



## Regional Office

**Uttarakhand Environment Protection and  
Pollution Control Board  
Chamunda Complex, Ram Nagar Road, Kashipur  
www.ueppcb.uk.gov.in**

File No: UEPPCB/ROK/Gen- /2018/

**Notice for Inviting Tenders for Hiring of Office Accommodation on Lease/ Rent Basis.  
{Last date for submission of tender document; 10.10.2018}**

With the approval of Member Secretary of the Board, Offers/ Bids are invited from the legal owners and/ or holders of power of attorney in the form of the two-bid system i.e. Technical Bid & Financial Bid, for hiring of Office Accommodation located in and around area mentioned in the table given hereunder;

<b>Formation</b>	<b>Preferred Location</b>	<b>Carpet Area Required</b>
The office of the Regional Officer, Uttarakhand Environment Protection & Pollution Control Board, Kashipur. {Head Quarter; Dehradun.}	Bazpur Road, (up to Chaiti Chauraha) Ram Nagar Road (Up to Ananya Hotel), Kashipur (100 mt. to either side of road, preferred on Highway)	3500 sq. Ft to 4000 sq.ft. (Either fully floor of desirable size or divided in to two floors)

The premises should be in the above-mentioned preferred location. The building should be fit for the office use. The building should be located on the main road with easy access. The premises should be ready to occupy conditions with partitions/ cubicles, hygienic toilets etc. as specified in the tender documents. Adequate parking space should be available. The interested parties may collect the prescribed tender documents from the office of the undersigned or may download from the Board's web site [www.ueppcb.uk.gov.in](http://www.ueppcb.uk.gov.in)

The Offers/ Bids shall be submitted under Two Bid System viz. Technical Bid & Financial Bid. If the parties wish to offer their premises for more than one location separate tenders may be submitted quoting the name of the location. The offer/bid shall be submitted, at the above-mentioned address by 14:00 Hrs on 10.10.2018.

(Dr. Ankur Kansal)  
**Regional Officer**

**TENDER NOTICE FOR HIRING OF OFFICE ACCOMMODATION ON LEASE/ RENT BASIS.  
NOTICE INVITING TENDERS  
FOR HIRING OFFICE PREMISES ON SHORT/ LONG TERM LEASE**

1. The Regional Officer, Uttarakhand Environment Protection & Pollution Control Board, Kashipur invites Sealed Tenders from the interested parties for providing ready to build office premises at Kashipur, preferably situated at Ground/ First/ Second Floor, having proper approach road, entrance with adequate parking & toilet facilities.

Formation	Preferred Location	Carpet Area Required
The office of the Regional Officer, Uttarakhand Environment Protection & Pollution Control Board, Kashipur. {Head Quarter; Dehradun.}	Bazpur Road, (up to Chaiti Chauraha) Ram Nagar Road (Up to Ananya Hotel), Kashipur (100 mt. to either side of road, preferred on Highway)	3500 sq. Ft to 4000 sq.ft. (Either fully floor of desirable size or divided in to two floors)

2. Interested parties should submit their proposal in a sealed cover at the above mentioned address by 16:00 Hrs on 10.10.2018.

Terms & Conditions & other details may be referred to from the following enclosures.

- (i) General instructions & terms & conditions: Part-2 and Part-3.
- (ii) Requirement & Facilities to be provided by the bidder. Annexure-1
- (iii) Format of Technical Bid; Part-4 and Declaration thereto.
- (iv) Format of Financial Bid; Part-5

3. The proposal should be submitted in two parts. **The first should be the “Technical Bid” which should contain technical parameters** like Address of the building, Carpet Area as well as the Built up Area, Design of the premises, Availability of parking space, Air Conditioning Standards, Year of Construction etc. **The Second part should be the “Financial Bid” which should indicate the rent proposed to be charged and the other financial terms & conditions.**

**Both Bids should be in a separate sealed envelope & the envelopes should clearly indicate on the top “Financial Bid & Technical Bid”** as the case be. **Both these envelopes should be kept in a another sealed cover mentioning clearly “Tender for the office** of the Regional Officer, Uttarkhand Environment Protection & Pollution Control Board, Kashipur+.

4. **Earnest Money Deposit (EMD) or bid security of Rs.10000.00 {Ten Thousand} only** shall be submitted by bidders in the form of Account Payee Demand Draft of Fixed Deposit Receipt or Bank Guarantee from any of the Nationalized Banks in India, drawn in favour of %the Regional Officer, Uttarakhand Environment Protection & Pollution Control Board, Kashipur. The EMD instrument should be submitted in original with the Technical Bid or, otherwise the bid is liable to be rejected at the initial stage itself.

