAR

Regional Office, National Sample Survey Office (Field Operations Division), Ahmedabad invites sealed Tender/ Bid for hiring of office premises for its' Sub-Regional Office in Surendranagar city for carpet area of around 1976 sq. ft. (except non-functional area). Only those parties having around 1976 sq. ft. carpet area in one building, approved for office space, may apply. The premises will be hired for an initial period of 05 (five) years, which may be renewed from time to time, if required by NSSO (FOD).

Tender document may be obtained from MoSPI website ([www.mospi.gov.in](http://www.mospi.gov.in)) under Footer Slider>Tender Notices or CPP portal ([www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app)) or from this office from 07.11.2023 to 01.12.2023. The bid shall be submitted in a single envelope containing two separate sealed envelopes for Technical and Financial bids.

The critical dates for the Tender/Bid submission and processing are as under:

|   |  |
|---|--|
| Last date of submission of bid  | 01.12.2023 (Time up to 5:00 PM)                                  |
| Technical Bid opening date  | 04.12.2023   |
| Financial Bid Opening date (Only for those bids who have qualified in the Technical Bids) | To be decided after opening of Technical bid and its evaluation. |

In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for the office, the tender will be opened on the next working day at the scheduled time.

**Note: Henceforth, any changes in the schedule/contents will not be published through newspapers and further changes will be updated only on the CPP Portal and website of the Ministry i.e. [www.mospi.gov.in](http://www.mospi.gov.in).**

*Ann Prabhakar*  
6/11/23

(Ann Evie Navina)  
SSO & Head of Office  
Regional Office, NSSO (FOD)  
Ahmedabad



Government of India  
Ministry of Statistics and Programme Implementation  
National Sample Survey Office  
(Field Operations Division)  
Regional Office, Ahmedabad

**TENDER DOCUMENTS**

Hiring of Office Accommodation  
For  
Sub Regional Office in Surendranagar City

*[Handwritten Signature]*

## INDEX

| Sr. No. | Particulars   | Page No. |
|---------|---|----------|
| 1.      | Important instructions for Bidder                               | 4-10     |
| 2.      | Criteria/ Method of Evaluation of Bid                           | 11       |
| 3.      | Proforma for submission of bid: Annexure-I                      | 12-13    |
| 4.      | Technical Bid: Annexure-II                                      | 14-21    |
| 5.      | Checklist of the documents                                      | 22       |
| 6.      | Financial Bid: Annexure-III                                     | 23       |
| 7.      | Undertaking to be filled by Owner: Annexure-IV                  | 24       |
| 8.      | Letter of authorization for attending bid opening: Annexure - V | 25       |

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Government of India  
Ministry of Statistics and Programme Implementation  
National Sample Survey Office  
Field Operations Division  
Regional Office, Ahmedabad

File No.: D-11011/1/Surendranagar/RO/Guj(W)/2023-Admin.

Date: 06.11.2023

**Important Instructions for Bidder**

SUBJECT: TENDER/ BID FOR HIRING OF OFFICE PREMISES FOR SUB REGIONAL OFFICE OF NATIONAL SAMPLE SURVEY OFFICE (FIELD OPERATIONS DIVISION) AT SURENDRANAGAR CITY- REGARDING.

Regional Office, National Sample Survey Office (Field Operations Division), Ahmedabad herein after referred to as RO, NSSO (FOD), Ahmedabad, requires an office space of around 1976 sq. ft. of carpet area (except non-functional area), for which it intends to hire premises in Surendranagar city. Only those parties having around 1976 sq. ft. carpet area in one building, approved for office space, may apply. The premises will be hired for an initial period of five years, which may be renewed from time to time, if required by RO, NSSO (FOD), Ahmedabad.

2. Offers from property dealers, real estate agents, etc. will not be entertained and therefore, they should not apply in response to this advertisement. Only owners/ Trustees of the building are eligible to apply. In case of joint ownership, offer is to be signed by all owners or by a person who is authorized to do so. An authorization letter is to be enclosed in such case.

3. The net carpet area should be in a single independent building and consisting of around 1976 sq. ft. carpet area, having an independent entrance for offered premises and parking space, along with other requirements as mentioned below:

- i. The tender will be acceptable only from the owner of the building or the persons having valid power of attorney.
- ii. The office premises should be legally free from all encumbrances. No legal disputes should be on the title of the property. If the property is owned by more than one person, then there should not be any kind of disputes between the co-owners and the title should be clear. The property should not be a break-up between different owners.
- iii. Building offered should be structurally sound and should be suitable for use as office and preferably ready to be occupied with partitions, cupboards, toilets available for exclusive use of lessee (Separate toilets for ladies & gents) etc. in place.

