

Notice Inviting Quotation

The Haryana Pond and Waste Water Management Authority (HPWWMA) invites bids from the legal owners / Power of Attorney holders for hiring, office accommodation, having approximate carpet area 8600 sq.ft, with plinth area of about 14500 sq.ft preferably on a single floor for its office at Chandigarh / Panchkula under two Bids System (Technical and Financial Bids). Details and Bid form can be obtained from the office of the HPWWMA, Panchkula or can be downloaded from www.hpwwma.org.in

Interested parties (only legal owners) may send their sealed offers super-scribed “**BID FOR LEASED ACCOMMODATION**” in the prescribed formats (Technical and Financial Bid separately) addressed to the Member Secretary, HPWWMA, Bays No.39 & 40, Block-B, Sector-4 Panchkula. Other terms and conditions of the lease / rent can also be downloaded from the website. The offers in the prescribed format must reach to the Member Secretary, HPWWMA, Panchkula, either by speed post or in person on or before 08.10.2020 at 3.00 pm. No quotation / offer will be accepted by FAX or email or Courier or any such other means. The bidders are also required to attach an application fee in the form of a Demand Draft of ₹.1000/-drawn in favour of “The Haryana Pod and Waste Water Management Authority” payable at Panchkula along with the Technical Bid.

हरियाणा तालाब एवं अपशिष्ट जल प्रबंधन प्राधिकरण

Bays No-39-40 (Basement), Block-B, Sector-4, Panchkula-134112

E-Mail Id: ms.haryanapondauthority@gmail.com

Website: www.hpwwma.org.in

“Notice Inviting Quotation for Hiring Office Accommodation at Chandigarh / Panchkula on Lease / Rent Basis”.

The Haryana Pond and Waste Water Management Authority (HPWWMA) intends to hire, for its office premises, a building or a part of building on lease / rent at Chandigarh/ Panchkula under two Bids System (Technical and Financial Bids) from the owners of the premises and other interested parties (PSUs- Govt. and Non-Government). The total carpet area required for the office is 8600 sq.ft, with plinth area of about 14500 sq.ft, preferably on a single floor. Details and Bid form can be obtained from the office of the HPWWMA, Panchkula or can be downloaded from www.hpwwma.org.in

Interested parties may send their sealed offers super-scribed **“BID FOR LEASED ACCOMMODATION”** in the prescribed format. The terms and conditions of the lease / rent can be downloaded from the website. The offers (Technical and Financial Bid separately) in the prescribed format must reach the Member secretary , HPWWMA, Bays No.39 & 40,Block-B, Sector-4 Panchkula, either by speed post or in person on or before _____ at _____pm. No quotation / offer will be accepted by FAX or email or Courier or any such other means. The bidders are also required to deposit prescribed Application fee, Earnest Money and Performance Security as per detail given below:

Application Fees:

Intending bidders will be mandatorily required to make payment through a Demand draft of ₹1000/- (Non refundable) towards application fees in the form of Demand Draft drawn in the favour of “The Haryana Pond and waste water Management Authority”, payable at Panchkula. In case the intended bidders fails to submit Demand Draft as prescribed application fees along with Technical Bid or applications received after stipulated date and time, the same will be out rightly rejected.

Earnest Money

Earnest Money Deposit of ₹10,000/- (Rupees Ten Thousand Only) has to be deposited in the form of Demand Draft/Pay Order drawn in the favor of "The Haryana Pond and waste water Management Authority, Panchkula" payable at Panchkula. Bid without EMD will not be accepted under any circumstances. The EMD will be refunded to the unsuccessful bidders within 15 days after the finalization of the bids. The EMD of the successful bidder will be refunded once he deposits the performance security.

Performance Security

The selected bidder shall be required to furnish a performance security @ 5% of the quoted / accepted amount in the shape of CDR/Banker Cheque/D.D./Pay Order/ FDR of the scheduled banks drawn in favor of "**The Haryana Pond and Waste Water Management Authority, Panchkula**" payable at Panchkula valid for a period of 5 years from the date of the possession of the building. The performance security is required to be deposited before the issue of letter of acceptance for award of work.

