

## **TENDER**

Office of the Principal Accountant General (Audit), Andhra Pradesh, Hyderabad requires leased Office Space accommodation, in Vijayawada, Andhra Pradesh, of **7,500 sq. ft.** carpet area **for one year from 01-04-2018**. The building must have municipal approval with adequate parking space, uninterrupted power supply and easy access to staff/public. Detailed tender document is available on the website **[www.agap.cag.gov.in](http://www.agap.cag.gov.in)**. Filled-in tender document as per procedure mentioned may be submitted by **16-02-2018**. Interested parties may send their **EXPRESSION OF INTEREST** to Senior Audit Officer/Coordination Cell, O/o Principal Accountant General (Audit), Andhra Pradesh, at D.No. 54-14/5-17A, Road No. 12A, Bank Colony, Bharathinagar, Vijayawada-520008. For further information in this regard, may contact on 0866-2973565 or send an E-mail to **[ccvja1617@gmail.com](mailto:ccvja1617@gmail.com)** or **[agauandhrapradesh2@cag.gov.in](mailto:agauandhrapradesh2@cag.gov.in)**

Sd/-

**Deputy Accountant General (Admn)**

**NOTICE INVITING TENDER FOR OFFICE SPACE ON RENTAL BASIS AT VIJAYAWADA FOR SETTING-UP OF OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT), ANDHRA PRADESH, AMARAVATI.**

1. **BACKGROUND**

1.1 Office of the Principal Accountant General (Audit), Andhra Pradesh, Hyderabad-500 004 is in a need of Office Space and requires suitable Office space measuring **7,500 sq.ft.**(approx.) carpet area, on rental basis in Vijayawada for opening of an Office at Vijayawada. Premises is required for occupation **for 1 year from 1<sup>st</sup> April 2018.**

1.2 Offers are invited individually and/or jointly from legal owners of properties, State PSUs, Lease Holders, for hiring build up space as above. The rental agreement would be executed initially for a period of **one year** by the Officer representing the Department. The property owner(s) are advised to obtain the tender document containing the details of terms & conditions of hiring from the Department website **www.agap.cag.gov.in**. For any pre-bid submission queries, the prospective bidders may contact Senior Audit Officer/Coordination Cell, O/o. Principal Accountant General (Audit), Andhra Pradesh, at D.No. 54-14/5-17A, Road No. 12A, Bank Colony, Bharathinagar Vijayawada -520008 on phone/mobile No. **0866-2973565** or email: **ccvja1617@gmail.com** or **agauandhrapradesh2@cag.gov.in**

1.3 The quotation should be neatly typed and submitted in a sealed envelope super scribing 'offer of space for setting up of Camp Office of O/o. Prl.AG(Audit), Andhra Pradesh at Vijayawada' to the Senior Audit Officer/Coordination Cell, O/o. Principal Accountant General (Audit), Andhra Pradesh, at D.No. 54-14/5-17A, Road No. 12A, Bank Colony, Bharathinagar Vijayawada -520008 latest by **4.00 PM on 16-02-2018** in person or by speed post/courier.

2. **TERMS & CONDITIONS**

2.1 The space offered should preferably be an open hall approved for Commercial/Institutional single floor or multiple floors with the provision for dedicated entry for movement between the floors. 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. Adequate space for parking should be available to park two wheelers, cars etc. The building offered should be complete and suitable for ready to use as office.

2.3 The location for office should be within the Municipal limits of the city of Vijayawada. Nothing contained in this clause shall however, prohibit Department to accept the accommodation at farther locations, if the terms and the facilities/features are found to be attractive, meeting the requirement of the Department.

2.4 The offered property should have 24 hours 3-phase electricity supply. A separate electric meter (commercial) should be installed exclusively for the use of the Department. The accommodation should also have provision for 24 hour running water supply sufficient for both drinking and utility facilities.

