

ICMR – National Institute of Malaria Research
Field Unit Guwahati
2nd-3rd Floor, H.No.78, Jawahar Nagar Road, Near ESIC Hospital,
Opp. Bimala Bibah Bhawan Jayanagar, Dist: Kamrup (M)
Guwahati-781022 (Assam)
Phone: 0361-2361213; 7889848459
Website: <https://nimr.icmr.org.in>
e-mail id: nimrghy22@gmail.com

**TENDER
FOR**

**“Hiring office accommodation for the ICMR-National Institute of Malaria Research
(NIMR), Field Unit Guwahati at Guwahati Assam.”**

BID DOCUMENT

Issued by:-

(Director/Officer in Charge)

**ICMR – National Institute of Malaria Research
Field Unit Guwahati
2nd-3rd Floor, H.No.78, Jawahar Nagar Road, Near ESIC Hospital,
Oppt. Bimala Bibah Bhawan Jayanagar, Dist: Kamrup (M)
Guwahati-781022 (Assam)**

Phone: 0361-2361213; 7889848459

Website: <https://nimr.icmr.org.in>

e-mail id: nimrghy22@gmail.com

Tender No. NIMR/Tender/Hiring of accommodation/2023-24

TENDER DOCUMENT

FOR

Hiring of office accommodation for ICMR-NIMR, FU Guwahati

DATE OF ISSUE	21st March, 2023
PRE BID CONFERENCE	3rd April 2023 11:00 AM
LAST DATE OF SUBMISSION	11th April 2023 4:00 PM
DATE OF OPENING	12th April 2023 11:00 AM
PLACE OF SUBMISSION OF TENDER	Tender Box placed ICMR – National Institute of Malaria Research Field Unit Guwahati - 781022
TELEPHONE No.	0361-2361213; +91-7889848459
FAX No.	xx

Name of Work: Hiring of office accommodation for the ICMR-NIMR, FU Guwahati at Guwahati.

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Technical Bid – (Envelope No.1) shall contain as follows:

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Financial/ Price Bid – (Envelope No. 2)

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ANNEXURE-A

ICMR – National Institute of Malaria Research
Field Unit Guwahati
2nd-3rd Floor, H.No.78, Jawahar Nagar Road, Near ESIC Hospital,
Oppt. Bimala Bibah Bhawan Jayanagar, Dist: Kamrup (M)
Guwahati-781022 (Assam)
Phone: 0361-2361213; 7889848459
Website: <https://nimr.icmr.org.in>
e-mail id: nimrghy22@gmail.com

No. NIMR/Tender/Hiring of accommodation/2023-24

Date: 18-03-2023

Notice inviting tender

1. The Officer-In-Charge, ICMR-NIMR, Field Unit Guwahati, invites sealed tenders in **Two Bid System** from the interested and eligible tenderers for hiring of leased accommodation of office space for ICMR-NIMR, Field Unit Guwahati. The premises should be preferably on ground floor and should have all basic amenities, sufficient parking space, and separate toilets for ladies and gents. The premises should be in Guwahati city area (preferably in Khanapara to Ulubari, Ganeshguri to Hengrabari, Lastgate to Beltola, Sixmile to Jayanagar) on either side of the road where public transport is available and easily accessible. **Initially the lease period is of 01 (one) year which can be extended further as per mutual consent.**

Name and location of Hiring of accommodation of office space	Earnest Money Deposit (EMD)	Required Areas	Last Date of Receiving of sealed tender bids	Date of technical Tender Opening
Guwahati city area (preferably in Khanapara to Ulubari, Ganeshguri to Hengrabari, Lastgate to Beltola, Sixmile to Jayanagar)	Rs.10,000/-	3500 sq. ft. plus parking space for 4 vehicles	11th April 2023 Time: 4 p.m.	12th April 2023 Time: 11:00 AM

2. The tender will be available physically at **ICMR-NIMR, Field Unit Guwahati 2nd-3rd Floor, H.No.78, Jawahar Nagar Road Near ESIC Hospital – 781022** free of cost. The interested tenderers shall drop their bids document along with a copy of physical documents duly filled-in and signed on all pages and **Earnest Money Deposit (EMD)** of **Rs. 10,000.00 (Rs. Ten thousand Only)** in the form a Demand Draft of scheduled Bank issued / drawn in favour of **‘Officer-In-Charge, NIMR, payable at Guwahati** directly in the tender box kept at **ICMR-NIMR, Field Unit Guwahati 2nd-3rd Floor, H.No.78, Jawahar Nagar Road Near ESIC Hospital – 781022** **(Please see at 9 for submission)**. The basis of evaluation of Tender will be based on offline bids submitted by the tenderers.