Time and Date of Submission of Technical and Financial Bids: - _____

Time and Date of Opening of Technical Bids: - _____

2. Terms and Conditions:

- 2.1 Space offered should preferably on a single floor and if offered on multi floors, it should be not more than two floors in any case and should be on continuous two floors with the provision for dedicated entry for movement between floors.
 - 2.2 Evidence of appropriate approvals for commercial and institutional use of the property must be submitted along with Technical Bid.
 - 2.3 If the offer is in multiple storey building, appropriate provision for lift should be available.
 - 2.4 The location of office space should be in vicinity of Chandigarh and Panchkula with adequate space for parking. Exclusive covered car parking for at least three cars is preferable.
 - 2.5 The property offered should have 24 hrs electric supply along with a power back-up of Generator and with a separate electric meter (Commercial) installed exclusively for the office.
 - 2.6 Quotation will be acceptable only from owner of land and building / property.
 - 2.7 Clearances with no objection certificates from all the relevant central / State Government and Municipal Corporation for use as office premises, must also be submitted along with Technical bid.
 - 2.8 The space offered should be free from all liabilities and litigations with respect to its ownership, lease rent etc. and there should be no pending payment against the same.
 - 2.9 The property offered should have also adequate space for installation of UPS / outdoor split AC and must be provided with 24 hrs running water supply for both drinking as well as other utilities etc.
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- 2.10 There should be adequate arrangement for public utilities like lavatories, etc for men and women separately (for 60 users).

- 2.11 The responsibility for payment of all kind of tax such as property tax, municipal-tax, sewerage tax, water tax, etc should be borne by the owner / bidder and updated copies of all tax receipts should be attached with the bids.
- 2.12 The property offered should be well-connected by the public transport at a fair distance and should be easily accessible.
- 2.13 The property offered should have adequate security cover and fire safety measures installed as per the requirements of Departments of Fire & Rescue Services, with sufficient accommodation for watch and ward staff.
- 2.14 The corridors, staircases etc should be sufficiently wide with a minimum width of 4 feet.
- 2.15 Possession of accommodation should be handed over to the Department within 30 days from the award of the order and rent shall be payable by a competent authority from the date of taking its possession.
- 2.16 The property offered should be architecturally designed / partitioned strictly as per the plan approved by committee and it should be submitted along with Technical Bid and also concrete suggestions if there are any in modification of the same may also be enclosed with Technical Bid.
- 2.17 The space offered should have the basic infrastructure like electrical fixtures (lights, power backup, fans, air-conditioners, etc) installed and bidder may quote the rates separately for entire infrastructure.
- 2.18 The property offered should have common toilets for public and separate toilet for gents and ladies.
- 2.19 The rent per square feet of carpet area, common area e.g. space for lift, fire escape, stair case, lobby, toilet, shelves etc shared by others should clearly indicate rates provided for fully furnished, equipped with above facilities designed / constructed

strictly as per the approved plan by the Committee. The rooms for highly elated officers should be fully furnished with false ceiling, electrical fittings. An attached toilet in all the three rooms for three officers is preferred but at least there should be one room with attached toilet for W/EVC. The Space for other Staff members should be provided as per **Annexure-A**.

- 2.20 The Haryana Pond and Waste Water Management Authority reserve the right to get the maintenance done at its own level if the services provided by the bidder are not found satisfactory.
 - 2.21 No quotation will be accepted by courier, FAX / e-mail or any such other means except by speed post or in person.
 - 2.22 Any forms of canvassing / influencing the bid will attract rejection of the bid submitted by the bidder.
 - 2.23 No brokerage for property offered will be payable.
 - 2.24 Initial lease period will be upto 5 (Five) years and may be renewed further upto 10 (Ten) years.
 - 2.25 All disputes will be subjected to adjudication in the Hon'ble Court at Panchkula.
 - 2.26 The lease will be formalized in the proforma of standard lease agreement as applicable for the State Department. Periodical revision of rent will be considered as per the clause of standard lease agreement.
- 3. The Technical bids should be accompanied by the following documents:**
- 3.1 Document in support of ownership of building / land and construction thereon.
 - 3.2 Copy of PAN number of original owner of the premises.
 - 3.3 Proof that the applicant is the original owner or lease holder or power of Attorney holder or authorised agent of the property.
 - 3.4 The affidavit swearing that spaces offered is free from any liability and litigation with respect to its ownership, lease / renting and that there is no pending payments against the same.
 - 3.5 No Objection Certificate / Clearance Certificate from the Central / State Government, Municipal Corporation, Fire Department etc for commercial use of the property.