- iv. The successful bidder will have to undertake the required furnishing, partitioning of space with provision of lighting, and electrical work etc. **as per the requirements / specifications given by RO, NSSO (FOD), Ahmedabad** at his own cost within two months from the issue of LOI (Letter of Intent) for the hiring of the office space. It is clarified that RO, NSSO (FOD), Ahmedabad will not incur any expenditure on these heads other than removable furniture.
- v. Building offered should be located in Surendranagar city and should be well connected with public transport, preferably prime locations of the city-network.
- vi. There should be natural lighting in the campus/compound.
- vii. There should be provision of 24 hours water supply for toilets, wash basins, housekeeping, house cleaning and other purposes etc.
- viii. The net carpet area should be in a **single independent building on a single floor**.
- ix. The premises should have suitable power supply for commercial operations.
- x. The building should have sufficient free dedicated parking facilities. Earmarked parking exclusively for the hirer will be further desirable.
- xi. All building services such as physically disabled friendly, power supply, plumbing, sewerage system shall be fully operational at the time of submission of the offer by the bidder.
- xii. If the offered space is located at higher than 2<sup>nd</sup> floor then there should be lift in the building.

4. The intending parties may obtain proposal/bid documents from MoSPI website ([www.mospi.gov.in](http://www.mospi.gov.in)) under Footer Slider>Tender Notices or CPP portal ([www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app)) or from this office from 07.11.2023 to 01.12.2023. The bid shall be submitted in a single envelope containing two separate sealed envelopes for Technical and Financial bids superscribed as 'Technical Bid' and 'Financial Bid' respectively.

5. The offer / bid must be valid for a minimum period of 180 days reckonable from the date of opening of financial bid. However, based upon the requirement / situation, the validity may be extended for a mutually agreed further period as per RO, NSSO (FOD), Ahmedabad request.

6. Following **documents are to be enclosed along with the Technical Bid**:

- a. Proforma for Submission of Bids (duly signed and stamped) as per Annexure-I.
- b. Tender / offer Document (duly signed and stamped on each page) in token of acceptance of Terms & Conditions mentioned therein.
- c. Technical Bid in Annexure 'II' (duly signed and stamped on each page).
- d. Other documents as detailed in the Technical Bid i.e. Annexure 'II' (duly signed and stamped on each page). (Page no. 14 to 21)
- e. Signed and scanned copy of "Title Deed" showing the ownership of the premises with the bidder.
- f. Signed and scanned copy of an "Affidavit" from the owner(s)/Power of attorney holder that the premises offered are free from litigation/liability/pending dues and taxes.
- g. Signed and scanned copy of the approved drawings from local development authority/municipal body for the premises.
- i. Signed and scanned copy of the "Layout Plan" of the premises with exact measurement of the carpet area.



- j. Any technical bid with misrepresentation of facts or incomplete details or without mandatory documents or any other offer for an incomplete premise will be summarily rejected and their technical evaluation will not be done.
- k. Tender applications / documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected without doing their technical evaluation.
- l. The bidder should not indicate the rent details in the “Technical Bid”.

7. Bidders are required to submit the EMD/Bid Security of Rs. 25,000/- in favour of ‘Head of Office, NSSO(FOD), Ahmedabad’. The EMD may be submitted in the form of Account Payee Demand Draft or Bank Guarantee from any of the commercial Bank. If bidder fails to submit EMD alongwith Technical Bid then that bid will be rejected summarily. EMD of the unsuccessful bidders would be returned to them after award of offer of contract to successful bidder.

8. After opening the Technical Bids and before opening of the Financial Bids, the Evaluation Committee will first screen the offers and shortlist the premises qualifying the norms, mentioned in the tender documents, for physical inspection. Physical inspection of the shortlisted premises covered by the tendered bids shall be carried out by the Evaluation Committee to verify whether the offer complies with the technical specifications or otherwise.

**9. The stamp duty and registration charges in respect of the lease deed (if any) shall be paid /borne by the lessor.**

10. The premises offered should preferably be in ready to move condition and the owner of the premises will have to hand over the possession of premises within sixty days from the issue of LOI (Letter of Intent). The successful bidder will have to undertake the required partitioning of space with provision of lighting, electrical work etc. as per the requirement/specification given by RO, NSSO (FOD), Ahmedabad at his own cost within two months from the issue of LOI (Letter of Intent). It is clarified that RO, NSSO (FOD), Ahmedabad will not incur any expenditure on these heads other than removable furniture.

