

**TENDER FOR HIRING OF READY-BUILT BUILDING, FOR HOSTEL
ACCOMMODATION
FOR
NATIONAL SCHOOL OF DRAMA, SIKKIM CENTRE**

Sealed tenders are invited for hiring of ready-built building for hostel accommodation having a desirable carpet area for National School Of Drama, Sikkim at the place shown in the below given table for an initial period of 3 (three) years which may be renewed from time to time required by the organisation with an increment of 5% after completion of 3 (three) years and thereafter.

SR NO.	DESCRIPTION	LAST DATE AND TIME OF SUBMISSION OF TENDER	DATE AND TIME FOR OPENING OF TENDERS	
			Technical/Qualifying Bids	Financial Bids
1.	Carpet area of building (1400 Sqft per floor) Maximum up to 5 and 1/2 storied	27.01.2023	03.02.2023	Financial bids will be opened within 2 weeks from the date of opening of technical bids & actual date & time of opening of financial bids will be intimated to concerned bidders suitably
2.	Total no. of rooms with attached toilet (20 rooms) Measuring (15 ft x 12 ft). Mess including kitchen for accommodating at least 20 students and Reception should be present.			
3.	It should have exclusive entrance from main road with parking facilities for at least two cars			
4.	Location should be within 3 km radius from Development area, Sahitya Parishad Bhavan where the school is located			

Tender conditions:

1. Interested person who are legal owners can obtain the tender documents from office of the Centre Director, National School Of Drama, Sikkim, Nepali Sahitya Parishad Bhavan, Development Area, Gangtok, Sikkim on any working day between 10.00 am to 3.pm from 07.01.2023 to 27.01.2023 or alternatively it can be downloaded from the official website www.sikkim.nsd.govin. The detailed tender documents are enclosed as Appendix.
2. The tender should be submitted in a single sealed envelope marked” Tender for hiring of hostel accommodation for NSD, Sikkim” reference no..... dated..... containing two separate envelopes for “TECHNICAL BID” and “FINANCIAL BIDS” addressed and submitted to the Centre Director, National School of Drama, Sikkim Theatre Training Centre, Nepali Sahitya Parishad Bhavan, Development Area.
3. The place should be located at above mentioned area, suitable for use as hostel and preferably be ready to be occupied with partitions, cupboards, toilets etc. The hostel premises should be free from all encumbrances, well connected by the public transport.
4. After opening the technical bid, the proposed building by the successful bidder of technical bid shall be inspected by the technical committee of this office on the basis of accessibility and security concerns.
5. Finalization of rent, based on location and quality of construction and other amenities provided is subject to certification by the committee sanctioned by the school as per the rules framed in this regard.
6. For any details the following persons may be contacted
 1. Mr. Bipin Kumar (C. Director) , (Mob:9735948676)
 2. Mr. Dendra Gurung (J. Clerk) (Mob: 9734829753)
7. The Centre Director, National school of drama, Sikkim and the committee chairperson reserves the right to cancel this tender without giving any reasons.
8. Any dispute shall be subject to jurisdiction at the court of Sikkim.

General instructions

1. The tender consist of three parts – Part A(Terms and conditions), Part B (Qualifying bid) and Part C (Financial Bid)
2. Completed bids in two packets i.e. Packet 1 & Packet 2 shall be sealed separately in an envelope super scribing as Packet 1 (Qualifying/Technical bid) and Packet 2 (Financial bid). These two sealed envelope shall further be sealed in a larger envelope super scribing “ Proposal for hiring of space for NSD, Sikkim”
3. Bids completed in all respects and addressed to the Centre Director, NSD, Sikkim shall be submitted at the office of National School Of Drama, Sikkim Theatre Training Centre, Nepali Sahitya Parishad Bhavan, Development area, Gangtok, Sikkim. Pin -737101.
4. Tenders (Qualifying Bid) will be opened on 03.02.2023 at time 3:30 pm at the office of the Centre Director, NSD, Sikkim in the presence of bidders/representatives of bidders, present, if any. Financial Bid will be opened

within 2 weeks from the date of opening of technical bids only for these bidders who are found to have qualified the requirement as per the Qualifying Bid.

