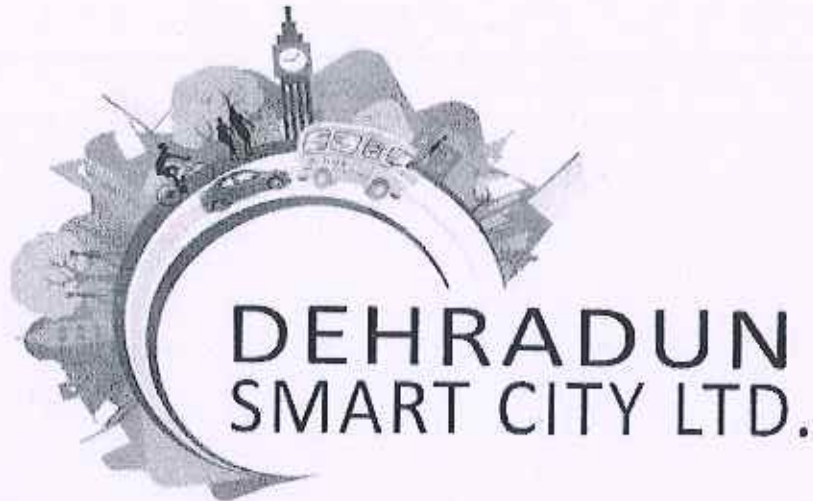


REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSAL FOR OFFICE SPACE FOR

DEHRADUN SMART CITY LIMITED

THROUGH E-PROCUREMENT



DEHRADUN SMART CITY LIMITED (DSCL)

777, Saatvik Tower, Rajender Nagar,
Kaulagarh Road, Dehradun, 248001, Uttarakhand, India
Ph: 0135-270894, Fax: 0135-2750817

RFP No: 1211/DSCL/O3/Acc./2021-22

Issued on: 17/12/2021



DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of Dehradun Smart City Limited or any of its employees or Transaction advisors, is provided to Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

This RFP document is not an Agreement and is not an offer or invitation to any other party. The purpose of this RFP document is to provide the Bidders with information to assist the formulation of their Bid submission. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons and it is not possible for DSCL and their employees or Transaction advisors to consider the investment objectives, financial situation and particular needs of each Bidder. Certain Bidders may have a better knowledge of the proposed Project than others. Each recipient must conduct its own analysis of the information contained in this RFP document or to correct any inaccuracies therein that may appear in this RFP document and is advised to carry out its own investigation into the proposed Project, the legislative and regulatory regimes which applies thereto and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Project.

DSCL and their employees and Transaction advisors make no representation or warranty and shall incur no liability under the Law of Contract, Tort, the Principles of Restitution or unjust enrichment or otherwise for any loss, expense or damage, accuracy, reliability or completeness of the RFP document, which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP document, the award of the Project, the information and any other information supplied by or on behalf DSCL or their employees, any consultants or otherwise arising in any way from the selection process for the Project.

DSCL may in its absolute discretion, but without being under any obligation to do so, can amend or supplement the information/clauses/articles in this RFP document. The information that DSCL is in a position to furnish is limited to this RFP only. The information contained in the RFP must be kept confidential. Mere submission of a responsive Bid/ Bid does not ensure selection of the Bidder as Contractor.



NOTICE INVITING TENDER-IMPORTANT DATES

Sl. No.	Activity	Duration
1.	Bid Ref No.	<u>A24/DSCL/O3/Acc./2021-22</u>
2.	Availability of Bid Documents	The Bid documents for this work shall be available from website http://uktenders.gov.in from <u>18/12/2021</u> at 1200 Hours to <u>03/01/2022</u> up to 1300 Hours.
3.	Contact Person	1. Mr. Abhishek Kumar Anand, (Finance Controller), Mob: +91 8449092728. 2. Mr. Sandeep Virmani, Expert (Finance & Accounts), Mob: +91 9837276763
4.	Date & Time of Uploading/ Publishing on Website	<u>18/12/2021, 1100 Hours</u>
5.	Last date for downloading of Bid document from the E-procurement portal http://uktenders.gov.in and/or http://smartcitydehradun.uk.gov.in	<u>03/01/2022 up to 1300 Hours</u> . The scan copy of the RFP document fees (Non-Refundable), Bid Security Declaration, Affidavit & Technical bid shall be uploaded on the e-procurement website.
6.	Last date and time for Bid submission/ uploading of Bid in E-procurement	<u>03/01/2022 up to 1500 Hours</u>
7.	Submission of original documents i.e. RFP document fees (Non-Refundable), Bid Security Declaration, Affidavit and Technical bid	<u>03/01/2022 up to 1700 Hours</u> Address for submission of original documents: Dehradun Smart City Limited, 777, Saatvik Tower, Rajender Nagar, Kaulagarh Road, Dehradun, 248001, Uttarakhand, India, Ph: 0135-2750894, Fax: 0135- 2750817
8.	Time and date of opening of Technical Bids	The Technical Bids will be opened online by the committee of DSCL on <u>09/01/2022</u> at 11 Hours in DSCL office.
9.	Date and time of opening of Financial Bids	Shall be informed later to technically qualified Bidders