3. Any corrigendum to this tender will be notified through aforesaid websites only. Selection of the successful bidder will be at the sole discretion of the **Officer-In-Charge, ICMR-NIMR, FU, Guwahati** who reserves the right to accept or reject any or all the proposals/ bids without assigning any reasons.
4. **Two Bid System:** Both the Bids namely Technical Bid in a sealed Envelope No.1 Super scribed as 'Technical Bid for Hiring accommodation' and the Financial/ Price Bid in a sealed Envelope No.2 Super scribed as 'Financial/ Price Bid for Hiring accommodation' and these both envelopes No.1 & 2 should be put together in another sealed Envelope No.3 Super scribed as 'Bid for Hiring of office accommodation', date and time of opening of Bid written both on the inner and outer envelopes.
5. **Signing of documents:** All pages of the tender document shall be signed at the lowest right-hand corner, wherever required and stamped by the Bidder or his representative holding Power of Attorney, as a token of acceptance of tender conditions. Any amendment, addenda or corrigenda to these tender documents, if issued, must be signed & stamped and submitted along with the tender document.
6. **Technical Bids will be opened at ICMR-NIMR, Field Unit Guwahati 2nd-3rd Floor, H.No.78, Jawahar Nagar Road Near ESIC Hospital – 781022 at 11.00 A.M. on 12th April 2023.** Financial bids in respect of only qualified bidders will be considered after physical inspection of premises by Hiring Committee. The date of opening of financial bids will be informed to the qualified bidders by Telephone and email accordingly.
7. For all other practical purposes, offline tender shall be considered for evaluation.
8. **Validity of Bid:** Validity of Bid/Tender will be 60 days from the date of opening. However, the validity beyond 60 days shall be through mutual consent.
9. **Submission of Tender:** The tender(s) duly filled-in and signed and stamped on each page, along with a forwarding letter on Owner's Letter Head (If letter head is available) must either be posted by Registered Post/Speed Post/Courier or be deposited in the **ICMR – National Institute of Malaria Research, Field Unit, Field Unit Guwahati 2nd-3rd Floor, H.No.78, Jawahar Nagar Road Near ESIC Hospital – 781022 between 9.30am to 4.00pm except lunch hours (1.00pm to 1.30pm)** on all working days **not later than 11th April 2023 up to 4.00 PM.** The Institute, may, at its discretion, extend the date of issue, submission or opening of tenders, duly informing the bidders. The bidders are to ensure that they post the tender well in advance so as to reach before the closing time & date indicated. Late tenders, for whatsoever reason, will not be considered and no further communication of any nature in this regard will be entertained by ICMR-NIMR, FU, Guwahati.
10. **Pre bid conference:** A pre-bid conference will be held with the bidders as per schedule for clarification of queries of the tender document, if any.

Date:

Signature of the Officer-in-Charge

Instructions to the Bidders:

PREPARATION OF BIDS

- 1) Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviation from these may lead to the rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule.

SUBMISSION OF BIDS

- 1) **Two Bid System:** Both the Bids namely Technical Bid in a sealed Envelope No.1 Super scribed as ‘Technical Bid for Hiring accommodation’ and the Financial/ Price Bid in a sealed Envelope No.2 Super scribed as ‘Financial/ Price Bid for Hiring accommodation’ and these both envelopes No.1 & 2 should be put together in another sealed Envelope No.3 Super scribed as ‘Bid for Hiring of office accommodation’, date and time of opening of Bid written both on the inner and outer envelopes.
- 2) The bidder has to sign the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to make the payment as “offline” to pay EMD as indicated in the tender document.
- 4) Bidder should prepare the EMD as per the instruction specified in the tender document. The original should be deposited in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available bid submission time. Otherwise, the bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided **and no other format is acceptable**. If the price bid has given as a standard BoQ format with tender document, then the same is to be filled by all the bidders. **If the BoQ file is found to be modified by the bidder, the bid will be rejected.**
- 6) Upon the successful and timely submission of bids with all other relevant details, the bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 7) **All Annexures are the part of agreement.**