5. The critical dates for the Tender submission & processing are as hereunder;

Published Date	20.09.2018
Bid Submission End Date	10.10.2018 before 14:00 Hrs.
Technical Bid Opening Date	10.10.2018 at 15:00 Hrs.
Financial Bid Opening Date	10.10.2018 at 16:00 Hrs.

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

**Regional Officer**

**Part-1**

**INVITATION TO BID**

The Regional Officer, Uttarakhand Environment Protection & Pollution Control Board, Chaminda Complex, Ramnagar Road, Kashipur, Distt. Udham Singh Nagar, Uttarakhand invites bid from the legal owners/ power of attorney holders under Tw-Bid system for **FOR HIRING OFFICE PREMISES ON SHORT/ LONG TERM LEASE for the office of the** Regional Officer, Uttarakhand Environment Protection & Pollution Control Board, Kashipur on lease/ rent basis from the owners of the properties located in the preferable area, well connected by public transport & having well approach road for easy access.

## **Part-2**

### **GENERAL INSTRUCTIONS**

1. The invitation to bid is open to legal owners/ power of attorney holders of the properties located in the city area of Kashipur. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender Documents.
2. The successful bidder will be declared as %be Lessor+, which means & includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives etc. The Regional Officer, UEPPCB will be %The Lessee+for the current bidding.
3. The bidder is expected to examine all the instructions, forms, terms & conditions, and specifications in the bidding documents. Failure to furnish the information as required in the bidding document will result in the rejection of the bid.
4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether at his own initiative or in response to clarification requested by a prospective bidder, modify the bidding document by a written amendment. The amendment which will be binding & will be available in the website [www.ueppcb.gov.uk.nic.in](http://www.ueppcb.gov.uk.nic.in).
5. In order to allow the reasonable time to prospective bidders to take the amendment into account in preparing their bids, the lessee, at his discretion may extend the deadline for the submission of the bids.
6. In terms of the required carpet area, the lessee shall also consider the bids where the carpet area is within (+) or (-) 15% of the above requirement.
7. In case a particular bidder owns more than one premises & he wishes to submit bids in respect of those premises, he should submit the separate bids containing Technical Bid & Financial Bid in respect of each premises.
8. The Technical bid by the bidder shall include the following:
  - a) Self Attested copy of the PAN Card.
  - b) Copies of all the documents mentioned in the **Part-4**.
9. The bid prepared by the bidder as well as all the correspondence & documents shall be written in either Hindi or English language & should be typed or written in indelible ink. All the columns of the tender document must be filled in & no column should be left blank. %NIL or %Not Applicable+ should be marked, where there is nothing to report.
10. In case of co-owners/ joint owners, the bid documents i.e. Technical Bid & 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 invariably submit an authorization to do so from the remaining owners.
11. The Financial Bid should comprise of the lease rent component & should be submitted strictly as per the form prescribed in **Part-5**.
12. The lease rent should be quoted in India rupee only. Over writing will not be acceptable. The lease rent should be expressed both in words & figures.
13. The financial bid should contain the lease rent payable by the lessee. The GST as applicable will be borne by the lessee. Rest other taxes/ charges/levies etc. shall be borne by the lessor.
14. The bid shall remain valid for 120 days after the opening of the Financial Bid. Bid for a shorter period will be treated as rejected by the lessee as non- responsive.
15. **In case the envelopes containing the Technical Bid & Financial Bid or the outer envelope are not properly sealed or marked as required, the lessee will assume no responsibility for the misplacement or premature opening.**

16. If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever or the Financial Bid is enclosed in the envelope super scribed %Technical Bid+ the bid document will summarily be rejected in the first instance itself.
17. The bidder may modify or withdraw its 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.
18. The cover containing the bid documents as mentioned above should be submitted in the office of The Regional Officer, UEPPCB, Kashipur before 14:00 Hrs. On 10.10.18. **Under no circumstances, the tender documents will be received after the above date & time. In the event of the specified date for submission of bids being declared as holiday for the lessee, the bid will be received upto the appointed time on the next working day.**
19. The Tender Documents will be opened by the Evaluation/ Hiring Committee constituted by The Regional Officer, UEPPCB, Chamunda Complex, Ramnagar Road, Kashipur at 15:00 hrs. on 10.10.2018 in the presence of the bidders who may chose to be present. In case, the bidder is represented by any other person at the time of opening of the bid, such person should carry a proper letter of authorization from the bidder. The Evaluation/ Hiring Committee will open all the technical bids in the first instance.
22. During evaluation of the technical bids, the lessee may at his discretion, ask the bidder for clarification of its bid.
23. 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. The Evaluation Committee will visit the sites under shortlisted technical bids or have option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
25. If there is a discrepancy between words and figures, the rentals mentioned in words will be considered".
26. The Regional Officer, UEPPCB, Kashipur reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders or without any obligations to inform the affected bidder or bidders of the grounds for the lessee's action.
27. In case the bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial bid covers separately. (Even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the technical bid cover in any manner.
28. The Courts of India at Kashipur, District Udham Singh Nagar/ Hon'ble High Court Nainital, Uttarakhand will have exclusive jurisdiction to determine any proceeding in relation to this contract.
29. Making misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.