NOTICE INVITING TENDER -IMPORTANT DATA

Bid Ref No.	<u>1211/DSCL/O3/Acc./2021-22</u>	
Organization Name	Dehradun Smart City Limited (DSCL)	
Name of Work	Request for Proposal for Office Space for Dehradun Smart City Limited through e-procurement	
Bid Type	Item Rate Mode	
Bid Currency	Indian National Rupees (INR) Only	
Payment Details	Bid validity period	120 days (Extendable) from the last date of Bid submission
	RFP Document Fees (Non-refundable)	INR 5000/- plus GST (Indian Rupees Five Thousand Only plus GST) in the form of Demand Draft drawn in favor of "Chief Executive Officer, Dehradun Smart City Limited", payable at Dehradun OR online payment
	Bid Security Declaration	Bid Security Declaration: The Consultant will have to submit "Bid Security Declaration" in the format attached as FORM - 2, in the RFP.
Addendum/Corrigendum	Any Addendum/Corrigendum will be published on website http://uktenders.gov.in and/or http://smartcitydehradun.uk.gov.in	



For any further information, bidder may visit DSCL office in any working day between 10:00 am - 5:00 pm.

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Instruction to Bidders:

1. The location of the space can be anywhere in Dehradun City. However, Preference shall be given to the space near Dehradun Secretariate.
2. The space/property should not have any pending Litigation. In this regard, the bidder should submit an oath letter on a notarized stamp paper of Rs. 100/- value.
3. The requirement of the Raw Office Space is Minimum 9,000 Sq. ft. (approx.). The actual requirement of the space can be increased or decreased as per the decisions of DSCL. Accordingly rent may increase or decrease on pro-rata basis.
4. Ceiling limit for rent is the rate as decided by District Magistrate, Dehradun in essential certificate. The amount for electricity, maintenance (cleaning, minor damages etc.), water shall be paid extra at actual by the DSCL.
5. There should be availability of the telephone line etc. in the property.
6. The bid validity shall be of 120 days (Extendable) from the last date of submission of bid.
7. Bids from intermediaries or brokers will not be entertained. Owner with map (MDDA or Govt. approved) of his property shall submit the proposal. Certified copy need to be submitted.
8. A committee from DSCL shall inspect the properties of the Bidders before the financial bid opening. ***The financial bids of those bidders shall be opened which will be found suitable by the committee.*** The letter of acceptance shall be given only after the satisfactory inspection of the house/property and approval of DSCL.
9. The bidder should ensure availability of all Fire Safety Norms in the building premises as per standard guidelines of the Government at their own cost.
10. There should be parking space available for at least 10 to 15 Cars and 15 to 20 Two-Wheelers.
11. If the space is in 2nd Floor or above, there should be availability of lift preferably.
12. The premises should have good frontage and proper access to road.
13. The particulars of amenities provided / proposed to be provided in the premises(within the rent) should be furnished in the technical bid.
14. The selected bidder shall arrange for repairs and maintenance, white washing / color washing/ OBD painting / painting/ polishing to doors, windows etc. as and when informed by DSCL.