- 3.6 Attested / Self-certified copy of the completion certificate issued by competent authority.
- 3.7 Proof/ certificate from the authorised architect certifying the carpet area of the space offered for hiring.

4. Procedure of Submission of Quotation:

The offers will be entertained into 2 bid system.

- a) First envelope containing Technical Bid.
- b) Financial Bid

4.1 Both the bids (Technical and Financial) duly signed by the owner or his authorized signatory 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 relevant documents.
- b) Envelope-2: containing the Financial Bid as prescribed in Annexure-II showing rates, & financial terms and conditions etc.
- c) Both the Envelopes should be superscribed in bold letters with the Statement.

“TECHNICAL BID OR “FINANCIAL BID” as the case may be.

- 4.2 Finally the above mentioned two envelopes should be sealed in a single cover and addressed to “The Member Secretary”, HPWWMA, Panchkula superscribed as bid for rented / leased accommodation and must reach on or before the closing time and date.
- 4.3 Only those Technical Bids which qualify all the prequalification criteria mention in Annexure- III shall be considered for evaluation.
- 4.4 For any pre- bid submission, query the prospective bidder may contact the “Member Secretary”, HPWWMA, Panchkula on any working day during 09.00 am to 05.00 pm.

5 Procedure for opening of offers / Quotations

- 5.1 The quotations will be opened on – at – in the office of the Member Secretary, HPWWMA, Panchkula by the Sub-Committee-II, in the presence of bidders or their authorized representatives.
- 5.2 While opening the Quotations, the Envelope containing technical bid shall be opened first and evaluated by the Sub-Committee- II setup by main committee and will be evaluated by it and the financial bids will be kept in the custody of Member Secretary unopened.
- 5.3 The Sub-Committee- II shall visit the space site offered by bidders to ascertain the suitability of the location/ space and other facilities / utilities available as claimed by the bidders. The assessment of the Sub-Committee- II would be one of the major criteria for evaluation of Technical bids.
- 5.4 The bidders would be qualified for opening of their financial bids subject to evaluation of the Technical Bid submitted and satisfactory report from the Sub-Committee- II after approval by the main committee. The date / time and place for opening of the financial bids would be informed to the bidders whose technical bids are found acceptable, by email or telephone. The bidders if they so desire, can depute their representative to witness the opening of Financial bids.

6 Bid Evaluation:

- 6.1 The Financial Bids will be evaluated based on the fully furnished, functional and ready to move-in accommodation along with power back up, common area charges, fixtures, ACs, fans etc. The taxes, if any may be shown separately.
- 6.2 The Financial Bids will be scrutinized and finalized subject to ratification by the main committee constituted by the Government of Haryana.
- 6.3 The committee reserves the right to reject any or all the quotations without assigning any reason.

7 Payments:

- 7.1 Payments shall be made by the Authority against pre-receipted bill as per the lease deed to be executed between the Authority and the owner of the premises.
- 7.2 Payment of monthly rent will be made through NEFT/RTGS after deduction of TDS, any other taxes as applicable as per the rules.
- 7.3 No Security deposit / Interest on security deposit or any other advance payment except the monthly rent shall be payable by the Authority.

8 Arbitration

- 8.1 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. The arbitration proceedings shall take place in Chandigarh and Panchkula only.

9 Penalty clause

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

10 Miscellaneous

- 10.1 The offer should be valid up to 180 days after closing date of offer.
- 10.2 The Committee, HPWWMA shall be under no obligation to accept the lowest quotation. If the other condition are not satisfied.