11. No Earnest Money or Security Deposit or Advance Rent will be given by RO, NSSO (FOD), Ahmedabad to the owner offering the premises.

12. The premises offered for rent should be fit for office use and must have the approval/ clearance from all concerned Central/ State Government Departments/ Local Authorities/ Municipal Corporation/ Fire Department etc. as may be necessary by the Local Authorities for using the building as Govt. office and should be legally free from all encumbrances. It may be noted that all such documents/clearances/certificates etc. must be attached with the technical bids.

13. Finalization of rent based on location and quality of construction and age of the building is subject to certification of Reasonability Rent (RRC/FRC) issued by CPWD and final approval/sanction by Government of India as per rules framed in this regard.



14. The Bidder should be ready to abide by the rules in this regard and submit the information desired by the concerned authorities. The lease deed including renewal deed will be executed on the prescribed Standard Lease Agreement approved by the Govt. of India.

15. Renewal of lease agreement, if required by RO, NSSO (FOD), Ahmedabad will also be subject to certification by CPWD and final approval / sanction by Government of India as per rules framed in this regard.

16. A tender having incomplete details/documents or misrepresentation of facts is liable to be rejected. The Evaluation Committee may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and completeness of the documents submitted. Submission of wrong or incomplete details/documents would render the tender form invalid.

17. Shortlisted party shall be required to sign a blank prescribed Standard Lease Agreement as a legal requirement in token of having accepted the terms & conditions thereof. In addition, a duly filled in prescribed proforma with all details/documents for fair rent assessment by CPWD shall also be submitted by the shortlisted bidder. This will however not confer any right of financial claim to the bidder and it will not be an approval of the RO, NSSO (FOD), Ahmedabad for hiring. The agreement shall be signed initially for a period of 05 (Five) years extendable for further period as per requirement. The original copy of the lease document shall be retained by the hirer.

18. Monthly rent should be quoted as per the financial bid annexed as **Annexure-III** for the initial agreement period of 05 (five) years. Bidders may note that no increase in rental charges will be allowed during the lease period. If Lease is extended-beyond 05 (five) years, percentage increase in rent would be at a rate mutually agreed upon between the parties after evaluation of rate by the CPWD and/or recommended/ approved by the Competent Authority and will not be more than the rate issued by CPWD.

19. At any time, prior to the date for submission of bids, the Office may, for any reason whether *suo motto* or in the response to the clarification requested by a prospective Bidder, modify the bid documents by amendments.

20. In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Office may, its discretion, extend the deadline for the submission / opening of bids suitably.

21. The monthly rent will start as and when possession of the fully furnished/operational building space is taken over by NSSO (FOD) with all services in place and made operational. The rent shall be paid as per the lease agreement. Deduction of tax at source will made as per applicable law.

22. The rent quoted by the bidder shall remain fixed during the entire period of lease & shall not be subjected to variation on any account. A bid submitted with an adjustable rent quotation will be rejected.



23. No extra amount will be paid towards parking, lift maintenance, repair and maintenance of office premises etc.
24. Municipality tax, maintenance charges etc. will be paid by the owner of the premises and no additional payment will be made for these expenditures. The rent will be inclusive of all these expenditures.
25. Separate meters for electricity and water etc. will be provided by owner at no additional cost. Expenditure on consumption of electricity and water etc. used on the said premises during the lease period as per the prevailing rate will be paid by RO, NSSO (FOD), Ahmedabad.
26. All the maintenance related to minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of NSSO (FOD). If the bidder fails to do so, Rs. 500/- per complaint shall be recoverable/deductible from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs. 500/- per minor complaint from the monthly rent.
27. RO, NSSO (FOD), Ahmedabad at the time during the lease period / extended lease period may make or ask for temporary alterations like partitions, office fixtures and fittings etc. to suit the requirements.
28. Terms & conditions given in this tender document are sacrosanct and shall be considered as an integral part of this offer/tender.
29. RO, NSSO (FOD), Ahmedabad reserves the right to amend any or all terms and conditions, as it deemed necessary, in accordance to the provision of Rule 173(ii) of GFR 2017.
30. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue shall be decided by Deputy Director General, Regional Office, NSSO (FOD), Ahmedabad. It is clarified that the sole arbitrator to adjudicate any dispute arising out of the proposed contract shall be nominated/ appointed by Deputy Director General, Regional Office, NSSO (FOD), Ahmedabad and the nominated/ appointed person will be Gazetted Officer. Apart from this, all legal matters/issues arising out of the proposed contract shall be within the jurisdiction of Competent Court at Ahmedabad only.
31. The assessment of reasonable rent will be done by the office of the CPWD which is the Competent Authority to issue Rent Reasonableness Certificate (RRC), also called Fair Rent Certificate.
32. Participation in the tender process does not entail the bidders any commitment from RO, NSSO (FOD), Ahmedabad. RO, NSSO (FOD), Ahmedabad will not be liable for any damage / loss caused to the bidders due to tendering process. RO, NSSO (FOD), Ahmedabad reserves the right to reject any/all offers without assigning any reason.