Part A- Terms and conditions

1. The terms and conditions shall form part of the tender to be submitted by the bidder to the Centre Director, NSD, Sikkim
2. All Columns in the tender documents should be duly filled in and no columns should be left blank "NIL" or "Not Applicable" should be marked, where there is nothing to report. All the pages of the tender documents should be signed by the owner of his or her authorized power of attorney. Any other cutting or use of white ink should be duly initialed by the bidder. The committee chairperson reserved the right to reject incomplete tender or tender having incorrect information.
3. In case the space in tender document is found insufficient, the bidder may use separate sheets to provide full information.
4. No tender shall be accepted by fax, email, telex or any other such means.
5. Tender received after due date shall be rejected outright and no correspondence in this regard shall be entertained.
6. The tender will be acceptable from either the original owner or person having valid power of attorney. The place offered should be free from all encumbrances/claims and disputes/any liability and litigations with respect to its ownership, lease/renting and pending payments against the offered space.
7. Offers received from Government Bodies/PSU/State Housing Board etc would be given preference.
8. The building should have separate electricity supply and having sufficient installed electricity load and water connection. If separate connection is not available sub meter etc to be installed by the owner along with wiring.
9. The building should have easy and convenient approach, reasonable parking space for atleast two (2) vehicles. The location should be in an area convenient for hostel use and should be easily accessible to public transport.
10. The particulars of amenities provided/proposed to be provided inside the property/building complex shall be clearly furnished in the "Qualifying Bid"
11. The qualifying bid is required to be submitted along with certified copies of approved drawings, certified copy of land deed, Municipal receipts, and approved plan of building and copy of document regarding ownership of building. The qualifying bid received without these documents are liable to rejections without any reference to the party whatsoever. Originals of these documents/certificates shall be produced at the time of execution of lease agreement.
12. The bidder is required to enter into Lease agreement in the prescribed format i.e. Standard Lease Agreement approved by the Central Government.
13. The Committee chairperson or any other staff duly instructed by him shall reserve the right to verify/inspect the building before finalization of tender and reject it out rightly, if the building is not according to the specification required by NSD, Sikkim.
14. Maintenance of the building including premises to be undertaken by the owner.

15. The bidder should quote the rent for the premises being hired in the financial bid.
16. All corporation taxes, cess or any other taxes as applicable shall be borne by the landlord.
17. The electricity and water bill as per actual consumption shall be borne by NSD, Sikkim.
18. The rate of rent approved by the competent authority is liable to revision after 3(three) years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% after completion of three years, after which the agreement shall be extended for another three years and thereafter the same rate of increment i.e 5% shall be applicable.
19. Being a central government office, no security deposit/advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation. No brokerage will be paid.
20. The payment terms mentioned in the financial bid shall be strictly followed.
21. The institution may during the lease period carry out any such alterations to the existing buildings such as partitions, fixtures and fittings as may be easily removable.
22. The hostel premises should have all required electrical fixtures such as switches, power points, lights etc.
23. The maintenance (civil, electrical, mechanical, plumbing including consumables etc) shall be borne by the institution only during the lease period.
24. Toilets and Mess including kitchens should be in usable conditions.
25. The offered space should be in a ready to use condition with electricity connection, water, paint, sewerage. The electric power should also be indicated.
26. Tender is likely to be rejected because of non fulfillment of any of the above terms.
27. If at any stage it is found that any of the details/documents furnished by the bidder are false/misleading/fabricated, his/her bid shall be liable for cancellation.
28. The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms of area and price and other terms and conditions quoted in the "Qualifying Bid" or "Financial Bid". The bidder has to submit an undertaking on non judicial stamp paper of requisite value duly signed by the legal owner or his power of attorney holder that the bidder shall not back out/cancel the offer made to National School of Drama, Sikkim during the validity period.
29. The hiring will be initially for a period of three years and can be extended further with mutual consent of both parties
30. The owner/holder of power attorney should intimate in writing the likely date of handing over of the premises.
31. The bidder shall be responsible to calculate the grand total considering all the aspects in the financial bid. The school shall not be responsible for the same.

