

STATE PROJECT IMPLEMENTATION UNIT, J&K
Technical Education Quality Improvement Programme (TEQIP)-III
(World Bank Assisted Project of MHRD, Govt. of India)

No.: SPIUJK/08/13/2018

Date: 24/10/2018

Hiring of Office Space

Office space approx. 1500-2000 sq. ft. for State Project Implementation Unit (SPIU) J&K is required within vicinity of 12km from Civil Secretariat, Jammu for furnished accommodation. Interested parties may send their offers with complete details of the property including Carpet Area, No. of floors, Period of Lease, Rates per sq. ft., Parking area, Contact no. etc. within 15 days from the date of publication of this advertisement at “**State Project Administrator, SPIU J&K at Govt. College of Engineering & Technology (GCET), Chak Bhalwal, Jammu-181122.**”

For details of terms & conditions and Application format, please visit www.npiu.nic.in & www.gcetjammu.org.in.

Sd/_

State Project Administrator
State Project Implementation Unit (SPIU), J&K

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Hiring of Office Space

Terms & Conditions

1. State Project Implementation Unit (SPIU) J&K, requires office space approx. 1500-2000 sq. ft. within the radial distance of about 12 kms from Civil Secretariat, Jammu with fully furnished accommodation.
2. Interested parties/authorised representatives are requested to submit their offers in the prescribed format that can be downloaded from website www.npiu.nic.in and www.gcetjammu.org.in. The last date to submit the duly filled in Sealed offers shall be 15 days from the date of publication of the advertisement.
3. EMD Amount: Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five thousand only) by Demand Draft drawn in favour of SPIU J&K. It will be return only after finalization of award of contract.

The EMD amount can also be deposited through on-line mode i.e RTGS/NEFT, for which the details are as under:

Sr. No	Particulars	Remarks
1	Beneficiary Name	SPIU J&K
2	Beneficiary Bank Account No.	2219000102476145
3	Beneficiary Address	GCET, Chak Bhalwal Jammu-181122
4	Bank & Branch Name	Punjab National Bank, Canal Road Jammu
5	Bank Address	Canal Road, Jammu J&K 180001
6	IFSC Code	PUNB0221900
7	Contact No	7006324470

In case of deposition of EMD amount through online mode , the system generate receipt / reference number is to be attached with the application form. Any bid received without EMD shall be summarily rejected.

4. The duly filled in offer must be submitted to the **State Project Administrator, SPIU J&K at Govt. College of Engineering & Technology, Chak Bhalwal Jammu, 181122**. The envelope must be superscribed as "Offer for Office Space for SPIU J&K". The validity of the T&C (as quoted) shall be 90 days.
5. The various provisions that must be available in the furnished accommodation are as under:
 - a) Minimum space Required : 1500-2000 Sq Ft
 - b) Rooms+ Cubicles+ Workstations: 01(SPA) +02(Officers)+ 04(Staff)
 - c) Mini Conference Room : Seating Capacity of 15 personnel minimum
 - d) Lavatory (attached) etc.

6. Also, while submitting the proposal, the parties have to submit the following certificate/NOC/compliance in respect of the offered premises.
 - i. Documentary proof of ascertaining title/ possession as on date.
 - ii. NOC from the concerned Fire department.
 - iii. Any other statutory compliance (Water harvesting, recycling, safety etc.) which is a must as per the prevailing Law of the Land for the given purpose.
7. The approved layout/ designs duly certified by the authorized architect shall also be produced along with the proposal to be submitted.
8. SPIU J&K reserves the right to visit only those premises which prima-facie meet all requirements of SPIU. Decision of SPIU Management to visit the suitable premises for selection shall be final.
9. Any canvassing directly or indirectly by the applicant will disqualify the bidder without assigning any reason.
10. The proximity from the nearest Matador Stand, Bus Stand, Parking slot, Railway Station, Airport is also to be provided along with the offer to be submitted by the bidder.
11. SPIU J&K shall not be responsible for any postal delay or loss/ non- delivery of the offers.
12. SPIU J&K reserves the right to reject any or all offer(s) without assigning any reason whatsoever.
13. The tenure for hiring the office premises will be initially for a period of one year that will be extended on mutually agreed terms & conditions.
13. No brokerage or advance shall be paid by SPIU J&K in any case.
14. In case of any difference in the rates quoted by the firms in words & figures, the rates quoted in words shall prevail.
15. Applications which are not in the prescribed format and received after the due date OR through Fax are liable to be rejected without assigning any reason in this behalf.
16. For any disputes, SPA, SPIU J&K is the final authority and SPA's decision in the regard shall be final and binding on both the parties.
17. All disputes subject to Jammu jurisdiction only.

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APPLICATION FOR THE OFFICE SPACE ON LEASE
(To be filled in by the parties)

Part -A-Techno Commercial Bid

1.	Address of property along with it location	
2.	Name of the Land Owner/Property Owner (Please mention the Mobile number and email id)	
3.	Whether the building/ property owned by single member or in partnership or in hereditary arrangements In case of joint ownership, please specify the number of joint owners and respective share held by them	
4.	Distance from Civil Secretariat, Jammu(approx.) Distance from nearest Bus Stand Distance from nearest Railway Station, name of the railway station also to be mentioned. Distance from nearest parking slot.	
5.	Area of property being offered (a) Total Area (in sq. ft.) (b) Carpet Area (in sq. ft.) excluding parking & amenities area	
6.	Details of floor of property being offered	
7.	Whether the space is furnished or unfurnished If furnished, whether the same can be moved in immediately? If furnished, give details of the furniture & Fixtures, AC arrangements etc.	
8.	Availability of facilities of Electricity, water supply, lift, power backup, CCTV, security guard at Entrance etc. in the premises being offered for rental purposes. Please specify.	
9.	Minimum period of Lease offered. Please state the period after which the lease agreement is to be revised (please state the number of year & any proposed increase in the Lease rent)	
10.	No. of cars that could be parked in the parking area & free parking space offered.	
11.	Whether Electricity, Water charges are inclusive of Rates, if not, please specify the details.	
12.	Any other relevant information.	

Date:

Place:

(Signature of authorised person with seal)

Part-B- Financial Bid (Quoted/Offered price) - (Monthly basis)

S. No.	Particulars	Amount in rupees
1.	Rental Rate per sq. ft. (in figures)	
2.	Rental Rate per sq. ft. (in words)	
3.	Any other Charges (in addition to the above- please specify)	
Sub Total		
4.	Taxes/duties/statutory payment etc.	
Grand Total		

Total quoted price/ offered rent shall be Rs. _____ per month inclusive of all taxes, statutory liabilities, maintenance charges, power back-up etc.

Date:

Place:

(Signature of authorised person with seal)