15. For calculation of sq. ft., map approved by MDDA shall be considered.
16. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within 10 working days after the acceptance of their offer by DSCL. The premise has to be clean, properly painted & should be in habitable condition while taking over the possession.
17. The registry charges of the agreement shall be borne by the bidder at their own expenses.
18. Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the rent period. The water bill shall be paid by the DSCL on actual /pro-rata basis on submission of original water bill for the space/property provided.
19. Electricity:
 - a. The building should have sufficient electrical / power load sanctioned and made available to the Purchaser.
 - b. If required, additional electric power will have to be arranged by the selected bidder at his cost from the energy suppliers.
 - c. The owner shall provide electricity meter by Uttarakhand Power Corporation Limited (UPCL) at its own cost to the client.
 - d. Electricity charges shall be paid to the owner by the DSCL as per actual on submission of original bill from UPCL.
20. There should not be any water logging inside the premises and surrounding areas.
21. Addition & alteration works: During the period of tenancy, if the client desires to carry out any addition & alterations works at its own cost as per their requirement, the selected bidder will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. The client shall not borne any expenditure incurred by the bidder for getting any clearances/licenses etc. from any Government Authority.
22. The purchaser reserves the right to accept or reject any or all the bids without assigning any reason thereof.
23. The premises shall be freehold (approved by MDDA) or leasehold. Proof of leasehold document, verified copy of lease document need to be attached. They have to submit the proof of registration along with copy of their PAN card issued by Income Tax Department along with their quotation. The bidder should also submit the ITR of the last two (2) financial years in the technical bid. Certified Copy need to be attached.
24. The papers related to ownership or leasehold of the Land/Mutation Documents/property etc. should be provided in the Technical Bid.



25. All the pages of the special conditions of contract are to be signed by the authorized signatory. The purchaser reserves the right to reject the incomplete quotations or in case where information submitted / furnished is found incorrect or misleading.
26. There should not be any deviation in terms and conditions as have been stipulated in the tender documents failing which the bid may be treated as Non-Responsive.
27. House-tax/Property Tax shall be paid by the bidder at their own cost to the government as applicable.
28. The agreement with the successful bidder may be terminated by either DSCL or the bidder by giving 3 months' notice period.
29. The DSCL will not be responsible for any damage to the property resulting due to any natural/man-made disaster. The repair and maintenance cost caused due to the same shall be borne by the selected bidder.
30. The furnishing of the raw space shall be done by the DSCL at their own cost. The assets installed/deployed by the DSCL shall be the property of the DSCL only and the same shall be taken by them while at the termination of the agreement. Any support required during the fitments will be provided by the owner.
31. For the opening of technical and financial bids, representative of bidders should carry the authorization letter.
32. Canvassing in any form will disqualify the bidder.
33. The premises offered by bidder shall be leakage proof and the building should be a safe & secure structure.
34. Tender invited initially for the period of 2 years which is extendable subject to requirement of DSCL and approval of competent authority.
35. The escalation of lease rent after 2 years (if any) shall be @ 5% of the rent.

Signature of the Authorized Signatory/Bidder

Name of Signatory/Bidder:

Address:

Contact No.



**Hiring of Raw Office Space for
Dehradun Smart City Limited (DSCL) Dehradun**

**FORM – 1
Technical Bid**

A Tender Fees Details (DD/Online)		
1	Demand Draft/RTGS No.	
2	Demand Draft/RTGS Date	
3	Name of the Bank	
B Bidder's Description		
1. Details of Owner/Firm/Proprietor/Agency		
1.1	Name of Owner/Firm/Proprietor	
1.2	Address of Owner/Firm/Proprietor	
1.3	Contact details of Owner/Firm/Proprietor Contact Number Telephone No. Mobile No. Email ID	
2. Details of Location & Address of Office space offer		
2.1	Address of office space	
2.2	Landmark of office space	
2.3	Name of main road/distance from main road	
2.4	Attach layout drawings of the office premises	



3. Attached infrastructure and amenities of the office space offer (if any)		
3.1	Total available space in Sq. ft.	
3.2	Total No. of Floor provided (with floor no)	
3.3	Is there WC/Toilet facilities available	
3.4	Is there lift facility available	
3.5	Is there car parking facilities and how much car parking capacity	
3.6	Is there electricity connection allotted (Kilowatt)	
3.7	Is there regular water supply facility available	
3.8	Is there Fire Fighting System facility available.	
3.9	Is there power backup facility available e.g. Diesel Generator/ Inverters/ Solar system etc. and how much capacity?	
3.10	Year of Construction: Last maintenance status (if any):	
3.11	Additional infrastructure /Amenities if any	
3.12	Additional information (if bidder wants to provide)	

Signature of the Authorized Signatory/Bidder

Name of Signatory/Bidder:

Address:

Contact No.