**Read and accepted.**

Name & signature with stamp (if any) of  
Bidder or Authorized Signatory

**Part-3**  
**GENERAL TERMS AND CONDITIONS:FORMAT OF TECHNICAL BID**

1. The Technical Bid should be accompanied by the following documents:
  - (i) Location Map.
  - (ii) Copy of sale deed/agreement for acquisition of property.
  - (iii) Approved plan of the offered premises with exact measurement for carpet area and build-up area.
2. The premises offered should be in ready to occupy condition and the owners of the premises will have to hand over the possession of premises within the one month after acceptance of their offer. The offer should be valid for a minimum period of 120 from due date of opening the tender, and the offer should be for making contract of 60 months.
3. Offers received from Public Sector units/Government bodies would be given preference. No Earnest Money Deposit will be given by the department to the owner offering the premises. Tenders received after the due date and time for whatever reason shall not be entertained and this office shall not be responsible for any loss or delay in delivery of Tender documents.
4. The premises owners will have to furnish structural soundness certificate from a reputed Architect/ organization in this field approved by Council of Architect in case the offer is short listed.
5. The building should have assured 100% power back-up and running water supply on continuous basis.
6. The premises should not be mortgaged or leased and should be free from any encumbrances lien of any type. The Bonafide owners of premises who possess free hold title on the said premises and who can let the premises to the Department, as per law, are only invited to participate in the tender, Tender from intermediaries or brokers will not be entertained.
7. The premises offered should consist of the minimum amenities/facilities as mentioned in Annexure-I enclosed to this tender notice.
8. The premises offered should have construction approvals/clearance from all Central/ State Government Department as may be necessary by the local authorities.
9. At any time, if it is found that the Lessor has hide anything related to property or making false submissions/documents, the agreement will be breeched immediately and the Lessor has to revert back the rent which they have received from lesser for such period. Further Lessee will be stayed in the premises at the cost of Lessor, until alternative arrangement for fresh accommodation have not been made.
10. The owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.
12. **The legal owner of the building should provide exclusive parking area preferably for 05 cars & 10 Two Wheelers.**
13. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the department.
14. The building should have appropriate fire safety compliance mechanism.
16. The office space should have electric fixture like fans, tube lights, switches, power points of ISI/BIS specifications.
17. The space offered should be free from any liability and litigation with respect to its ownership.
18. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.
19. Bidder has to submit the location map of the site mentioning objects at North East West and South with dimensions.
20. The building should be secure enough to protect the government Property.

21. Finalization of rent based on location and quality of construction is subject to certification received from the office of the District Magistrate.
22. All the details and documents mentioned in the tender form must be submitted, A tender having incomplete details / documents are liable to be rejected.
23. The period of lease should be minimum for duration of Five (05) Year, which may be terminated by either party on 60 days notice.
24. The participation in the tender does not entail any commitment from The Regional Officer, UEPPCB, Kashipur. He reserves the right to reject any / all offers, including that of the lowest tenderer without assigning any reason.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & Conditions mentioned from SI, No.1 to 24 will constitute the technical specification. The rent demanded per square meter or square feet of the covered area along with certificate of District Magistrate will constitute the Financial Bid. The rent offered should be inclusive of property tax or all other taxes required to be paid by the property owner/s.

Name & signature with stamp (if any)  
of Bidder or Authorized Signatory.

## **ANNEXURE- I**

### **(Facilities required to be provided by the owner)**

01	There should be the provision for 24 hours Electricity & Water supply.
02	The area proposed should be preferably on a single floor or the floors contiguous to each other.
03	There should be proper approach road & entrance to the proposed building.
04	The building should be in a ready to occupy condition with electricity, water, lifts, sewage, fire-fighting equipment & adequate toilet facilities. The electric power available should be indicated.
05	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement.
06	Facility of Generator/Power backup
07	Parking preferably for 05 cars & 10 Two Wheelers. Parking space for night for 02 number Four wheelers
08	Location Map mentioning objects at East West North South with dimensions.
09	BSNL Internet Lease Line for working on Online module of office.