2.5 There should be enough arrangement for public utilities (Toilets, etc)for men and women, separately.

2.6 The Property offered should be well connected by public transport to airport/railway station/bus stand and should be accessible.

2.7 **The property offered should have adequate security cover and fire safety measures installed as per the requirements. Sufficient accommodation for watch and ward staff should be available. Also the corridors, staircases etc. should be sufficiently wide – minimum 4 ft.**

2.8 All internal and external walls should be painted with good quality paint at the time of handing over the premises offered.

2.9 Possession of the accommodation will be handed over to the Department within 30 days from the award of the order and rent shall be payable from the date of possession.

2.10 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.

2.11 The Department at any time during the rental period may take temporary alterations like partitions, office fixtures and fittings to suit the requirement of the Department.

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 accommodation offered should be submitted along with the Technical Bid.

2.13 The tender will be acceptable only from original owner of the building/ property. Department will not pay any Brokerage for the offered property.

2.14 If the space offered has Power Back-up, electrical fixtures (light, fans etc.) ACs, etc installed, the bidder may quote the rates separately. However, if the rates quoted for these facilities are not found acceptable, the bidder should be prepared to remove the same at their own cost and for the purpose of assessment of lowest bid, rates for space only would be considered.

2.15 The Bidders should give rates, showing taxes, if any separately.

2.16 Finalization of rent for the space offered based on location and other amenities provided, is subject to certification by CPWD/hiring Committee and final approval/sanction by the Comptroller & Auditor General of India as per the rules framed in this regard.

2.17 The assessment of reasonable rent will be done by the CPWD which is the Competent Authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.

2.18 Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory. Preferably, the Bids should be in the typed form.

2.19 No tender will be accepted by Fax, E-mail, Telex or any other such means, except by hand, through Post or Courier.

2.20 Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in the regard whatsoever the reason may be.

2.21 The responsibility for payment of all kind of taxes such as property tax, water tax, Municipal tax etc. in connection with the property offered shall be of the Owner and updated copies of all tax receipts should be attached with the bids.

2.22 Any form of canvassing & influencing the bid will attract rejection of bid submitted by the bidder.

### **3. EARNEST MONEY DEPOSIT (EMD)**

The bidder will be required to furnish earnest money of Rs. 20,000/- in the form of Demand Draft in favour of Sr.Audit Officer (Bills), Office of the Principal Accountant General (Audit), Andhra Pradesh, Hyderabad. The EMD of unsuccessful bidders will be refundable within one month of finalization of order. In case the order is not awarded or the tender is rejected, the EMD shall be refunded within two months of opening of Commercial Bids. No interest would be payable on amount of EMD. EMD should be submitted with Technical Bid. Without the EMD, the tender shall be out rightly rejected. The EMD will be forfeited in case the Bidder asks for modification in his/their bids or do(es) not accept the Contract after being awarded same.

### **4. PROCEDURE FOR SUBMISSION OF TENDER**

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 all relevant documents and Demand Draft towards EMD.
- b) Envelope 2 – Containing the Financial Bid, as prescribed in the Annexure - II showing rates, financial terms and conditions etc.

4.2 Both the Envelopes should be superscribed in bold letters with the statements '**TECHNICAL BID FOR LEASED/ RENTED ACCOMMODATION**' or '**FINANCIAL BID FOR LEASED / RENTED ACCOMMODATION**', as the case may be.

4.3 Finally, the above- mentioned two envelopes should be sealed in a single cover and addressed to the Deputy Accountant General (Admn.), O/o. Prl.Accountant General (Audit), Andhra Pradesh, Hyderabad, superscribed as '**BID FOR LEASED / RENTED ACCOMMODATION**' and must reach on or before the closing time and date indicated on top of this document.

NOTE: Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.

4.4 The Technical Bid should be accompanied by the documents, as per Annexure-I, without which the tender will be considered incomplete and hence, summarily rejected.

4.5 The Technical Bid should be accompanied by a copy of this Tender Document with each duly signed by the authorised signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Documents will not be considered.

