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**DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA LTD.  
A Government of India (Ministry of Railway) Enterprise**

Office of the Chief General Manager (North) Mumbai,  
7<sup>th</sup> Floor, New Administrative Building, Central Railway,  
D.N. Road, CSTM, Mumbai – 400001

**NOTICE INVITING OFFERS FOR HIRING OF OFFICE ACCOMMODATION AT  
SURAT**

**Offer No. "ST/Office Accommodation at Surat/2019/1"**

Dedicated Freight Corridor Corporation of India Ltd., A Govt. of India (Ministry of Railway) Enterprise invites offers from the legal owners/Power attorney holders of buildings for official use having carpet area between **1500 Sq.ft to 1800 Sq.ft** in Surat Within a radius of 3 kilometers from DFCCIL Office at A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat. The Premises should barrier free and situated on main road in good localities of the city.

The interested parties (only legal owners/Power of Attorney holders) should send their proposal, in requisite given format, in a sealed cover super scribed "Offer for Accommodation at Surat" addressed to Chief General Manager- DFCCIL (North) - Mumbai, 7<sup>th</sup> Floor, New Administrative Building, Central Railway, D.N.Road, CSTM, Mumbai. The proposal should reach latest by **15:00 Hrs** on **19-09-2019** Technical offer will be opened at **16:30 Hrs** on **19-09-2019** in DFCCIL Office at 7th Floor, New Administrative Building, Central Railway, D.N.Road, CSTM, Mumbai.

Detailed terms and conditions may be downloaded from the Ministry's website [www.dfccil.gov.in](http://www.dfccil.gov.in).

Date: ..04/09/2019

  
**Chief General Manager (North)**  
**DFCCIL-Mumbai**

**OFFER DETAILS**

<b>Offer No.</b>	ST/Office Accommodation at Surat/2019/1
<b>Name of Work</b>	Hiring of Office Accommodation for Project Office for DFCCIL at Surat
<b>Area required (approx)</b>	Carpet area 1500 Sq.ft to 1800 Sq.ft
<b>Scope of Work</b>	Should be located Within a radius of 3 kilometers from DFCCIL Office at A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat. The Property should have valid commercial NOC/Permission to carry out commercial activity and power back up, AC, Water supply, drainage & sufficient Parking space.
<b>Estimated Cost of Work</b>	Rs.25,51,896/- (Rupees Twenty Five Lacs Fifty One Thousand Eight Hundred Ninety Six only) plus GST as applicable.
<b>Completion Period</b>	<b>24 Months</b>
<b>Type of Offer</b>	Open
<b>Date and time of downloading &amp; submission of filled tender</b>	Offer can be downloaded from <a href="http://www.dfccil.gov.in">www.dfccil.gov.in</a> from <b><u>26-08-2019</u></b> and can be submitted up to <b><u>19-09-2019</u></b>
<b>Validity of offer</b>	45 Days from the date of opening
<b>Authority and place for submission of offer document &amp; address for communication</b>	Office of Chief General Manager/North/Mumbai; DFCCIL 7 <sup>th</sup> Floor, New Administrative Building, Central Railway, D.N.Road, CSTM, Mumbai – 400001

Name and Signature of Bidder

  
 For Chief General Manager/North  
 DFCCIL-Mumbai

## INSTRUCTION TO LESSOR

### Offer Document No. "ST/Office Accommodation at Surat/2019/1"

**NAME OF WORK:** Hiring of office Accommodation for Project Office for DFCCIL at Surat.

#### 1. GENERAL INSTRUCTION

DFCCIL invites open offers from legal owners/POA holders for Hiring of Office Accommodation for project office for DFCCIL Officials at Surat for period of **24 Months**. Duration of contract may be extended further by a maximum of one year.

#### 2. REQUIREMENT IN BRIEF

The office space should be located within a radius of 3 kilometers from DFCCIL office at A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat. The Property should have valid commercial NOC/Permission to carry out commercial activity washroom toilet, power back up, AC, Water supply, drainage & Parking space. The offer should be submitted by legal owners/Power of Attorney holders of the building.

