



OFFICE OF THE PROJECT DIRECTOR
ASSAM STATE AIDS CONTROL SOCIETY
KHANAPARA, GUWAHATI – 22

Phone: +91-361-2360524, E-mail: assamsacs@gmail.com, Website: <https://asacs.assam.gov.in>

Short notice inviting Expression
of Interest (EOI) for Hiring of
Office Space

(TECHNICALBID)

Short Notice Inviting EOI for hiring of office space

Assam State AIDS Control Society, Khanapara, Guwahati-22 invites Expression of Interest for hiring of office space for the office purpose of Assam State AIDS Control Society (ASACS) and Assam Blood Transfusion Council (ASBTC). The requirement is approximately for 4000 sq. ft. to 4500 sq. ft. in a single multi storied R.C.C. building with parking facility for minimum 10 (Ten) nos. vehicle and around 15 (Fifteen) nos. two wheelers preferably located at G. S. Road, Guwahati on monthly basis. Monthly rent should be quoted initially on a fixed basis for a period of 3(three) years with a provision of further extension of 2(two) years with mutual consent of both the parties.

Requests received against the EOI shall be processed in two parts (Technical & Financial).

Opening Date of issuing EOI: 08/05/2023

Last Date and Time of receipt of EOI : up to 2.00 PM on 20-05-2023.

Date and Time of opening of EOI : on 20/05/2023 at 3 PM

Place of opening Tender.:

Office of the Project
Director, Assam State AIDS
Control Society,
Guwahati-22

Address for Communication:

Office of the Project
Director, Assam State AIDS
Control Society,
Guwahati-22

.

.

A. TERMS AND CONDITIONS TO BE SATISFIED:

1. The successful party will be declared as 'the lessor' which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives.
2. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
3. In case a particular party owns more than one premises and he wishes to submit EOI in respect of those premises, he should submit separate EOI containing technical document and price quotation in respect of each premises.
4. In case of co-owners/joint owners, the technical document & Price quotation should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the EOI documents, he should invariably submit an authorization to do so from the remaining owners.
5. The building in which office space is offered shall have all basic amenities like proper, water connection facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity and water connections. Sufficient wiring and metres should be in place to take up electricity load for air conditioning of the premises.
6. In case of damage to the leased property due to any natural calamities, rioting etc., Assam State AIDS Control Society, Khanapara, Guwahati-22 and Assam State Blood Transfusion Council will not undertake to compensate the loss or damage incurred by the owner of the property.
7. The EOI will be acceptable from the original owner/leaseholder/power of attorney holder of the building/property or their authorized agents. The lease deed would however be executed by the original owner / lease holder. The lease deed would be executed after the verification of documents by Assam State AIDS Control Society, Khanapara, Guwahati-22 and Assam State Blood Transfusion Council.
8. Assam State AIDS Control Society, Khanapara, Guwahati-22 and Assam State Blood Transfusion Council will not make any security deposit or any brokerage for the offered property under any circumstances.
9. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force along with all statutory laws as applicable from time to time.
10. For the floor area measurement a certificate from the registered architect or any government authority should be submitted along with the technical document.
11. EOI not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.

12. After opening of the technical document and before evaluation of the same, the Committee constituted by the lessee (Assam State AIDS Control Society & Assam State Blood Transfusion Council, , Khanapara, Guwahati-22) shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case the committee finds the premises not suitable for the purpose of setting up of the office, the technical document submitted by such a owner will not be evaluated and the Price quotation of the owner will not be opened. The decision of the committee in this matter will be final.

14. Assam State AIDS Control Society and Assam State Blood Transfusion Council, Khanapara, Ghy-22 reserves the right to shortlist any offer or reject any offer or cancel the requirement altogether without assigning any reason.

15. Overwriting, alterations, if any, in the document should be signed by the authorized signatory.

16. Possession of the accommodation in the ready-to-move-in condition will be handed over to Assam State AIDS Control Society and Assam State Blood Transfusion Council, Khanapara, Ghy-22 within 3 (three) months from the date of signing the contract. The rent would be payable from the date of actual possession of the hired property.