4.6 Queries, if any, raised by Department, subsequent to opening of Technical Bids should be answered within the prescribed date. In case of no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through Email and confirmed through a formal letter, duly signed by the authorized signatory.

4.7 Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

## **5. PROCEDURE FOR OPENING OF TENDER**

5.1 While opening the tenders, the envelopes containing Technical Bids and EMD shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation Committee will open Financial Bid after evaluation of the Technical Bids. Financial Bids of technically qualified bidders will only be opened.

5.2 The Committee appointed by the Competent Authority in this Department may visit the place offered by the bidders to ascertain the suitability of the space. 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 Department after visiting the space. The date, time and place for opening of commercial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or telephone.

5.3 The bidders, if they so desire, can depute their representatives for opening of Bids. Technical Bids will be opened on **19-02-2018 at 5.00 p.m.** in Camp Office of O/o. Prl.AG(Audit), Andhra Pradesh at D.No. 54-14/5-17A, Road No. 12A, Bank Colony, Bharathinagar Vijayawada -520008 in the presence of representatives of Bidders present, if any.

## **6. BID EVALUTION**

6.1 The Bids would be evaluated based on the criteria mentioned in technical bid Annexure-I.

6.2 The bid evaluation shall be a 2 stage process: Technical and Financial. 1<sup>st</sup> stage being technical evaluation that shall be done on the basis of information asked in Annexure-1. The bidders that are technically qualified (1<sup>st</sup> Stage) shall be considered for financial evaluation (i.e., 2<sup>nd</sup> Stage) in accordance of Annexure-IIA.

6.3 Bidder with the lowest value of the financial bid i.e., L1 bidder shall be declared selected subject to fair rent be fixed by the CPWD based on the area of the site proposed, facilities provided and other parameters, as applicable.

## **7. PAYMENTS**

7.1 Payments shall be made by the Department against pre-receipted bills as per the lease deed to be executed between the department and the owner or his/her legal representative.

7.2 Payments of rent will be made on monthly basis by account payee cheque/ or through e-payment in favour of Owner after deduction of the tax at source (TDS) as applicable from time to time.

## **8. TERMS OF TERMINATION OF LEASE**

8.1 The period of lease should be minimum one year with provision for extension of lease on mutually agreed terms.

8.2 The lease can be cancelled by either side by giving a notice of not less than 3 months.

## **9. MISCELLANEOUS**

9.1 Non-fulfilment of any of the above terms shall result in rejection of Bid.

9.2 All disputes lie within the jurisdiction only.

9.3 Department reserves the right to reject all or any tender without assigning any reason thereof.

## 10 LIST 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 owner/authorised person.

### **TECHNICAL BID FOR RENTAL ACCOMMODATION FOR SETTING UP OF CAMP OFFICE OF PRINCIPAL ACCOUNTANT GENERAL (AUDIT), ANDHRA PRADESH AT VIJAYAWADA/AMARAVATI**

S. No.	Particulars	Document to be submitted
1	Full particulars of the legal owner of the premises a) Name b) Address c) Telephone & Mobile No. d) Fax No: e) E-mail ID: f) PAN No. & TAN No., GST No.	Copies of PAN & TAN
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 and submitting the tender	Please provide details
3	Status of the applicant with regard to the accommodation offered for hiring (individual/ partnership firm / company / society / any other) specify.	Certificate of authorization
4	a) Complete address with brief description and location of the accommodation offered. b) Whether it is a commercial premises c) Radial Distance (Approx.) from the Railway station and bus station.	Copies of Permission letters for use of commercial purpose from the competent authority of space offered
5	Total area offered for rent ( floor wise) in sq. ft i) Carpet area ii) Covered area iii) Super structure area iv) Dimensions of staircase	<u>Certified sketch &amp; site plan</u>
6	Particulars of completion certificate	
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 – storey	Please provide answer to each of the sub points.