#### 3. INSTRUCTION TO BIDDERS

- A. The offer should be submitted in two parts in two separate sealed envelopes. The first part would be the technical offer which should contain technical parameters (Annexure-1). The second part would be the financial offer (Annexure-2). Both the proposal should be in separate sealed envelopes and the envelopes should clearly indicate on top as technical offer and financial offer. Both the envelopes should be kept in sealed cover as mentioned above.
- B. The sealed offer shall be submitted by post or in person in the Office of
  1. Chief General Manager/North/Mumbai; DFCCIL 7th Floor, New Administrative Building, Central Railway, D.N.Road, CSTM, Mumbai – 40000.
    - a. Single envelop. containing Technical offer and Financial offer along with necessary documents shall be submitted on or before **15:00 HRS** on date **19-09-2019**
    - b. The corrigendum, if any; shall only be hosted on the website before 3 days of opening.
    - c. The offer shall be opened at **16:30 hrs** on ~~next day i.e.~~ on **19-09-2019** in presence of the bidders.
- C. The technical offer will be opened in the first instance and financial offer shall be opened only in respect of those parties which are short listed on the basis of their technical offer by the nominated committee.

#### D. AUTHORIZATION AND ATTESTATION

Offers shall be signed by the person duly authorized/empowered to do so. Certified copies of such authority (Power of Attorney) and relevant documents are essentially required to be submitted along with the offer.

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#### E. EXECUTION OF CONTRACT

The successful bidder's responsibility under this contract commences from the date of issue of Letter of Acceptance by Dedicated Freight Corridor Corporation of India Ltd. The successful bidders shall be required to execute an agreement in the prescribed proforma with the Dedicated Freight Corridor Corporation of India Ltd. within 15 days of acceptance of his offer.

#### F. VALIDITY OF PROPOSAL

The proposal shall be kept valid for a period of 45 days from the date of opening of bid.

### 4. ELIGIBILITY CRITERIA

The proposed premises should qualify the following norms:

- Not be more than 3 Kms (Road Distance) away from existing Project office of Dedicated Freight Corridor Corporation of India Ltd. at A-708, Swastik Universal, Near Valentine Cinema, Piplod, Surat.
- The space is in the range of around 1500 to 1800 sq. ft. (Carpet area).
- Not a basement space.
- Equipped with power back up, wiring for air-conditioning system, electricity and water supply, drainage arrangement.
- On main road and has sufficient parking space of its own.
- Should have valid NOC/Permission to carry out commercial activities, proof of the same should be attached with the offer.
- Commercial Electricity connection
- Washroom/Toilet facility
- Preference will be given for appropriate interior/furniture.

### 5. PRICE BASIS, CURRENCIES & LANGUAGE OF BID

- a. Rates shall include the following:
  - Rent of accommodation for DFCCIL project office space.
  - Provision and maintenance of services like Electricity and power backup etc.
  - Maintenance of security and cleaning in the common spaces (exterior to proposed space).
  - The electricity charges would be borne by DFCC.
  - Payment of any other facility like centralized Air conditioner charges if any provided by owner.
  - GST will be borne by DFCC. Firm has to submit GST No. before issue of LOA
- b. Taxes, if any, levied after opening of the tender will be borne by DFCCIL & reimbursed after production of documents in proof of having submitted the same. General & Special Conditions of Contract, Schedule of approximate quantities & Rate sheet may be referred for further details.
- c. The rate should be inclusive of all taxes/levied except GST.

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- d. The offerer shall quote rates as required in the Rate Sheet, for the entire scope of work. Bids based on a system of pricing other than that specified are liable to be rejected. The bid prices shall be in **Indian rupees** only.
- e. Rates are to be quoted both in figures and words. In case of any discrepancy in rates between figures and words, the rates quoted in words will prevail over rates quoted in figure.

**6. SIGNATURE OF BIDS & DOCUMENTARY PROOF**

The bid must contain the full name, designation and complete address of place of business of the person(s) signing the bid. Offer(s) shall furnish **“Tenderer's General Information”** along with the offer.

**7. RIGHT OF DFCCIL TO DEAL WITH OFFER**

The authority for the acceptance of the offer will rest with the DFCCIL which does not bind itself to accept the lowest or any other offer nor does the DFCCIL undertake to assign reason for declining to consider or reject any particular offer or offers.


- 8. The offerer/s whose offer is accepted will be required to appear at the office of the **Chief General Manager/North/Mum, DFCCIL, 7th Floor, New Administrative Building, Central Railway, D.N. Road, CSTM, Mumbai in person or in case of firm or corporation, a duly authorized representative shall appear to execute the agreement within 15 days after notice that the offer has been awarded to him and agreement are ready for signature.**

- 9. In the event of any offerer/s whose offer is accepted and refusing to execute the contract, DFCCIL may determine that such offerer/s has/have abandoned the contract and there upon his/their offer and the acceptance there of shall be treated as cancelled & Black listed for future participation.