B. The Following documents should be submitted along with EOI Document:

- i) Documents in support of ownership of building/Land and construction thereon.
- ii) Copy of PAN card of original owner of the premises.
- iii) Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
- iv) Certificate of authorized signatory from CEO, if the owner is a firm, Society etc.
- v) An affidavit swearing that the space offered is free from any litigation with respect to its ownership, lease/renting against the same.
- vi) No Objection Certificate/ clearance certificate from all relevant Central/State Government and Municipal authorities, including Fire Department, for institutional/office/dual use of the property.
- vii) Copies of approved plan of the accommodation offered.
- viii) Attested/self-certified copy of completion certificate issued by the competent authority.
- ix) Proof/certificate from the authorized registered architect certifying the floor area of the space offered for hiring.
- x) Updated copies of all Municipal/other applicable tax receipts.

C. Instructions to bidders and evaluation criteria:

- 1) Building offered must be free from legal disputes etc. Documentary Proof of ownership of Building, payment of all Taxes, Duties, Dues, etc. must be submitted along with this EOI Document.

2) Selected party shall be required to sign a Rent Agreement with the designated authority Assam State AIDS Control Society, Khanapara, Guwahati-22 and Assam State Blood Transfusion Council in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of Three years and renewed further as per the requirements of the user and with mutual consent.

3) Monthly rent should be quoted initially on a fixed basis for a period of 3(three) years. Incremental/Decremental rates of rent for the extended period may also be indicated in percentage terms. Quoting parties may note that no increase in Rental Charges per month will be allowed during the initial three year of the Agreement period.

4) Intending Parties may furnish complete details in the Questionnaire given in **Annexure – I Annexure-II** and details as per **Annexure-III** of this document.

5) All existing and future rates, taxes including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the landlord.

6) Assam State AIDS Control Society, Khanapara, Guwahati-22 and Assam State Blood Transfusion Council shall pay charges in respect of electric power used on the said premises during the lease period. No separate payment shall be made for utilizing water.

7) Assam State AIDS Control Society, Khanapara, Guwahati-22 and Assam State Blood Transfusion Council may, at any time during the period of the rent /extended rent Period make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.

8)

i) TECHNO-COMMERCIAL BID-

Interested parties should submit the complete Expression of Interest document, including **Annexure – I, Annexure – II and Annexure - III** duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. These documents as well as additional information and the documents called for in EOI document should be sealed in an envelope superscripted : **TECHNICAL DOCUMENT FOR OFFICE ACCOMMODATION “ASSAM STATE AIDS CONTROL SOCIETY AND ASSAM STATE BLOOD TRANSFUSION COUNCIL, KHANAPARA, GHY-22”**

ii) PRICE BID

Price Quotation for monthly rent (both in figures and words), in lumpsum strictly as per Annexure-II, may be put in second envelop duly sealed and superscripted:

PRICE QUOTATION FOR MONTHLY RENT FOR ACCOMMODATION “ASSAM STATE AIDS CONTROL SOCIETY AND ASSAM STATE BLOOD TRANSFUSION COUNCIL, KHANAPARA, GHY-22”

Both this envelopes may then be put in another bigger separate cover. This third cover may also be sealed and bear superscription:

**“EOI FOR OFFICE ACCOMMODATION FOR “ASSAM STATE AIDS CONTROL
SOCIETY AND ASSAM STATE BLOOD TRANSFUSION COUNCIL“**

9) The EOI offer should be sent either by speed post or may be submitted in drop box so as to reach Office of The project Director, Assam State AIDS Control Society and Assam State AIDS Control Society, Khanapara, Guwahati-22 on or before 2PM on 20.05.2023.

10) Requests received against the EOI shall be processed in two parts. All information and documents furnished in response to this invitation including Annexure – I shall be deemed to be a technical offer. In the event prices are indicated by the party in the Technical document, the EOI request shall stand rejected. Details furnished in the Technical Offer shall be assessed/ evaluated. Price quotation of only those bidders/Parties shall be opened on a later date whose Technical Offers are found acceptable and suitable by the committee constituted by ASACS & ASBTC.