Place:

Date:

Signature of Legal Owner/Power of Attorney Holder

“List of enclosures”

Attested photo copies/certified copies of the following documents are required to be annexed with the Qualifying bid. The qualifying bids received without these documents are liable to rejections without any reference to the party whatsoever. Originals of these documents/certificates shall be produced at the time of execution of lease agreement.

1. Title deed” showing the ownership of the premises”
2. Certified copies of approved drawings from municipal corporations or any other competent authority of the area offered for rent/hire, certified copy of land deed and copy of ownership of the buildings.
3. Affidavit from owners and if tender is submitted by the power of attorney holder, an affidavit from such power of attorney holder regarding the accommodation offered for hiring is free from any litigation/liability/pending dues and taxes.

**PART B
QUALIFYING/TECHNICAL BID**

1.	Full particulars of the legal owner of the premises 1. Name: 2. Address of office & residence: 3. Telephone no./mobile no.:	
2.	Full particulars of the persons offering the premises on rent/lease and submitting the tender.	
3.	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if applicant is other than owner)	
4.	a.) Complete Address and location of the building b.) Details of the accommodation offered for rent	

	(viz. carpet area, no. of floors, floor wise area) enclose certified sketch plan also	
5.	Total carpet area offered for rent/lease in Sqft.	
6.	No. of rooms with attached toilet with drawing and measurements	
7.	No. of Car/two wheeler parking space offered	
8.	Particulars of completed certificate. Enclose attested/self-certified copy of completion certificate issued by competent authority	
9.	Whether accommodation offered for rent is free from litigation including dispute in regard to ownership, pending taxes/dues or like (enclose copy of affidavit from owner of power of attorney holder)	
10.	No. of toilets floor wise with details	
11.	a.) Whether running water, drinking and otherwise useable, available around the clock b.) Whether sanitary and water supply installations have been provided for.	
12.	Whether separate electricity and having sufficient installed electricity load and water connection available.	
13.	Sanctioned electricity load	
14.	Whether electrical installation and fitting, power plugs, switches provided or not.	
15.	Whether the premise is ready for occupation.	
16.	The period and time when the said property could be made available for occupation (after the approval)	
17.	Specify the lease period (minimum three years) and provision for extension.	
18.	Whether the building is earth quake resistant. If so, please provide a certificate from the competent authority	
19.	Any other salient aspect of the building which the party may like to mention.	

DECLARATION

I/We have read and understood the detailed terms and conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building as furnished against the individuals 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 not true. I/We shall be liable to consequences/lawful action as the school may wish to take.

Place:

Date:

Signature of Legal Owner/Power of Attorney Holder

Part -C
Financial Bid

S. No.	Items	Rate/Sq.Ft.	Total Amt.
1.	Name and address of the applicant with phone nos.		
2.	Status of the applicant with regard to building		
3.	Full particulars of the owner: a. Name: b. Address: c. Telephone no./ mobile no.: d. Business: e. Residential: f. Pan no.:		
4.	Complete details of the building viz. complete postal address of the building		
5.	Rent in Indian rupees per month per square feet of the carpet area as mentioned in “Qualifying Bid” Part B		

DECLARATION

I/We have read and understood the detailed terms and conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building as furnished against the individuals 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 not true. I/We shall be liable to consequences/lawful action as the school may wish to take.

Place:

Date:

Signature of Legal Owner/Power of Attorney Holder

End of document.