- 10. Offer documents are not transferable

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## ANNEXURE-1

SPECIAL TERMS & CONDITIONS

1. The terms and conditions along with the instructions will form part of the offer to be submitted by the Bidder to DFCCIL, Mumbai, herein termed as Corporation.
2. BID which is received on account of any reason whatsoever including postal delay etc. after 15:00 hrs. on 19-09-2019 fixed for submission of offers shall be termed as 'LATE' BID and will not to be considered.
3. All columns of the BID documents must be duly filled in and no column should be kept blank.
4. All the pages of the offer documents are to be signed by the authorized signatory of the Bidder. Any over writing is to be duly initialed by the Bidder. The Corporation reserves the right to reject the incomplete offers or in case where information submitted / furnished is found incorrect.
5. In case the space in the offer document is found insufficient, the vendors may attach separate sheets.
6. The short-listed vendors will be informed in writing/ mail by DFCC for arranging site inspection of the offered premises.
7. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost, as and when required.
8. All payments to the successful vendor shall be made by NEFT/ECS/RTGS/CHEQUE only.
9. The title report proving ownership and clear marketability is to be made available for inspection of DFCC.
10. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, copy of lease agreement, shall be furnished. In case of third party offer the POA (Power of attorney) should also be enclosed.
11. The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
12. There should not be any water logging inside the premises and surrounding areas.
13. The premises should have good frontage and proper access.
14. All the taxes pertaining to property will be paid by the owner/lessor.
15. The Lessor shall arrange for major repairs and maintenance (civil, electrical, mechanical, plumbing including consumable etc.) and will also undertake to carry out annual repair and maintenance. No additional charges shall be paid for the same.

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16. The Building should adequate toilet facilities separately for Ladies and Gents.
17. The bids will be evaluated on techno commercial basis giving weight age to the equivalent aspects in various parameters like location, distance from present office, amenities, exclusivity, nearby surroundings, quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex. (as per the enclosed Proforma).
18. The owners of the premises will have to hand over the possession of premises within 15 days after the acceptance of their offer by CGM/North/DFCCIL/Mumbai.
19. Lease period: Period of lease will be two years and minimum notice period will be of three months from either side for termination of agreement. The lease period will be extendable for mutually agreed period on same terms and conditions. For the extended period the escalation in rent will be 5% simple interest per annum (Non-cumulative) and will be applicable annually.
20. The furnishing/ interior & furnished layout of the space offered would be subject to approval of DFCCIL.
21. Rent shall be increased @ 5% per annum. The rent shall be updated by simple interest at end of every year.
22. Lease agreement: will be with the owner & rent will be paid to respective owner.
23. Income Tax: will be deducted at source at prevailing rate.
24. GST: GST as applicable shall be reimbursed by the DFCC on production of documentary evidence of deposition of GST by the lessor.
25. Possession of premises (as approved by DFCC): within 15 days from the date issue of letter of acceptance.
26. Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period at his own cost.
- 27. Electricity:**
  - a. The building should have provision for 24 hrs electricity supply with 100% power backup round the clock to cater the load of office space. AC to be provided by Owner/Lessor.
  - b. The office space should have electrical fixers such as switches, power points etc. for operation of computers, printer/scanners or etc. for smooth functioning of office.
  - c. If required, additional electric power will have to be arranged by the Lessor at his / their cost from the energy suppliers.
  - d. Electricity charges will be borne by the lessee only for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor.
  - e. At the time of taking over possession of the premises, DFCC will note the electricity meter reading in lessor presence or their authorized representatives. The electrical charges will have to be borne by the lessor up to that point.
  - f. All the electrical installations provided shall be maintained by the owner/lessor.

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28. Parking: The lessor shall provide Car parking space (nominated parking space) for vehicle inside the premises.
29. Covered Area measurements: Joint measurements will be taken in the presence of DFCCIL official and vendor/authorized representative for finalizing the floor area.
30. Security deposit/advance rent for maximum 2 months duration can be borne by DFCCIL.
31. The rent for the accommodation (Carpet area) should be inclusive of property tax, maintenance or any other tax required to be paid by the property owner except GST.

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