11) Rent charges shall be paid at the fixed rate at the end of each month or as per the Lease Agreement entered into with the party on the Terms & conditions mutually agreed.

12) In the event of Technical offer being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the Property along with proof of identity of the owner along with photograph(s) before the price bids are opened. Original Documents shall be returned after decision is taken to open price bids or otherwise.

Quoting parties may keep their offer valid for a period of 90 days. Offers with a short validity or inconsistent with the requirements set out in this EOI shall be ignored summarily and no representation in this regard shall be entertained by **Assam State AIDS Control Society and Assam State Blood Transfusion Council, Khanapara, Guwahati-22**”.

13) The “**Price quotations for monthly rent for accommodation**” **Assam State AIDS Control Society and Assam State Blood Transfusion Council, Khanapara, Guwahati-22**” of the selected technical offers only will be opened.

14) The decision of **Assam State AIDS Control Society and Assam State Blood Transfusion Council, Khanapara, Guwahati-22** will be final and cannot be challenged.

15) If any special offers, additional facilities are there from the owner’s side that may be mentioned as separate attachment.

Annexure-I
(TECHNICAL BID)

1. Name of Person/Party holding Title of the Property:
2. Nationality of the Owner:
3. Full Postal Address of Property with PIN code:
4. Total Carpet Area in Sq feet (Floor wise)
5. Contact Details Name :

Mobile No:

Fax:

E-mail :

6. Essential Documents Furnished (please tick mark the correct option)

(I) Copy of **TITLE DEED OF THE PROPOSED PROPERTY:** YES/NO

(II) Copy of building plan: YES /NO

PLEASE INDICATE:

(I) Whether it is an Independent Building for exclusive use of office of ASSAM STATE AIDS
CONTROL SOCIETY without sharing YES/NO

(II) General Amenities/Toilets available on each floor: YES /NO

(V) Parking Space for 10(ten) Cars and 15 (fifteen) two-wheelers : YES /NO

(VI) Number and Area Of Cabins /Rooms already built up: YES
/NO(if yes, please attach details)

(VII) Any Temporary Structure Built up with area of each such Structure: YES /NO

(VIII) Whether proposed building is free from all Claims, Litigations etc. YES /NO

(IX) Whether proposed building is PHYSICALLY VACANT: YES /NO

(X) Whether all Govt. dues, (property) Taxes Electricity, Telephone, Water Bills
are Paid up as on date of Application with:
(DOCUMENTARY PROOF should be furnished). YES /NO

(XI) Water Storage Tanks fitted on the roof: YES / NO

If yes, Water storage capacity (In Litres)–

(XII) Other Information which the Indenting Party wishes to furnish:

(PRICE BID AND DECLARATION)

Annexure -

II(PRICEBI)

a) Name:

b) Address (office & residence):

c) Address of Property offered:

Sl.No	Brief Description	Total Carpet area	Rent quoted per square foot	Total amount /Month in Rs.
1	Property offered			
2	Taxes if any			
3	Any other charges			
	Total			

Total Monthly rental (in figures inclusive of every charge): Rs.

Total Monthly rental (in words inclusive of every charge): Rs.

Incremental/Decremental rates of rent for the extended period in percentage: (After three year period)

Signatures:

Name:

Designation:

Note:

- Quote should be covering all taxes and duties.
- Total Monthly rental shall be the amount payable by Assam State AIDS Control Society and Assam State Blood Transfusion Council, monthly as rent. There should be no hidden costs
- Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

Annexure-

IIIDECLARATI

ON

I.....s/o.....here by offer the premises stated in the Annexure-I for rent to Assam State AIDS Control Society and Assam State Blood Transfusion Council. Whatever is stated in the EoI document is true to the best of my knowledge and ability. I have not changed the contents of the EoI document and have duly verified and signed the same.

.

Yoursfaithfully,

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