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Financial Bid Bill of Quantities (BOQ)

Bill of Quantities (BOQ)

"The Price Bid BOQ is documented separately and can be downloaded from e-procurement portal <http://uktenders.gov.in> along with the RFP document. The price bid BOQ in EXCEL FORMAT which is available on <http://uktenders.gov.in> website should be completely filled and should be uploaded as a part of the bid without which the bid shall be treated as "NON-RESPONSIVE". The bidder has to quote the prices *EXCLUSIVE OF GST*.



FORM - 2
Bid-Security Declaration

Date: *[insert date (as day, month and year)]* Bid No.: *[insert number of bidding process]*

To: *[insert complete name of the Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Security Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Borrower for the period of time of *Five (5) years* starting on the date that we receive a notification from the Employer, if we are in breach of our obligation(s) under the bid conditions, because we

- a) have withdrawn our Bid during the period of bid validity specified in the Instruction to Bidders; or
- b) do not accept the correction of errors in accordance with the Instruction to Bidders; or
- c) having been notified of the acceptance of our Bid by the Employer during the period of bid validity, (i) fail or refuse to execute the Contract, if required, (ii) fail or refuse to furnish the Performance Security (if any), in accordance with the Bid Data Sheet.

We understand this Bid-Security Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) 45 days after the expiration of last date of Bid validity.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid-Securing Declaration]*

Name: *[insert complete name of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of *[insert complete name of the bidder]*

Dated on _____ day of Corporate Seal *[where appropriate]*



FORMAT FOR AFFIDAVIT FOR CORRECTNESS OF BID

(To be given by the Bidder on non-judicial Stamp Paper of Rs. 100/-)

I S/o , Resident of the
..... (Insert designation) of the (Insert name of the Bidder), do solemnly affirm and state as under:

1. That I am the authorized signatory of.....(insert name of company) (hereinafter referred to as "Bidder") and I am duly authorized by the Board of Directors of the Bidder to swear and depose this Affidavit on behalf of the bidder.

That I have submitted information with respect to our eligibility for the (hereinafter referred to as "Project") and I further state that all the said information submitted by us is accurate, true and correct and is based on our records available with us.

2. That I hereby affirm to furnish any information, which may be requested by Authority to verify our credentials/information provided by us under this Bid and as may be deemed necessary by Authority.

3. That if any point of time till the completion of all the contractual obligations, in case Authority requests any further/additional information regarding our financial and/or technical capabilities, or any other relevant information, I shall promptly and immediately make available such information accurately and correctly to the satisfaction of Authority.

4. That I fully acknowledge and understand that furnishing of any false or misleading information by us in Bid shall entitle us to be disqualified from the tendering process for the said Project. The costs and risks for such disqualification shall be entirely borne by us.

5. That, we fully acknowledge and understand that in case any false or misleading information, as furnished by us in our Bid, is found at a later stage after the signing of the Contract Agreement amongst Authority and (Insert name of organization), it shall entitle DSCL to terminate the said signed Contract Agreement between the Parties. The costs and risks for such termination shall be entirely borne by us.

6. That all the terms and conditions of the Tender Document have been duly complied with.

VERIFICATION:

I, the above named deponent, do verify that the contents of points 1 to 7 of this affidavit are true and correct to my knowledge. No part of it is false and nothing material has been concealed.

Verified at on this.....day of....., 2021.

Witness-1

Witness-2

Authorized Signatory



Checklist for Technical Bid

S. No.	Particulars	Yes/No	If Yes, Page No.
1	RFP Document Fees		
2	Bid Security declaration/EMD (As per latest financial GO- 121(1)/XXVII(7)/21-32/2007 Dated 29/04/2021)		
3	Affidavit of Correctness of Bid		
4	Authorization letter (If applicable)		
5	Technical bid (Form-1) duly filled and signed		
6	Copy of PAN CARD issued by income tax department with copy of income tax returns for the last two FY (Financial Year)		
7	Copy of GST Registration Certificate		
8	Copy of Registry Document		
9	Copy of Self Declaration regarding ownership/ leasehold of property on Rs. 100/- Stamp Paper		
10	Copy of Mutation Document (If applicable)		
11	Copy of MDDA/Govt. approved map of property		
12	Copy of Aadhar Card		
13	Copy of Voter ID Card		
14	Oath letter for No-Litigation on property		
15	Copy of last paid electricity/water/other bills		
16	Copy of last paid property tax bill.		
17	Any other relevant document		

Note: The copy of all the supporting documents should be self-attested by the bidder and submit in their Technical Bid.

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