33. The bid shall contain no liner-lineation, ensures or overwriting except as necessary to correct errors made by the bidder in which case, the person or persons signing the bid shall sign such corrections with date.

34. The interested service providers/ agencies may submit the bid in single envelope containing separate sealed envelopes for Technical and Financial bids. The bid in Sealed Cover- superscribed as **“TENDER/ BID FOR HIRING OF OFFICE PREMISES FOR S.R.O. OF N.S.S.O. (F.O.D.) IN SURENDRANAGAR CITY”** should be submitted to the “Head of office, Regional Office, NSSO (FOD), Nr. Urban Health Centre, Nava Vadaj, Ahmedabad-380013” **on or before 17.11.2023 at 17:00 hrs. EMD is to be kept alongwith Technical Bid.** No Bid will be accepted after last date of receipt of the Bid.

35. Financial Bid and Undertaking may be submitted in the prescribed Proforma annexed as **Annexure-III and IV** respectively. Financial bids will be opened of those bidders only who are found qualified in evaluation of technical bid.

**36. Technical Bids will be opened on 04.12.2023 at 11:00 hrs.** in the office premise of this office. If interested Proposer/ Owner or authorized representative of the building wants to remain present at the time of opening the bids, he/ she may submit duly filled in **Annexure-V.**

37. The bidder shall bear all costs associated with the preparation & submission of the bid. The Office will in no case, be responsible or liable for these costs, regular of the conduct or outcome of the bidding process.

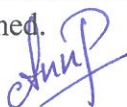
38. The bidder is to ensure the delivery of the bids at the correct address. The Office shall not be held responsibility for delivery of bid to the wrong address.

39. Tenders will not be accepted after the specified date and time of submission of the tender and the same shall be rejected and returned unopened to the bidder. It is the sole responsibility of the tenderer that he should ensure timely submission of the tender.

40. Postponement of tender opening: In case it is considered necessary to postpone the opening date of tenders, it will be put-up on the notice board of this office.

41. In case the date fixed for opening the bids of the tender is declared as holiday subsequently by the Government of India, the revised date and time for opening the bids will be notified. However, in the absence of any such notification, the bids will be opened on the next working day at the same time and venue as notified earlier.

42. Clarification of bids by the office: to assist in examination, evaluation & comparison of bids, the Office at its discretion ask the bidder for clarification of its bid. However, no post-bid clarification at the initiative of the bidder shall be entertained.



43. Any efforts by bidder to modify his bid or influence the Office in the Office's bid evaluation, bid comparison, etc. shall result in the rejection of the bid.

44. Bidder/Proposer will not be allowed to modify or withdrawal the bid subsequent to the submission of bids.

*Ann Evie Navina*  
6/11/23

(Ann Evie Navina)  
SSO & Head of Office  
Regional Office, NSSO (FOD)  
Ahmedabad