**Part-4**

**TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION**

01	Full particulars of the legal owner of the premises:  (i) Name  (ii) PAN  (iii) Office Address & Telephone No.  (iv) Residence address & Telephone No.  (v) Mobile No.  (vi) Tele Fax                      Email:	
02	(In case the bid ts not submitted by the legal owner)  (i) Full particulars of person(s) offering the premises on rent /lease  (ii) Relationship with the legal owner (enclose power of attorney also if the applicant is other than owner)	
03	Complete Address and location of the building:	
04	Type of Building -Commercial or Residential	
05	Details of premises:  (a) No. of floors  (b) In case the premises offered is in a multi-storied building having other tenants, specify the floor(s) in which the premises offered for hire is situated.  (c) Total area in each floor including common area i.e. Super Built up area (floor -wise built up area to be furnished)  (d) Carpet area in each floor (enclose certified sketch plan also)	
06	Particulars of occupancy certificate. Enclose attested / self -certified copy of occupancy certificate issued by Competent Authority in case of building whose construction is completed. In case of buildings under construction, the same should be submitted within 30 days of	

	communication of acceptance of bid.	
07	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)	
08	Number of Hygienic Toilets-floor wise, with details separately for Male and Female	
09	(a) Whether running water, drinking and otherwise, available round the clock?  (b) Whether sanitary and water supply installations have been provided for?	
10	Whether separate electricity and having sufficient installed capacity has been provided for ?	
11	Sanctioned electricity Load.	
12	(a) whether electrical installation and fittings, power plugs, switches etc., provided or not?  (b) whether building has been provided with fans in all rooms or not? (if yes, give the number of fans floor wise)	
13	i) Details of Power back-up facilities  (ii) Arrangements for regular repairs and maintenance of such Power Back up facilities.	
14	Details of Fire Safety Mechanism along with particulars of Fire Department certificate (copy of certificate to be enclosed)	
15	The period within which the said accommodation fit for office use could be made available for occupation (after the approval)	
16	Specify the Lease period (minimum five years and provision for extension)	
17	Whether the owner of the building is agreeable to  i) Monthly rent as determined and fixed by Competent Government Authority like office of the District Magistrate in the District.  ii) Monthly rent fixed as per (i) above to remain valid for initial lease period of five years. Thereafter enhancement is subjected to the issue of Fair Rent Certificate by the government authority If yes, an undertaking to this effect is	

	required to be submitted by the owner of the building.	
18	Whether premises located in Commercial/Market or Residential area.	
19	Whether Municipal /Local Authority permission to construct premises Obtained (Yes/ No) (enclose the copy of the approved plan/drawing)	
20	Whether willing to carry out additions/ alterations/repairs as per specifications/ plan given by the Lessee (Yes/No)	
21	Any other salient aspect of the building, which the party may like to mention.	
22	A copy of Latest <b>Non-Encumbrance Certificate</b> of the property shall be enclosed.	
23	EMD Details (Rs 10,000/-)	

**DECLARATION:**

- (I) I/We have read and understood the detailed terms and conditions applicable of the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- (II) It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true , I/we shall be liable to such consequences/ lawful action as the Department may wish to take.

Signature of Legal Owner / Power of Attorney Holder  
( Delete as Inapplicable)

NAME IN BLOCK LETTERS  
(Designation and Seal where applicable)

**Part-4**

**(Documents to be enclosed)**

Attested photocopies / certified true copies of the following documents are to be annexed with the Technical Bid. originals of the following shall be produced for verification at the time of execution of Lease Agreement.

1. 'Title Deed' showing the ownership of the premises/ land.
2. Certified copies of approved drawings from Kashipur Municipal Corporation authorities or any other competent authority.
3. Property Tax Receipts.
4. Affidavit from owners/ power of Attorney Holder, to the effect that accommodation being offered for hires is free from any litigation / liability / pending dues and taxes.
5. Copy of power of attorney (in case of owner not submitting the bid)
6. Location Map
7. EMD

**DECLARATION**

I.....  
S/o..... hereby offer the premises stated in the technical bid for rent to the office of the Regional Officer. UEPPCB, Kashipur the Lessee. Whatever is stated in the bid document is true to the best of my knowledge and ability. I have not changed the contents of the bid document and have duly verified and signed the same. We have not made any alteration in any of the bid documents/ its enclosures.