Annexure – I**TENDER DOCUMENT– TECHNICAL BID FOR HIRING OF OFFICE ACCOMODATION
FOR
THE HARYANA PONDS AND WASTE WATER MANAGEMENT AUTHORITY**

S.No.	Particulars	Documents to be submitted
1.	Full particulars of the legal owner of the premises: a) Name : b) Address (Office & Residence) : c) Telephone & Mobile No. : d) Tele fax : e) E-mail ID : f) PAN No. & TAN No.	Copies of PAN Card & TAN Card
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 tender	Please provide details
3.	Status of the accommodation offered for hiring	
4.	a) Complete address with brief description and location of the accommodation offered. b) Whether commercial or dual use (residential-cum-commercial)	Relevant certificates from concerned authorities for commercial or dual use. If applicable, Municipal Authority certificate for use of Commercial purpose.
5.	Total area offered for rent (floor wise) in sq ft. i) Carpet area ii) Plinth area iii) Super Built up area iv) Dimensions and numbers of staircases, corridors & Lifts (if any)	Certified sketch & site plan
6.	Particulars of completion certificate.	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 offered accommodation:- a) whether single floor or multi-storey 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 the Department d) whether rooms are constructed, if yes then numbers and sizes e) Whether modification in internal plan may be made in case of constructed rooms as per approved drawings. f) Details of space available for installation of Gensets / UPS, etc.	Please provide answer to each of the sub points
9.	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 of men and women)
10.	a) Whether running water, both drinking and other utility available round the clock. b) whether sanitary and water supply installations have been provided	Please provide point wise reply
11.	a) Whether electrical installations and fittings, power plugs, switches etc., are provided or not. b) whether building has been provided with fans or not (if yes, the number of fans floor wise) c) Whether provisions for Air conditioning with power points available or not? If yes, then give numbers and type.	Please provide point wise reply
12.	i) Sanctioned electricity load ii) Whether willing to get the electricity load increased in case of requirement of the Department.	
13.	i) Details of power backup facilities ii) Arrangements for regular repairs and maintenance of such 'Power Back Up' facility	Please provide point wise reply
14.	Details of Fire Safety along with particulars of Fire Department Certificate.	(Copy of certificate to be enclosed).
15.	The period and time when the said accommodation could be made available for occupation after the approval by Department	Undertaking from the owner
16.	i) Specify the period for which the property is being offered for rent with provision of extension.	A self attested undertaking from the owner of the property indicating the number of years for which property is being offered for rent to the Department
	ii) For what duration after handing over the possession to Department, the rates quoted should remain unchanged and rate of increment thereafter (within the period for which property is being rented)	An undertaking from the owner of the property indicating number of years for which the rent shall remain constant and rate of increase thereafter.

17.	Distance from the nearest: Railway Station / Bus Stand	Please provide point wise details
18.	Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority.	
19.	Various Tax receipts (property, corporation / municipality tax etc.)	
20.	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.	A self attested undertaking indicating the same along with certificate in this regard by the competent authority.
21.	Clearances / No objection Certificates from all relevant Central / State Government and Corporation / Municipal Authorities including Fire Department for use as office premises conforming to the Corporation / Municipality Rules and Bye-laws	Copies of all clearances / No Objection Certificates from all relevant Central / State Government and Corporation / Municipal Authorities Copies of approved plan of the office space being offered Documents in support of ownership of Building / Land and construction
22.	Any other salient aspect of the building, which the party may like to mention	

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 Department may wish to take.

Signature_____

Name_____

Designation_____

FINANCIAL BID
HIRING OF ACCOMMODATION FOR OFFICE

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) Address of Property offered

Sr.No.	Brief Description	Area in Sq ft	Rate Quoted per sq. ft. of Area	Amount per month (₹.)
1.	Property for office space	Carpet Area	Warm shell only ₹. _____	
			b) Additional rates for provision of minimum partitions, false ceiling etc, as per requirement, to be charged on carpet area of the building, power back-up if any, charges for fan & light fixtures, if provided, charges for AC if installed, any other charges for extra features (pl. specify), Maintenance charges (pl. specify) ₹. _____	
	b) Common area like space for lift, fire escape, staircase, lobby, toilets, shafts etc.			
Total				
2.	Taxes, if any			
3.	Total Amount Per Month (in figures)			
4.	Total Amount Per Month (in words)			

Note

- a. The term "warm shell" refers to the owner delivering the space to the Authority with basic finishing's which include painted walls, electrical panels and outlets, tiled floor, plastered Ceiling with basic lighting, finished bath rooms and fire safety systems.
- b. Other charges viz. power back-up, charges for fan, light fixtures, air conditioning etc. and any other charges towards extra feature; maintenance cost etc. shall be excluded in the rates above. The same shall be quoted separately.
- c. Periodical revision of rent will be determined as per the conditions laid down in latest Standard Lease Agreement.
- d. Lowest bidder shall be decided based on the rates quoted as per Annexure II.
- e. Quotation should be exclusive of all taxes and duties and payable by the Department monthly as rent.
- f. 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.
- g. No conditional offer will be considered and the committee, s decision will be final.
- h. The committee reserves the right to accept, cancel any or all the quotations without assigning any reason.
- i. The conditional quotation/ offer shall not be acceptable.