ASSISTANCE TO BIDDERS

Any queries relating to tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

List of Documents to be attached with Bid: -

1. Copy of PAN Card (for Individual) of owner/landlord, or TAN card (for organisation).
2. Copy of Aadhar Card of owner/landlord.
3. Plan approved by the competent authority.
4. Clearance certificate from fire authority. (Optional)
5. Copy of latest Municipal Property/House Tax receipt.
6. Copy of latest Electricity Bill receipt (Sanctioned electric load)
7. Copy of Latest Water Supply bill receipt.
8. Undertaking from owner/bidder as per Annexure-F.
9. Copy of tender documents duly signed and stamped. (Blank Price bid Form)
10. Any other technical document, if required. (Optional)
11. Copy of clearance certificate/No Objection Certificates from all the relevant Central/State.
12. Copy of Layout Map of the Building with owner's signature.
13. Copy of cancelled bank cheque of bank account.
14. Certificate that the building is not disputed property.
15. Ownership proof (Registry/ allotment letter etc.)
16. Copy of License and AMC of lift (If applicable)
17. GST details (for organisation)

GENERAL CONDITIONS

1. Facilities required to be provided by the Owner/Lessor –
 - a) The **Covered area** of the Office premises should be **3500 sq. ft. (Approx.)**.
 - b) The term **Covered area** mentioned above includes male/female toilets for staff, and rooms sizes excluding the portions of walls, columns, staircase, Balcony, Porch, common passage etc.
 - c) Building/Property should preferably be located on main road and on ground floor or having lift in case of first or higher floor. The premises should be easily accessible by local transport.
 - d) The building should be fit for office use.
 - e) Easy accessibility- The approach road of building should be at least 20 ft. wide.
 - f) The premise should have electrical fixtures such as switches, power phase 15 Amp, Proper earthing provisions for computers, 1 no. A.C. Split/Window A.C. etc.
 - g) There should be a provision of overhead tank for sufficient/24 hours water supply.
 - h) The building should have sufficient toilet facilities separately for ladies (Min. 1 Nos.) and gents (Min. 1 Nos.)
 - i) All mandatory clearances required should be available for the building and should not be disputed.
 - j) If the premise is on the first or higher floor, then there should be provision of lift with the AMC.
 - k) The owner of the property shall arrange 3 phase power supply and earthing of following parameters
o Phase to Neutral – 220 V -240 V.
o Phase to earth – 220 V - 240 V.
o Neutral to earth below 2 volts.
 - l) The successful bidder shall provide the building in ready condition as per requirements given above within one month of acceptance of the bid.
2. After screening of the technical bids, short-listed landlords will be informed by the ICMR-NIMR, Field Unit, Guwahati for arranging site-inspection of the offered premises. After site inspection, only the price bids of the offers considered to be suitable for the ICMR-NIMR, Field Unit, Guwahati shall be opened. The date, time and venue of opening of price bid will be intimated separately.
3. Preferably there should be free parking space for staff and visitors.
4. The monthly rent quoted (per Sq. m.) should include charges/taxed and assessment as applicable at the time of commencement of lease and nothing beyond the quoted rent mentioned in the bid shall be paid by ICMR-NIMR, Field Unit, Guwahati.
5. The owner/land lord will have to construct make modification/alterations in the premises if so desired by the ICMR-NIMR, Field Unit, Guwahati at his own cost before handing over possession to the ICMR-NIMR, Field Unit, Guwahati.

