

## **Expression of Interest (EOI)**

**For**  
**Providing Lease Accommodation to Indian Institute of Management, Raipur**  
**for Office Purpose of 10,000 Sq.ft**

**Closing at 15:00 Hrs. on 05<sup>th</sup> Sep, 2016**

### **1. BACKGROUND**

- 1.1 Indian Institute of Management, Raipur (IIMR) has been set up by the Government of India, Ministry of Human Resource Development in 2010 at Raipur, in the capital of Chhattisgarh. Chhattisgarh is one of the fastest growing states of India with its rich mineral, forest, natural and local resources.
- 1.2 This EOI is to seek proposal from Owners/ Lease Holders, of properties approved for Commercial/Institutional purposes, for unfurnished office space measuring 10,000 sq. ft. The location for office space should be in Raipur city and in the vicinity of existing office of IIMR -i.e within a radius of 10 kms.from IIM, Raipur GEC Campus, Sejbahar.

### **2. TERMS & CONDITIONS**

- 2.1 The space offered should preferably be an open hall approved for Commercial/ Institutional use on a single floor. In case, space offered is on multiple floors / independent houses, it should be on continuous floors / houses. Evidence of appropriate approvals for commercial/ institutional use of the property must be submitted with Technical Bid.
- 2.2 If the accommodation offered is in a multi-storey building, appropriate provisions for lift should be available.
- 2.3 Adequate space for parking should be available to park about 10- cars and 20 two wheelers.
- 2.4 The offered property should have 24 hours electricity supply with power back-up and electrical fixtures (fans, CFLs, Tub lights, electrical points for laptop/desktop etc.) A separate electric meter should be installed exclusively for the use of the IIMR.
- 2.5 The accommodation should have provision for 24 hours running water supply for both drinking and utility facilities.
- 2.6 There should be enough arrangement for public utilities (Toilets, etc) for men and women, separately.
- 2.7 The responsibility for payment of all kind taxes such as property tax, Municipal tax etc in connection with the property offered shall be of the Owner/Bidder and updated copies of all tax receipts should be attached with the bids.
- 2.8 The Property offered should be well connected by public transport at a reasonable distance and should be easily accessible.
- 2.9 The property offered should have adequate security cover and fire safety measures installed as per the requirements of Raipur Fire Service Rules. Sufficient facility for watch and ward staff should be available. Also the corridors, staircases etc. should be sufficiently wide-minimum 4ft.
- 2.10 Possession of the accommodation will be handed over to Institute within 30 days from the award of the LOA/LOI and rent shall be payable from the date of possession.

- 2.11 The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.
- 2.12 Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities including Fire Department for use as office premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the Technical Bid. Also, copies of approved plan of the building offered should be submitted along with the Technical Bid.
- 2.13 The EOI will be acceptable only from Owners / Lease Holders of the building/ property. IIMR will not pay any Brokerage for the offered property.
- 2.14 The Bidders should give rates, showing taxes, if any, separately.
- 2.15 Rates should be quoted in Indian Rupees only. Rates quoted in currencies other than Indian Rupee shall not be considered.
- 2.16 Overwriting, alterations, if any, in the Bids should be signed by the Owner/Lease Holder. Preferably, the Bids should be in the typed form.
- 2.17 No Proposal will be accepted by Fax, E-mail, Telex or any other such means, except by hand or through Post or Courier
- 2.18 EOI not conforming to requirements, mentioned in this document shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- 2.19 The property tax, water tax etc levied by Local Govt. and Central Govt. are to be borne by the Owner
- 2.20 Any form of canvassing/influencing the bid will attract rejection of bid submitted by the bidder.

### **3.PROCEDURE FOR SUBMISSION OF EOI**

- 3.1 Both the bids (Technical and Financial) duly signed by Owner / Lease Holders should be sealed in two separate envelopes as described below:-
  - a) Envelope 1-containing Technical Bid in Annexure-I duly completed in all respects along with all relevant documents.
  - b) Envelope 2 -containing the Financial Bid, as prescribed in the Annexure II showing rates, financial terms and conditions etc.
- 3.2 Both the Envelopes should be superscribed in bold letters with the statements 'EOI FOR LEASED ACCOMMODATION TO IIM RAIPUR', as the case may be.
- 3.3 Finally, the above-mentioned two envelopes should be sealed in a single cover and addressed to the Chief Administrative Officer, Indian Institute of Management Raipur, GEC Campus, Sejbahar, Raipur (Chhattisgarh) PIN 492015, superscribed as 'EOI FOR LEASED ACCOMMODATION' and must reach on or before the closing time and date indicated on top of this document.
- 3.4 Technical Bid should contain the details required, as per proforma at Annexure I and Financial Bid should contain details, as per proforma at Annexure II.
- 3.5 Bids not submitted, as per above proforma will be summarily rejected.
- 3.6 The Bidders should give rates, showing taxes, if any separately. Proposal not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard, whatsoever.
- 3.7 The Technical Bid should be accompanied by the documents, as per Annexure I without which the proposal will be considered incomplete and hence, summarily rejected.
- 3.8 The Technical Bid should be accompanied by a copy of this EOI Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the EOI. Bids not accompanied by a duly signed copy of the Proposal Document will not be considered.
- 3.9 For any pre-bid submission queries, the prospective bidders may send email to CAO Office of this Institute by following detail:

[caoffice@iimraipur.ac.in](mailto:caoffice@iimraipur.ac.in)
- 3.10 Queries, if any, raised by IIMR, subsequent to opening of Technical Bids should be answered by the bidders within the prescribed date. In case of no reply received in time, Bid shall be cancelled. As far as possible, such clarifications would be sent through e-mail and confirmed through a formal letter, duly signed by the authorized signatory.
- 3.11 EOI received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

#### **4. PROCEDURE FOR OPENING OF EOI**

- 4.1 While opening the proposal, the envelopes containing Technical Bids shall be opened first and acceptance of the EOI according to the specified clause will be ascertained. The Evaluation Committee will open Financial Bid after evaluation of the Technical Bids and after Site Visit by a committee of IIMR.
- 4.2 The Committee appointed by the Competent Authority in IIMR would visit the space offered by bidders to ascertain the suitability of the space, as per terms of this document. The bidders would be treated to have been qualified for opening of their Financial Bids after evaluation of the Technical Bids submitted and Satisfactory Report from the Committee of IIMR after visiting the space. The date, time and place for opening of financial bids would be informed to the bidders, whose technical bids and Site Space are found acceptable.
- 4.3 The bidders, if they so desire, can depute their representatives for opening of Bids. Technical Bids will be opened at a date, time and venue(which will be communicated to all concerned subsequently) in IIM, RAIPUR in the presence of representatives of Bidders present, if any.

#### **5. Bid Evaluation**

- 5.1 The Bids would be evaluated based on the basis of criteria like distance from IIM, Raipur availability of parking space, availability of power back-up with electrical fixtures, suitability of building for Institute and rates quoted for monthly rent basis. Rates quoted for other facilities shall not be taken into account for the said purpose.
- 5.2 The bid evaluation shall be a 3 stage process: -
- Technical bid,
  - Site visit by Committee
  - Financial bid
- 5.3 Bidder with the lowest value of the financial bid with satisfactory site visit report by committee of IIM Raipur. Subsequently L1 bidder shall be declared selected.

#### **6. PAYMENTS**

- 6.1 Payments shall be made by the IIMR against pre-receipted bills as per the lease deed to be executed between the IIMR and the owner /lease holder.
- 6.2 Payments of rent will be made on monthly basis by online payment to Owner / lease holder after deduction of the tax at source (TDS) as applicable from time to time.

#### **7. TERMS OF TERMINATION OF LEASE**

- 7.1 The period of lease should be minimum 2 years with provision for extension of lease on mutually agreed terms. For first two years from date of agreement rate will remain the same.
- 7.2 The lease can be cancelled by either side by giving a notice of not less than 3 months.

#### **8. ARBITRATION**

All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act- 1996 and the rules framed there under and in force shall be applicable to such proceedings. Director, IIM Raipur shall be the sole Arbitrator. The arbitration proceedings shall take place at Raipur only.

#### **9. PENALTY CLAUSE**

Failure on the part of the owner will attract penalty on the rates decided by the Arbitrator.

## **10. MISCELLANEOUS**

- The offer should be valid up to 360 days after closing date of EOI.
- The bidder would be treated technically qualified after satisfactory report from committee of IIMR on site visit report.
- Non-fulfillment of any of the above terms shall result in rejection of Bid.
- All disputes lie within the jurisdiction of Raipur only.
- IIM Raipur reserves the right to reject all or any EOI without assigning any reason thereof.

## **11.LISTS OF ENCLOSURES**

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the authorized signatory. All undertakings provided shall be on the letterhead of the bidder / company (if applicable) and duly signed and stamped by the authorized signatory.