Date

Signature _____

Name _____

Designation _____

ANNEXURE-III**Pre-Qualification Criteria**

1	8,600 sq ft of Carpet Area (+) /(-) 10% in one block
2	24 hrs availability of Electricity and Water Supply
3	Dedicated Parking of cars and two wheelers as per extant HUDA Rules at the time of obtaining approval for construction
4	Availability of approved plan / drawing
5	Availability of relevant certificates from Chandigarh Housing Board/ HUDA / Municipality and Other Authority for Commercial or dual use
6	Affidavit from the Original owners or authorized agents clearly stating that space offered for rent is free from any litigation /disputes with regard to ownership, pending taxes/electricity bills, dues etc.
7	Fire Department Certificate
8	A self attested undertaking from the owner of the property indicating the number of months for which the property is being offered for rent
9	Copies of all clearances / No objection certificates from all relevant Central / State Government and Municipal Authorities
10	Availability of common toilets and attached toilets
11	Documents in support of ownership of Building / Land and construction
12	Availability of adequate day light and ventilation

Note: Only those bids which satisfy all the 12 qualification criteria mentioned above shall be considered for Evaluation

ANNEXURE IV

EVALUATION CRITERIA

	Technical Evaluation Criteria	Terms of Evaluation Independent Building	
1	Availability of entire space in one independent building or same floor in a building	Independent building/floor with minimum carpet area of 8600 sq. ft.	
		Continuous floors in a building with dedicated entry	
		Continuous floors in a building without dedicated entry	
2	Availability of minimum partitions as above or willingness of the owner to make ready the partitions within two months	Building having partitions close to the minimum partitions	
		Building not having the partitions but the party is willing to provide the partitions and the rates are accordingly quoted	
		Only "warm shell" is provided	
3	Availability of dedicated lift for use by the Department	Dedicated lift available from main entrance	
		Dedicated lift available from side entrance	
		Common lift available	
4	Availability of dedicated parking space (four wheeler / two wheeler)	Dedicated car parking for minimum three motor cars	
		Dedicated covered car parking for minimum three motor cars	
5	Proximity to any Bus Stand / Railway Station.	From Sector- 5, Panchkula Bus Stand	
		From Sector-17, Bus Stand, Chandigarh	
6	Suitability of accommodation for the Authority as per assessment of the evaluation committee after physical verification of the property. The assessment will be broadly based on parameters such as connectivity from the main Bus stand Sector 5 Panchkula / main Bus stand, Sector 17, Chandigarh , ambience, age of the building hygiene, electricity, availability of water both drinking and non-drinking, public utilities, availability of sun light , proper ventilation , conditions of furnishing and fixtures, provision of security, watch and ward , power back up etc. availability of water both drinking and non-drinking, public utilities, conditions of furnishings and fixtures,	To be evaluated by the Evaluation committee(Sub- Committee -II)	

ANNEXURE - "A"

S/N	Type of Accommodation	Requirement of the space	Required Area (in sq feet)	Total Area (in sq feet)
1	Rooms with attached toilet	3 No.	400 sq. feet with attached toilets in each room preferably must for one room for EVC	1200
2	High level (7')Cubicals with lock facility	1 No.	300	300
		6 No.	200	1200
4	High level (6')Cubicals with lock facility	26 No.	60	1560
5	Workstations	32 No.	40	1280
6	Reception Couter	1 No.	120	120
7	Visitors Room	1 No.	474	474
8	Dining Room	1 No.	400	400
9	Conference Hall	1 No.	474	474
10	Drivers Room	1 No.	40	40
11	Store with locking facility	1 No.	400	400
12	Record Room with locking facility	1 No.	1152	1152
				8600