**CRITERIA/ METHOD OF EVALUATION OF BID**  
**FOR HIRING OF OFFICE ACCOMODATION ON LEASE BASIS**

1. Offers to be submitted in two bid system-Technical bid and Financial bid in separate sealed envelopes will only be considered for evaluation by this office. EMD of Rs. 25,000/- in the form of Account Payee Demand Draft or Bank Guarantee is also to be enclosed alongwith Technical Bid.
2. Evaluation Committees shall screen the offers received with reference to parameters given in tender documents.
3. Any technical bid with incomplete details or without mandatory documents/EMD or any offer for incomplete premises will be summarily rejected and **their technical evaluation will not be done.**
4. Tender applications/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected without doing their technical evaluation.
5. Evaluation Committee will shortlist premises qualifying the norms mentioned in the tender documents.
6. Shortlisted premises shall be inspected by Evaluation Committee.
7. Evaluation Committee will evaluate the shortlisted premises based-on-the norms mentioned in bid documents and inspection.
8. Any kind of misrepresentation of facts/ incompleteness of the documents observed by the Evaluation Committee will render the bid defective and the same shall be rejected without doing its technical evaluation.
9. In Financial Evaluation of the technically qualified bids, the bidder/ proposer who quoted the Lowest (L-1) price (as mentioned at sr. no. 4 in the table of the Financial Bid annexed as Annexure-III) will be selected for the award of bid/ offer and is also cleared that the lowest of L1 price quoted by successful bidder and minimum of rent mentioned in FRC provided by CPWD will be the rent during the lease period which will remain same throughout the lease period.
10. Evaluation Committee reserves the right of recommendation for acceptance or rejection of any bid.



### Proforma for Submission of Bid

To

The Head of Office,  
Regional Office,  
National Sample Survey Office,  
(Field Operations Division),  
Ahmedabad - 380013

Sub: Proposal for Hiring of Office Premises for the Sub-Regional Office, National Sample Survey Office (Field Operations Division), Ministry of Statistics & Programme Implementation, Government of India in SURENDRANAGAR city.

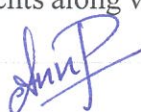
Sir,

I have read and examined in detail all the Formats pertaining to the above-mentioned proposal, kindly find enclosed filled in prescribed formats as per your requirement.

2. Correspondence details:

|    |   |  |
|----|---|--|
| 1. | Name of the applicant/ applicant Company:   |  |
| 2. | Address:  |  |
| 3. | Name, designation & address of the person to whom all references shall be made in case of applicant is a Company: |  |
| 4. | Telephone (with STD code):  |  |
| 5. | Mobile No. of the contact person:   |  |
| 6. | E-mail of the contact person:   |  |

3. We have enclosed all the Documents along with the Technical Bid as per Checklist.



4. We have enclosed EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) in favour of 'Head of Office, NSSO(FOD), Ahmedabad. The details of EMD is as below:

| EMD Amount   | EMD in the form of... (A/c A/c Payee Demand Draft or Bank Guarantee) | Details (Name of Bank, Date etc.) of EMD(A/c A/c Payee Demand Draft or Bank Guarantee) |
|--------------|--|--|
| Rs. 25,000/- |  |  |

5. Financial Bid alongwith Undertaking has been submitted in separate sealed envelope superscribed as 'Financial Bid'.
6. I/ We hereby declare that my/ our Proposal is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

Signature and stamp of the owner/ bidder/authorized signatory with complete name, address, contact No.(s), including Mobile No.(s) (also indicate the category in which signing, whether on his own behalf of as power of attorney signatory of the owner)  
Name: .....

Date:

Place:

Witness:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**SUBJECT:** TENDER/BID FOR HIRING OF OFFICE PREMISES FOR NATIONAL SAMPLE SURVEY OFFICE – FILED OPERATIONS DIVISION, SUB – REGIONAL OFFICE, SURENDRANAGAR— Reg.

**TECHNICAL BID**

|   |  |
|---|--|
| <p><b>LOCATION AND ADDRESS (including floor number) OF THE PROPERTY OFFERED FOR RENT:</b></p> |  |
| <p><b>CARPET AREA* OFFERED FOR RENT:</b></p>  |  |

\*Only Carpet area to be mentioned and not the super built up area



| Sr. No. | Particulars   | Remarks Particulars   | Details by Proposer |
|---------|---|---|---------------------|
| 1.      | Name of person/party submitting the Proposal (hereafter referred to as the Proposer); Permanent Account Number (PAN); whether assessed to tax and if so, particular thereof:        | Attach authority with regard to authorization for submitting the bid.<br>Attach copy of PAN card of Proposer. |                     |
| 2.      | Status of the Proposer (Individual/ Partnership Firm/Company/Society/ Any other(specify):   | In case of other than Individual, attach proof of status.   |                     |
| 3.      | Name of the person/party holding title to the property (hereafter referred to as the owner) Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof: | Attach copy of the conveyance deed to prove the ownership of person.<br>Attach copy of PAN card of owner.     |                     |
| 4.      | Status of the owner (Individual/ Partnership Firm/ Company/ Society/ Any other(specify):  | In case of other than Individual, attach proof of status.   |                     |
| 5.      | Whether the Proposer is himself the owner of property offered on rent or power of Attorney/ duly Authorized signatory of owner (specify clearly)?                                   | Attach attested copy of power of attorney, if applicable.   |                     |
| 6.      | Contact details of the Proposer:  |   |                     |
| 6.01    | Name:   |   |                     |
| 6.02    | Complete Postal Address:  |   |                     |
| 6.03    | Telephone Nos. with STD code including Mobile Number:   |   |                     |
| 6.04    | E mail id of the person at Sl. No.1 and any other responsible person:   |   |                     |