Yours faithfully,

Name & signature with stamp (if any)  
of Bidder or Authorized Signatory

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**Part-5**

**FINANCIAL BID FOR HIRING OF OFFICE ACCOMMODATION**

01	Name & Address of the applicant with phone nos.	
02	Status of the applicant with regard to Building/accommodation offered for hire by the owner or Power of Attorney Holder.	
03	Full Particulars of the Owner: (1) Name: (2) Address (es): (3) Telephone Nos.: (4) E-mail Address: (5) Tele Fax:	
04	Complete details of the building viz (i) Postal Address (ii) Location (iii) Number of Floors (iv) Covered area (v) Carpet area	
05	Rent in Indian Rupees per month per sq.ft. of the carpet area as mentioned in Technical-Bid. (The rent will be subject to issue of Fair Rent certificate as per procedure laid down by the Government & it will be applicable for the leased period of Five Years).	Carpet Area = -----Sqft Rate per Sqft = Rs.----- Per Month Rae Rs.-----  Round Off Rates per month Rs  In Words:-
06	Does the owner intend to charge separately for the facility of Power back up provided. If yes, indicate the amount payable on this count in (addition to the rent), enumerative terms and conditions and details.	
07	Any other condition (s) having financial implication relevant to the offer of the building. Give details, if any	

1. The internal wall partitions and other finishing interior partitions work as per the requirements should be completed within a maximum a period of 30 days from the date of award of tender **at the expense of the bidder.**
2. Monthly rent should be quoted on lump-sum basis for the entire area (covered/build up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc.,) including charges for Civil & Electrical maintenance of the building; maintenance of the air conditioning equipment (if Centralised), for the entire agreement period of 05 (Five) Years in the Financial Bid.

3. All the taxes including property taxes, assessment charges and other outgoing of a description in respect of the said premises shall be borne by the owner/ bidder for the entire period of tenancy.
4. The Regional Office UEPPCB, Kashipur shall pay all charges in respect of electricity and water used on the said premises during the lease period as per the prevailing rates.

Signature of Legal Owner / Power of Attorney Holder  
(Delete as Inapplicable)

NAME IN BLOCK LETTERS  
(Designation and Seal where applicable)

**ANNEXURE- A**

**From:**

To

The Regional Officer  
Uttarakhand Environment Protection &  
Pollution Control Board  
Chamunda Complex, Ramnagar Road  
Kashipur.

Sir,

**Sub: Technical Bid and Financial Bid: Offer for Premises for Office space for the The Regional Officer, Uttarakhand Environment Protection & Pollution Control Board, Kashipur on Lease/ Rental basis.**

With reference to your advertisement for hiring of premises on lease/ rent, I/We submit herewith our offer for the same as under as mentioned in the tender documents.

1. Technical Bid consisting of (Part-4) along with signed copies of Instruction to Bidders (Part-2) and Terms and Conditions (Part-3), Copies of documents mentioned in Part-4 and Check List as per Annexure-B, (in a separate sealed cover)

2. Financial Bid (Part-5) in a separate sealed cover.

Yours faithfully,

Date:

Name & signature with stamp (if any) of  
Bidder or Authorized Signatory

**ANNEXURE- B**

**CHECK LIST**

<b>Sl.No.</b>	<b>Documents/ Details</b>	<b>Enclosed/ Signed</b>
1	Bidder has enclosed Annexure-A duly signed, dated & stamped.	
2	Bidder has enclosed Part-2 signed on every page.	
3	Bidder has enclosed Part-3 signed on every page.	
4	Bidder has enclosed Part-4 duly signed, dated & stamped.	
5	Bidder has enclosed EMD {Mention here instrument no. Date & Amount}.	
6	Bidder has enclosed the copy of PAN.	
7	Bidder has enclosed the copy of the title deeds.	
8	Bidder has enclosed the copy of approved plan and location map	
9	Bidder has enclosed the copy of the municipal tax receipts.	
10	Bidder has enclosed Power of Attorney	
11	Bidder has enclosed floor wise sketch of carpet area	
12	Bidder has enclosed occupancy certificate	
13	Bidder has enclosed the Technical Bid in separate sealed cover super- scribed %Technical Bid+for Hiring of the office of The Regional Officer, UEPPCB, Kashipur.	
14	Bidder has enclosed Part-5 {Financial Bid} duly signed, stamped is kept in a separate sealed cover super scribed %financial Bid+ for Hiring of the office of The Regional Officer, UEPPCB, Kashipur.	
15	Confirm that the covers containing Technical Bid & Financial Bid are kept in a another sealed cover super scribed %Tender for Hiring of Office Space for the office of The Regional Officer, UEPPCB, Kashipur. This check list should also be kept in the sealed cover.	