	<ul style="list-style-type: none"> <li>b) With provision of rooms each floor or hall type</li> <li>c) Whether there are any conditions for carrying out partitioning as per requirement of the Department</li> <li>d) Whether rooms are constructed</li> <li>e) Whether modification in internal plan permitted in case of constructed rooms</li> <li>f) Details of space available for installation of Gensets/UPS etc, if any.</li> </ul>	
9	Number of lifts and their carrying capacity	Provide details of make, year of installation & Status of working etc.
10	Availability of facilities/utilities	Number of Toilets (floor wise), with details of capacity of each toilet i.e., WCs, Urinals, Comods and Wash Basin (Separately for men and women)
11	<ul style="list-style-type: none"> <li>a) Whether running water, both drinking and otherwise, available round the clock</li> <li>b) Whether sanitary and water supply installations have been provided</li> </ul>	Please provide point wise reply
12	<ul style="list-style-type: none"> <li>a) Whether electrical installations and fittings, power plugs, switch etc., are provided or not.</li> <li>b) Whether building has been provided with fans or not (if Yes, the number of fans floor wise)</li> <li>c) Whether provisions for Air conditioner with power points available or not?</li> </ul>	
13	<ul style="list-style-type: none"> <li>i) Sanctioned Electricity Load</li> <li>ii) Whether willing to get the electricity load increased in case the Department, needs</li> </ul>	
14	i) Details of power backup facilities	Please provide point wise details
15	Details of Fire Safety Mechanism alongwith particulars of Fire Service Department	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 the Department	Undertaking from the owner
17	<ul style="list-style-type: none"> <li>i) Specify the period for which the property is being offered for rent (minimum one year) with provision of extension</li> <li>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)</li> </ul>	<p>A self-attested undertaking from the owner of the property indicating number of years for which the property is being offered for rent to the Department.</p> <p>An undertaking from the owner of the property indicating number of years for which the rent shall remain constant and rate of</p>

		increase thereafter.
18	Distance from the nearest: a) Railway station b) Bus Stand c) Airport d) Secretariat (Amaravati)	Please provide point wise details
19	Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority like CPWD	An undertaking from the owner of the property
20	Various Latest property Tax receipt, municipality tax etc)	Copies may be enclosed including recent one
21	Space offered should be free from any liability and litigation with respect to its ownership and there should be no pending payments against the same	A self-attested undertaking indicting the same
22	Clearance/ No Objection Certificate from all relevant Central/State Government and Municipal Authorities including Fire Department for use as office premises complying 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  Copies of documents in support of ownership of Building / Land and construction
23	Any legal cases pending before any court in respect of building / premises offered on rent	If yes, furnish details
24	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 totally.
- 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 with date : \_\_\_\_\_

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

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

Contact No. : \_\_\_\_\_

**FINANCIAL BID FOR RENTAL ACCOMMODATION FOR SETTING UP OF  
CAMP OFFICE OF PRINCIPAL ACCOUNTANT GENERAL (AUDIT), ANDHRA  
PRADESH AT VIJAYAWADA/AMARAVATI**

Full particulars of the legal owner of the premises:

- a) Name
- b) Address (Office & Residence)
- c) Telephone & Mobile No.
- d) E-mail ID:
- e) Address of Property offered:

Sl. No.	Brief Description	Total Carpet Area	Total super structure Area	Rate Quoted per sq. Ft	Amount per month (Rs.)
1	Property for office space only				
2	Taxes if any	Details may be furnished if amount quoted			
3	Other charges if any	Details may be furnished if amount quoted			
Total amount per month (in Figures)					
Total amount per month (in words)					
% Rent revision proposed (yearly):					

Note:

- a) Lowest bidder shall be decided based on the total amount filled in above and any rent revision proposed. No other charges shall be considered in deciding lowest bidder.
- b) Quote should be covering all taxes and duties. This shall be the amount payable by the Department as monthly rent after deducting TDS.
- 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 with date

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

Contact No. : \_\_\_\_\_