*Handwritten signature in blue ink.*

|      |   |   |  |
|------|---|---|--|
| 7.   | Contact details of the owner (if different from Proposer):  |   |  |
| 7.01 | Name:   |   |  |
| 7.02 | Complete Postal Address:  |   |  |
| 7.03 | Telephone Nos. with STD code, including Mobile Number:  |   |  |
| 7.04 | Fax Nos. with STD code:   |   |  |
| 7.05 | E mail id of the person at SI. No.7 and any other responsible person:   |   |  |
| 8.   | Details of property offered:  | Give complete details of the property offered for rent.   |  |
| 8.01 | Location & Address of the property:   | Give complete details of the property.  |  |
| 8.02 | Land use of the property as on date:  | Attach documents  |  |
| 8.03 | Details of allowed FAR as per Building Control Norms and Constructed Area:  | Attach document. In case any extra area other than the allowed FAR has been constructed, furnish details thereof. |  |
| 8.04 | Whether the area offered for rent is under the allowed FAR or not?  | Give details/ documents.  |  |
| 8.05 | Year of construction of the building as per record of Surendranagar Municipal Corporation:                        | Attach documents.   |  |
| 8.06 | Whether the property having "Commercial Use" to be used for office purpose is permissible by competent authority? | Attach document to prove.   |  |

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|------|--|--|--|
| 8.07 | Whether it is an independent property for exclusive use by the NSSO- FOD, SRO-SURENDRANAGAR without sharing with any other use. If not, give details of tenants/proposed tenants. (The Proposer may be required to furnish copy of lease agreement with other tenants, if called for): | Give details.  |  |
| 8.08 | Carpet area offered (excluding underground/ covered parking areas) (in Sq. Ft.):   | Attach typical floor number and plan of the building highlighting the area offered for rent. |  |
| 8.09 | Total plot area of the property where office is offered (complete land area including open spaces, constructed are within the boundary of property offered on rent) (in Sq. Ft.):  | Attach approved layout plan.   |  |
| 8.10 | Open area (Unallocated Parking space, garden etc.):  | Give details.  |  |
| 8.11 | Whether parking space for car/ vehicles is available? Public parking spaces on road or any other nearby public area will not be counted for this purpose. Details of covered underground parking space (if any) and open parking space may be indicated separately:                    | Give details.  |  |
| 8.12 | Motorable distance of the property from Surendranagar Railway Station:   | Attach Google Map Showing distance.  |  |
| 8.13 | Walking distance from nearest Bus Stand:   | Attach Google Map Showing distance.  |  |
| 8.14 | Width of approach road to the property:  | Give details.  |  |

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|------|--|--|--|
| 8.15 | Whether Ramp at the Ground Floor is available for the disabled / divyangjan?   | Give details (Yes/No).   |  |
| 8.16 | Details regarding natural light and proper ventilation:  | Give details.  |  |
| 8.17 | Whether Municipal Assessment of property / house have been done. (enclose documentary proof for the same):   | Attach documents.  |  |
| 8.18 | Whether all government dues including property tax, electricity, telephone, water bills etc. have been duly paid up to date. (enclose documentary proof for the same):             | Attach documents. With regard to Municipal/ Property Tax, attach copy of latest bill and receipt for payment of tax. |  |
| 8.19 | Whether the property is physically vacant and available for immediate possession?  | Give details.  |  |
| 8.20 | Give number of parking space available for four and two wheelers separately:   | Give details.  |  |
| 8.21 | Details of the toilet facilities (Ladies and Gents separately) available on offered floor (give details of common toilet facilities as well as attached toilet facilities) if any: | Give details.  |  |
| 8.22 | Number of lifts if available in the building.  | Give details.  |  |
| 8.23 | Details of available fire safety and security measures. Furnish a fire safety certificate of the concerned Fire Department:  | Give details. Attach documents.  |  |
| 8.24 | Whether suitable power supply for commercial operation is available?   | Give details.  |  |