6. Permission/approval required if any regarding additions/alterations/modifications of the premises shall be obtained by the owner/landlord at his own cost from the concerned local authorities.
7. The owner shall provide a separate electric meter and separate water meter at his own cost before handing over possession to the ICMR-NIMR, Field Unit, Guwahati. These connections should be in the name of the owner/landlord and all the dues have to be cleared before handing over the premises to ICMR-NIMR, Field Unit, Guwahati. The consumption charges of water supply and Electric shall be paid by the ICMR-NIMR, Field Unit, Guwahati from the date of occupation of the Building by ICMR-NIMR, Field Unit, Guwahati as per the respective Meter Reading.
8. If additional electric power load is required by the ICMR-NIMR, Field Unit, Guwahati later on (i.e. after taking over possession with electric load of required capacity) within the lease period, the same shall be arranged by the owner/landlord such as alteration of wiring at ICMR-NIMR, Field Unit, Guwahati's cost and electricity department charges, security deposit and other charges will be borne by Land owner.
9. Lease agreement will be executed to the entire satisfaction of ICMR-NIMR, Field Unit, Guwahati. The registration charges, required stamp duty for registration of lease deed will be borne by the owner/landlord only.
10. ICMR-NIMR, Field Unit, Guwahati shall have the right to carry out any additional necessary alteration/modification or make such structure or other changes to/in the premises as may be required by it for the purpose of its work, provided that the ICMR-NIMR, Field Unit, Guwahati shall not make any permanent structural alterations incapable to being reversed or which would render incapable the restoration of the premises to its original positions without the consent in writing of the owner/landlord(s) but such consent shall not be unreasonably withheld in the case of such alteration as shall be necessary or required by ICMR-NIMR, Field Unit, Guwahati for the purpose of better amenities and carrying on its working effectively. However, the ICMR-NIMR, Field Unit, Guwahati shall have all rights to make temporary alteration in the leased premises and to erect temporary partitions, cabins, counters etc. to carry out its working effectively.
11. ICMR-NIMR, Field Unit, Guwahati shall have the right to install satellite dishes/communication towers for the purpose of data/TV connectivity and other communication equipments etc. as deemed necessary by the ICMR-NIMR, Field Unit, Guwahati. ICMR-NIMR, Field Unit, Guwahati can place sign boards, hoarding/publicity materials, ACs etc. in the terrace or on roof top for its working activities and the owner/landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent.
12. Painting of the premises including front and back verandas, kitchen, bath rooms, toilets, boundary wall, the entire exterior faced and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the ICMR-NIMR, FU Guwahati will be carried out by the owner/landlord every two years within the lease period. In case the owner/landlord fails to do so, the ICMR-NIMR, FU Guwahati shall have the right to arrange the same at the cost of the owner/landlord every two year and deduct the amount from the rent payable or that may become payable, or otherwise recovered from the owner/landlord.

13. During the period of the lease / rental agreement, the owner / landlord shall not transfer mortgage, sell or otherwise create any interest in the accommodation leased to the ICMR-NIMR, FU Guwahati with any party affecting ICMR-NIMR, FU Guwahati's right of occupation and any of the terms of the lease without written consent of the ICMR-NIMR, FU Guwahati
14. Whenever necessary, the owner/landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on the part of the owner/land lord to carry out or effect necessary repairs, it will be optional for ICMR-NIMR, FU Guwahati either to terminate the lease or to retain the occupation of the leased premises or part thereto or the make or effect or carry out the necessary repairs of the premises, after a due notice to the owner/landlord and to deduct, the expenses to incurred along with interest etc. from the rent which is payable to become payable or otherwise recover from the owner/landlord. No rent will be payable for the period during which the ICMR-NIMR, FU Guwahati is deprived of the use of the leased premises or part thereof due to the failure, neglect or default of the owner/landlord to carry out the necessary repairs of the leased premises.
15. During the currency of the lease agreement the owner/landlord shall not transfer mortgage, sell or otherwise create any interest in the premises leased to the ICMR-NIMR, Field Unit, Guwahati with any party affecting ICMR-NIMR, FU Guwahati's right of occupation and any of the terms of the lease without written consent of the ICMR-NIMR, FU Guwahati.
16. That if the landlord is desirous of making any addition to the building is shall be ensured by him that no access/approach by whatever means is made from the leased portion or by encroaching upon the open spaces which have been herein above made available to the exclusive use of the ICMR-NIMR, FU Guwahati.
17. If the leased premises at any time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest flood, violence of any army of mob or other irresistible force, then in such case it shall be optional with the ICMR-NIMR, FU Guwahati to determine the lease period or to retain occupation of the leased premises, if the ICMR-NIMR, Field Unit, Guwahati so desires without any diminution of rent hereby reserved and in such cases, ICMR-NIMR, FU Guwahati is not liable to pay for any such damage or destruction caused to the Building/Premises or for any repair works also.
18. The ICMR-NIMR, FU Guwahati shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving two month notice in writing. The right to terminate the lease before the expiry of lease period will vest only the ICMR-NIMR, FU Guwahati.
19. The ICMR-NIMR, FU Guwahati after the expiration of the said terms or extension thereof (if agreed mutually) will deliver possession of the leased premises to the owner/landlord in the nearly same condition as at the time of commencement of lease with normal wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force. This condition shall not be construed to render the ICMR-NIMR, FU Guwahati liable to do any repairs of any kind to the leased premises. The ICMR-NIMR, FU Guwahati shall be at liberty to remove at any time or at the time of vacating the premises, all

