

No. 7-4/2008-PMU
Government of India
National Disaster Management Authority

ADVERTISEMENT FOR HIRING OF OFFICE ACCOMMODATION

National Disaster Management Authority invites bids from the legal owners/power of attorney holders of the building for acquiring office accommodation for use by the Authority having carpet area of 4,000 sq. feet. The premises should be in the nearby localities like Safdarjung Enclave, Green Park, Hauz Khas, Chanakya Puri and Lodhi Road Institutional Area i.e. within a radius of 5 Km. from "NDMA Bhawan", A-1, Safdarjung Enclave, New Delhi-110029. **The office accommodation is proposed to be hired for the entire period of the World Bank assisted National Cyclone Risk Mitigation Project (NCRMP) i.e. upto March, 2015.** For details of Terms and Conditions for hiring of accommodation please visit website www.ncrmp.gov.in.

The interested parties(only legal owners) should send their proposal, along with a non-encumbrance certificate, in a sealed cover superscribed "Quotation for Accommodation" addressed to Shri A.K. Jain, Under Secretary and Asstt. Advisor (Mitigation), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029 within 21 days of the publication of this advertisement.

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ADVERTISEMENT FOR HIRING OF OFFICE ACCOMMODATION

National Disaster Management Authority invites bids from the legal owners/power of attorney holders of the building for hiring office accommodation for use by the Project Management Unit (PMU) of World Bank assisted National Cyclone Risk Mitigation Project(NCRMP) having a carpet area of 4,000 sq. ft. The premises should be in the nearby localities like Safdarjung Enclave, Green Park, Hauz Khas, Chanakya Puri and Lodhi Road Institutional Area i.e. within a radius of 5 Km. from "NDMA Bhawan", A-1, Safdarjung Enclave, New Delhi-110029. The terms and conditions of the tender are as under.

Terms & Conditions

1. The Building should be in the localities of Safdarjung Enclave, Green Park, Hauz Khas, Chanakya Puri and Lodhi Road Institutional Area i.e. approximately within a radius of 5 km from "NDMA Bhawan" A-1, Safdarjung Enclave, New Delhi-110029.
2. The interested parties should send their proposal in a sealed cover superscribing the same as "Quotation for Accommodation" addressed to Shri A.K. Jain, Under Secretary and Asst. Adviser(Mitigation), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi – 110029 within 21 days of the publication of this advertisement and it should be submitted by the legal owner(s) of the building along with a non-encumbrance certificate.
3. **The proposal should be submitted in two parts in two separate sealed envelopes.** The first part would be the "Technical Bid" which should contain technical parameters like design parameters, power supply, provision of lift, type of construction, common facilities offered, if any, availability of parking space, air-conditioning standards etc. The second part would be the "Financial Bid" which should indicate the rent proposed to be charged and financial terms and conditions. Both the bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top "Financial Bid" or "Technical Bid". Both these envelopes should be kept in a sealed cover as mentioned in the above para. The technical bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those parties which are shortlisted on the basis of their Technical bids.
4. **Technical Bid** should inter-alia contain details as follows: a) Location and address of the building (preferably with photograph of the building); b) Exact super-area and carpet-area; c) Detailed approved plan of the accommodation; d) Clearances/No objection certificate from all the relevant Central/State/Municipal authorities and Fire Department for use as office premises conforming to the municipality laws; and e) Facilities and amenities available with the building.
5. **Facilities required to be provided by the owner :** (i) The building should be independent and located on main road with easy access. It should be fit and approved for office use; (ii) Assured free parking space be provided/made available for at least 20 vehicles (iii) There should be a provision for 24 hours electricity supply with 100% power backup round the clock; (iv) The office space should have electrical fixtures such as switches, power points etc; (v) The area proposed to be given on rent should be on the same floor or on continuous floors. However, preference would be given to exclusive building with a secured boundary wall and independent entrance; (vi) The building should have adequate security cover to protect the Govt. property; (vii) The maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same; (viii) In case of high rise buildings, provision of lift is essential; (ix) The building should have adequate toilet facilities separately for ladies and gents; (x) The building

should be in a ready to use condition with electricity, water, lifts, sewerage and fire fighting equipment. The electric power available should also be indicated; (xi) No advance rent is payable by the Government as a matter of policy; (xii) 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, (xiii) The Building should be fitted with 2 HP Water Motor Pump

6. The financial bid will inter-alia include : (i) The rent demanded per sq. ft. (carpet area/covered area etc.) and the rent offered should be inclusive of property tax or any other tax required to be paid by the property owner(ii) **The rates should be quoted in words and figures and** (iii) **The Bid may also include the proposal for hike in rent after three years.**

7. The bidder will furnish a Demand Draft amounting to Rs. 10,000/- (Rupees ten thousand only) from a Public Sector Bank drawn in favour of Drawing and Disbursing Officer, National Disaster Management Authority, New Delhi, payable at New Delhi, as Bid security. The Demand Draft(s) of the unsuccessful bidder(s) will be returned to them within 30 days after the award of the contract. Any bid not accompanied by Bid Security will not be considered.

8. If at any point of time, it is found that the Building lacks any of the provisions mentioned above, NDMA will be free to take action to dehire the accommodation.

9. Any dispute relating to hiring/dehiring of the office accommodation will have legal jurisdiction in New Delhi.

10. Conditional offers will be summarily rejected