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**EOI DOCUMENT -TECHNICAL BID FOR**  
**HIRING OF OFFICE**  
**ACCOMMODATION**  
**TO INDIAN INSTITUTE OF MANAGEMENT, RAIPUR**

<b>S. No</b>	<b>Particulars</b>	<b>Documents to be submitted</b>
1.	Full particulars of the legal owner of the premises: a) Name: b) Address (office & residence): c) Telephone & Mobile No: d) Telefax: e) E-mail ID f) PAN no, &TIN No.	Copies of PAN &TIN
2.	Full particulars (with complete contact details e.g., postal address, phone number, mobile number and e-mail ID of person(s) offering the premises on rent/lease and submitting the EOI.	Please provide documents in support of these details
3.	Status of the applicant with regard to the accommodation offered for hiring	Certificate of authorized signatory , if the owner is a firm, Society etc. and power of attorney if the applicant is other than the owner
4.	a) Complete address with brief description and location of the accommodation offered. b) Whether commercial or dual use (residential-cum-commercial) c) Radial Distance (approx.) from IIM RAIPUR	Please provide details  Please provide details  Please provide details
5.	Total area offered for rent (floor wise) in sq ft. i) Carpet area ii) Covered area iii) Super area iv) Dimensions of staircase	Certified sketch & site plan to be submitted
6.	Particulars of completion certificates.	Attested/self-certified copy of completion certificate issued by the

		competent authority
7.	Facilities for vehicle parking	Please provide details of capacity of vehicle parking space in terms of number of cars and two wheelers, separately.
8.	Type of accommodation -  a) whether single floor or multi-story or Row Houses  b) With provision of rooms on each floor or hall type.  c) Whether there are any conditions for carrying out partitioning as per requirement of IIMR.  d) Whether rooms are constructed  e) Whether modification in internal plan permitted in case of constructed rooms  f) Details of space available for installation of Gensets, UPS etc.	Please provide answer to each of the sub points
9.	Number of lifts and their carrying capacity (if applicable).	Provide details of make, year of installation & status of working
10.	Availability of facilities/ utilities	Number of Toilets (floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Commodes and Wash Basin (separately for men and women).
11.	a) Whether running water, drinking and otherwise, available round the clock.  b) Whether sanitary and water supply installations have been provided	Please provide point wise reply
12 .	a) Whether electrical installations and fittings, power plugs, switches etc., are provided.  b) Whether building has been provided with fans, tub-lights, cfl, various electrical points for laptop/desktop etc.	Please provide point wise reply
13.	i) Sanctioned electricity load  ii) Whether willing to get the electricity load increased in case IIMR needs.	
14.	i) Details of power backup facilities	Please provide point wise details

15.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate	Copy of certificate to be enclosed
16	The period and time when the said accommodation could be made available for occupation after the approval by IIMR	Undertaking from the owner
17.	Specify the period for which the property is being offered for rent (minimum two years) with provision of extension. Indicating extension.	As self-attested undertaking from the owner of the property
18	Distance from the nearest: a) IIM Raipur b) Airport	Please provide point wise details
19	i) Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority like CPWD.	
20	Various Tax receipts (property, municipality tax etc.)	Please provide latest copies
21	The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.	As self-attested undertaking indicating the same along with certificate in this regard by the competent authority.
22	Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities including Fire Department for use as office premises conforming to the municipality Rules/Bye-laws	Copies of all Clearances/No objection Certificates from all relevant Central/State Government and Municipal authorities  Copies of approved plan of the office space being offered.  Documents in support of ownership of Building/Land and construction
23	Any other salient aspect of the building, which the party may like to mention, disclosure of which is relevant as per terms of this bid document.	



Declaration:

i) I/We have read and understood the detailed terms and conditions applicable to 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 buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be false, I/We shall be liable to such consequences/lawful action as the IIMR may wish to take.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

FINANCIAL BID  
HIGHERING OF ACCOMMODATION FOR OFFICE/RESIDENCE/GUEST  
HOUSE

Full particulars of the legal owner of the premises:

- a) Name:
- b) Address (office & residence)
- : c) Telephone & Mobile No.:
- e) E-mail ID
- f) Address of Property offered
- d) Telefax:

Sr.No	Particulars	Amount /Rent Per month (In Rs.) including all types of taxes & other charges like parking, maintenance, security, water etc. excluding only electrical charges which will be paid as per actual on production of electricity bill.
1	Property for Office Space of 10,000 Sq.ft with tub lights, CFL, Electrical Points etc.	
	Total Amount per Month (In Fig.)	
	Total Amount per Month (In Word.)	
% rent revision proposed after 2 Years -		

Note

- a. Lowest bidder shall be decided based on the total amount filled in above.
- b. Quote should be covering all taxes and duties. This shall be the amount payable by the IIMR monthly as rent.
- c. 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 numbers and words, the amount mentioned in words shall prevail

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_