furniture, fixtures and fittings including strong room doors, FBR ventilators, lockers, safe, counters etc installed in the premises and the owner/landlord shall not claim any compensation.

20. Any charges to be paid towards Municipality/ Panchayati tax and other charges to be paid by the landowner time to time.
21. Surrounding of the premises to be kept clean. There should not be any dust and garbage.
22. There should not be any noise and disturbance to the staff.
23. Electricity and water complaints should be attended immediately and rectified by owner within stipulated time.

Date:

Signature of the Tenderer with seal

TECHNICAL BID (In separate sealed envelope)**OFFER FOR OFFICE ACCOMODATION**

Offer for hiring office premises to ICMR-NIMR, Field Unit Guwahati at Guwahati Assam
(To be submitted in a separate sealed envelope **superscribed** as “**TECHNICAL BID**”)

I/We being(s) offer the premises for ICMR-NIMR, Field Unit, Guwahati at _____.

S. No.	Particulars	Details
1	Name of owner (Attach copy of proof of ownership)	
2	Complete Address of the building offered for rent:	
3	Covered Area of Property	
a	Covered Area	
b	No. of Rooms and internal dimensions thereof	
c	No. of Toilets.	
4	Distance (in kms) from the Main Road (Specify road and its width)	
5	Copy of Plan approved by the Competent Authority (Optional)	
6	Latest Municipal tax receipts, if applicable	
7	Ownership Proof (Registry/allotment letter etc.)	
8	Clearance/ No Objection Certificates from all the relevant Central/State/Municipal Authorities and fire department.	

9	Rough Sketch/Layout Map (Handmade/computer made) of the Building with owner's signature	
10	Lift, if available (Copy of lift licence and its AMC shall be attached) only in case of 1 st or above floor.	
11	Latest Water Supply bill Receipts (If applicable)	
12	Sanctioned electricity load (Attach copy of latest paid Electricity Bill.)	
13	Details of fitting & fixtures – Lights, Fans and toilet accessories etc. (Please attach separate sheet for details)	
14	Details of open/parking area	
15	Contact Details of owner:	
a	Telephone/ Mobile No.	
b	Email I.D.	
c	Address for correspondence	
d	Income tax/ PAN/TAN	
e	Aadhar card (Optional)	
f	GST number	

Date:

Signature of the Tenderer with seal

(Format of undertaking to be submitted along with Tender)

UNDERTAKING

- 1) I, the undersigned, hereby declare and affirm that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions.
- 2) I/We declare that information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/ fabricated document could lead to rejection of my e-tender at any stages besides liabilities towards prosecution under appropriate law.
- 3) That the rates quoted by me are valid and binding upon me for the entire period of contract.
- 4) **That the earnest money of Rs...../ deposited by me vide Banker Cheque/ Demand Draft No..... dated.....is attached herewith.**
- 5) That I/We authorize Officer-In-Charge, ICMR-NIMR, Field Unit Guwahati to forfeit the Earnest/Security money deposited by me/us, if any delay of failure to provide rented building to the satisfaction of ICMR-NIMR, Field Unit Guwahati within the stipulated time.
- 6) I/We also declare that there are no Government/Municipal restrictions barring the letting of the proposed building on rent and I/We am/are the legal owner of the proposed building.
- 7) I have been informed that the Director/Officer in Charge has the right to accept or reject any or all the tenders without assigning any reason thereof.
- 8) I/we hereby undertake that our party/firm is never debarred or blacklisted from any Govt./Autonomous/Private or any other organization.
- 9) I/We hereby undertake that there is no pending legal case or liability towards me/ us from any Authorities under any law/Act.
- 10) I/we will allow erection of Pole/Tower on the rooftop/premises for Internet connection for the computerization of the Office and installation of equipments with necessary electricity fittings. All necessary permission shall be obtained by me on my cost.
- 11) All Annexures of tender document are the part of agreement.