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|      |   |               |   |
|------|---|---------------|---|
| 8.25 | Whether power back up provided. If yes, give details including its capacity:  | Give details. |   |
| 8.26 | Any other facility available in the proposed property such as Canteen room, Dedicated RO drinking water, Conference Room, and other recreational facilities etc.:   | Give details. |   |
| 8.27 | If installed, details of Solar Power system installed in the building:  | Give details. |   |
| 9.   | Have you enclosed following documents along with this offer?  |               | (Yes/No/NA).<br>If yes, enclose copy of relevant documents. |
| 9.01 | Copy of title of the property, its layout plan, duly approved by the competent authority/ Govt. as the case may be:   |               |   |
| 9.02 | If Proposals being as power of Attorney of owner. Copy of duly constituted power of Attorney.<br>If Proposals being as Authorized signatory of company/ partnership firm, Resolution/ Authority letter etc.:  |               |   |
| 9.03 | If the owner or the Power of Attorney of the owner is a partnership firm of a company/ society etc. copy of partnership deed or Memorandum/ Articles of Association of the Company/ Registration Certificate/ Bye Laws etc. of the society. Board Resolution (If Proposals being as power of Attorney, copies of these documents of both the owner and power of Attorney need to be submitted): |               |   |
| 9.04 | If Proposer is power of Attorney holder of the owner, copy of duly constituted power of Attorney.<br>If Proposer is authorized signatory of company/ partnership firm, copy of requisite Board Resolution/ Authority Letter, etc.:  |               |   |

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|       |  |               |  |
|-------|--|---------------|--|
| 9.05  | If the Proposer of the owner is a partnership firm or a company/society etc., copy of the partnership deed of the firm, or Memorandum/ Articles of Association of the company, Registration Certificate/ Byelaws etc. of the society, along with Board Resolution (If Proposaling as Power of Attorney, copies of these documents of both the owner and power of Attorney need to be submitted): |               |  |
| 9.06  | Any other relevant documents (please specify):   |               |  |
| 10.01 | Whether the space offered has partitions?  | Give details. |  |
| 10.02 | Time required for completing the internal wall partitions and other finishing works as per Department's requirements:  | Give details. |  |
| 11.   | Further general details relating to the building/Location:   |               |  |
| 11.01 | Whether the proposed property/ building is free from all encumbrances, claims, litigations etc.? If yes, attach copies of relevant certificates. If not, give details of the nature and status of the encumbrances, claims, litigations etc.:  | Give details. |  |
| 11.02 | Whether the offered premises has dedicated and exclusive entrance for exclusive use by the NSSO(FOD), SRO- Surendranagar without sharing with any other user?  | Give details. |  |
| 11.03 | Year of Construction, specify whether the said building was given on lease/ hire of occupied earlier? If yes furnish details along with vacation by the earlier lessee:  | Give details. |  |
| 11.04 | Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been imposed by Govt. or other authorities:  | Give details. |  |

*Handwritten signature*

|       |  |                |  |
|-------|--|----------------|--|
| 11.05 | Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation:  | Give details.  |  |
| 11.06 | Whether the premises have extra storage facility? If Yes, give details.  | Give details.  |  |
| 12.   | Building management — Please provide full details of the building management company (if any) including its ownership structure and whether the management service is in-house or outsourced:                                |                |  |
| 13.   | Electricity- 1.5 KVA per 100 square feet (3 Phase) would be the minimum electrical load for internal office consumption, which would be procured by the Owner/Proposer:  |                |  |
| 14.   | Signage- NSSO (FOD) requires the right to use its logo and graphics/ signage or display board/ bill board etc. at the entrance to its premises and within the premises including rooftop or any other place of the building. | Give comments. |  |
| 15.   | List of documents which are required in the above column but not enclosed with:  |                |  |

\*Enclose documents whether required.

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I ..... son of Shri..... solemnly declare to the best of my knowledge and belief, the information given above and, in the enclosure, accompanying it, is correct, complete and truly stated.

Yours faithfully,

Signature and stamp of the Authorized signatory

Name:

Designation:

Place:

Date:



| CHECKLIST OF DOCUMENTS/EMD TO BE SUBMITTED ALONGWITH PROPOSAL |  |
|---|--|
| S. No.  | Particulars / Description of Documents   |
| 1   | Permanent Account Number (PAN)   |
| 2   | Conveyance Deed / Title Deed of the Owner  |
| 3   | Status Document in case of non-Individual (CIN Certificate, Partnership Deed, MOA, etc.) |
| 4   | Copy of Power of Attorney (In case of delegation of rights by Owner)                     |
| 5   | Supportive documents for FAR within prescribed norms by Local Authorities                |
| 6   | Copy of Floor Plan approved by Local Authorities   |
| 7   | Supportive documents for permissibility for Commercial (Office) use by Local Authorities |
| 8   | Copy of Layout Plan Approved by Local Authorities  |
| 9   | Supportive documents for Municipal Assessment for Tax purpose                            |
| 10  | Proof of payment for all dues up to latest month (Electricity, Water and Taxes, etc.)    |
| 11  | Fire Safety Certificate from concerned Fire Department                                   |
| 12  | Non-Encumbrance Certificate  |
| 13  | EMD/Bid Security of Rs. 25,000/- in favour of 'Head of Office, NSSO(FOD), Ahmedabad'.    |

*[Handwritten Signature]*

**SUBJECT: TENDER/BID FOR HIRING OF OFFICE PREMISES FOR NATIONAL SAMPLE SURVEY OFFICE –FIELD OPERATIONS DIVISION AT SURENDRANAGAR**

**FINANCIAL BID**

- A. Name of the party: .....
- B. Address (with Tel. No. & Fax No. and E-mail id):  
.....  
.....
- C. PAN: .....
- D. Name & Address of the owners, proprietor, Partners/Directors (with Mobile Number):  
.....  
.....

| Sr. No. | Brief Description   | Carpet Area in sq. ft. | Rate Quoted per Sq. ft. of Carpet Area | Amount per month including Maintenance and Property/ Municipal tax (Rs.) |
|---------|---|------------------------|--|--|
| (a)     | (b)   | (c)                    | (d)                                    | (e)= (c) x (d)   |
| 1.      | Property for office space   |                        |  |  |
| 2.      | Goods and Services Tax @.....% (mandatorily mentioned if applicable)        |                        |  |  |
| 3.      | Total amount per month including GST(in figures) (sr. no. 1+ sr. no. 2)     |                        |  |  |
| 4.      | Total amount per month including GST (in words) of sr. no. 3:.....<br>..... |                        |  |  |

It is clearly stated that the owner should provide the space to the tenant with basic finishing's which include painted walls, electrical panels and outlets, tiled floor, plastered ceiling with basic lighting, finished bathrooms and fire safety systems etc.

Carpet area means area of premises less/excluding passage, walls / columns, staircase, verandah, lobby, balcony etc.

Rate should be quoted in **figure and words** without any error or correction /overwriting. In case of any inconsistency between figures and words, the amount mentioned in words shall prevail.

Date: .....

.....  
Signature and stamp of the owner / bidder / authorized signatory with complete name, address, contact No.(s), including Mobile No.(s) (also indicate the category in which signing, whether on his own behalf of as power of attorney signatory of the owner)



**UNDERTAKING TO BE FILLED BY THE OWNER**

|   |  |  |
|---|--|--|
| 1 | Name of the Owner  |  |
| 2 | Address of the premises offered on rent  |  |
| 3 | Address at which the owner is to be contacted  |  |
| 4 | Plinth Area of the portion to be given on rent   |  |
| 5 | Carpet Area of the portion to be given on rent   |  |
| 6 | Minimum Rent acceptable  |  |
| 7 | Facilities available in the premises for use (like separate toilet, electric meter, water supply, parking space) |  |
| 8 | Any other Information for consideration  |  |

*\*No item/column in above/table should be left blank.*

I am willing to rent out premises as indicated in item 2 above to **Sub Regional Office, National Sample Survey Office (Field Operations Division), Surendranagar** and I am willing to accept either the rent quoted by me at item 6 above or the rent fixed by C.P.W.D. on the basis of recognized principal of valuation i.e. on the basis of the present value of the property whichever is less.

I am also willing to sign a Lease Agreement in the form prescribed by Government for a period of Five Years.

A Copy of the Sketch Map / Floor Plan / lay out of the premises to be let out is enclosed herewith.

Place:

Date:

Signature: .....

(Owner of the Building at Sr. No. 2 above) Name: .....

Contact Number: .....





**LETTER OF AUTORISATION FOR ATTENDING BID OPENING**

Subject: Authorization for attending bid-opening on ..... (date) for tender for office accommodation on lease rental basis for office of Sub Regional Office, NSSO (FOD), Ministry of Statistics & Programme Implementation, Government of India in Surendranagar.

Mr./Mrs./Ms. ....is hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder).

**Specimen signature of the authorized person:.....**

.....

Signature of bidder or

Office authorized to sign the bid

Documents on behalf of the bidder

Name: .....