Date:

Signature of the Tenderer with seal

ANNEXURE-G

Checklist of Documents to be submitted, Mandatory
“THE BID DOCUMENTS HAVE TO BE SUBMITTED IN THE FOLLOWING SEQUENCE”

S.No.	Documents	Submitted (Yes/No)
1	Tender documents duly signed & stamped	
2	EMD Rs. 10,000/- in the form of DD of any nationalized bank in favor of ‘Officer-In-Charge, ICMR-NIMR, FU, Guwahati’, payable at Guwahati	
3	Copy of PAN/TAN Card	
4	Complete address with valid E-mail/Contact Nos. (Attach valid proof regarding address)	
5	Copy of proof of identity i.e. Aadhaar Card/Voter Card/Passport or any other valid identity card issued by state or central Govt.	
6	Copy of ownership proof i.e. Registry/Jamabandi Nakal/Farad/Intkal or any other valid Deed.	
7	Copy of Approved Building Plan or Rough Sketch/Layout Map (Handmade/computer made) of building signed by the owner	
8	Copy of latest Electricity Bill and paid receipt (Not more than three months earlier) with specification load/Self signed Undertaking reg. Load.	
9	Bank Account details (Required Cancelled cheque)	
10	Copy of clearance certificate/ NOC from all relevant central/state	
11	Certificate mentioning the building is not disputed.	
12	'Annexure ‘D’(Technical Bid) Offer for Accommodation	
13	'Annexure ‘E’(Financial Bid) To be submitted in separate sealed envelope	
14	Annexure ‘F’ (Undertaking) To be submitted along with Tender	
15	GST certificate	
16	Any other relevant document, if any	

Signature of Owner/Tenderer

Checklist of Documents to be submitted

“THE BID DOCUMENTS HAVE TO BE SUBMITTED IN THE FOLLOWING SEQUENCE”

S. No.	Documents	Submitted (Yes/No)
1	Copy of approved building plan (if applicable)	
2	Copy of Latest Water Supply bill receipt. (If applicable)	
3	Copy of latest Municipal Property Tax/House Tax receipt (If applicable)	
4	Copy of License and AMC of lift (If Applicable)	
5	Clearance certificate from fire authority (If applicable)	
6	Copy of latest Electricity Bill and paid receipt (Not more than three months earlier) with specification load/Self signed Undertaking reg. Load.	
7	Any other relevant document, if any	

Signature of Owner/Tenderer

FINANCIAL/ Price BID (In separate sealed envelope)

Hiring of office premises to ICMR-NIMR, Field Unit Guwahati at Guwahati Assam

(To be submitted in a separate sealed envelope superscribed “financial bid”)

I/We offer the premises owned by me/us for office premises at _____ .

Rent per Sq. m. of floor area: Rs.

(Rs. In Words):

Total amount of Rent per month: Rs.

(Rs. In words)

(Floor area is the covered area to be measured after excluding the portions of walls, columns, staircase, Balcony, Porch, common passage etc.)

Signature of the Owner(s)

Name(s)

Contact No.(s)

Phone No.

Email ID

The financial bid will inter-alia include:

- I. The rent demanded per **Sq. m.** (Covered area as mentioned above) for the entire space offered. The rent offered should be inclusive of property tax or any other tax required to be paid by the property owners.
- II. The period of lease should be **for 1 (one) year duration initially** which can be extended as per mutual consent.
- III. The rent of the accommodation offered is inclusive of all taxes/charges excluding water/ electricity charges except of common area. The monthly rental rate per **Sq. m.** in Rupees of the area of the accommodation offered should be quoted. Income Tax/TDS will be deducted at the same prevailing rate.
- IV. Free parking space should be provided/made available for visitors/Working Staff.
- V. ICMR-NIMR, Field Unit Guwahati reserves the right to accept or reject any or all the offers/ bids without assigning any reason thereof.

Date:

Signature of the Tenderer with seal