



(A Govt. of India Enterprise)

Arihant Tower-II, Agra Road, Jaipur – 302 003, Tel No. 0141-2615323, 2601882

Tender No. MMTC/JPR/03/13-14

Dated: January 15, 2014

TENDER for Office Space Leased Accommodation for MMTC – Jaipur

MMTC Limited at Jaipur requires:

Office Area	Total carpet area approx 2800 Sq. Ft.
Location	Office space may be on any floor and wherever spread on different floors then there has to be a compact easy access and connectivity between office floors.
Space	Facing main road on MI Road, Tonk Road (up to Gopal pura mord,), JLN Marg
Note 1	From the office space MMTC shall open sales counter to also undertake sales of Gold & Silver Bullion and Jewellery etc
Note 2	Office space will also be used for setting up an Assaying & Hallmarking Center for testing Gold & Silver.
Note 3	preference will be given to ready to move property

TERMS / SYNOPSIS

I. MMTC invites offers to be received upto Jan. 27, 2014 (Monday 1600 Hours)

- Offers are to be submitted through Two-Bid system i.e. Technical and Financial Bids respectively as mentioned in the Terms and Conditions enclosed.
- All documents are required as per Annexure - 1 & 2 are to be enclosed failing which offer is liable to be rejected.
- Offer to be valid for 120 days from the date of the tender.
- All communication in this regard to be made to The General Manager, MMTC Limited, Arihant Towers-II, Agra Road, Jaipur – 302 003
- The Competent Authority reserves the right to reject all or any offer without assigning any reason thereof.
- Offers from middleman / brokers will not be entertained

II. Technical Bids of the tenderers shall be examined at first stage for technical suitability by a Committee. In stage two, the financial bid shall be opened only of those

tenderers whose technical bids are found suitable by the Committee earlier in the first stage. The criteria of determining L1 shall be solely TOTAL COST of lease to MMTC (covering rent + maintenance + parking fees + society fees + municipal taxes+ property tax + all taxes of any kind + cost of any hired facilities and their AMC if any, etc.)

Note: For full and other details please also refer other Terms and Conditions of Tender.

Terms & Conditions

This tender shall be governed by the following terms and conditions.

1. Tenderer shall submit his offer in hard copy in two bids as described below:
 - a) TECHNICAL BID in Envelope 1 – Envelope 1 to contain EMD (as per para 5 below); and Technical Bid as prescribed in Annexure-I. The Envelope 1 shall be superscribed as “TECHNICAL BID for leased accommodation for Office of MMTC Limited at Jaipur”.
 - b) FINANCIAL BID in Envelope 2 – Envelope 2 to contain the Financial Bid as prescribed in the Annexure-II duly superscribed as “FINANCIAL BID for Office of MMTC Limited at Jaipur”.

The above-mentioned Envelope 1 and 2 should be enclosed in one bigger envelope superscribed as **“BID FOR Leased Accommodation for Office premises of MMTC Limited at Jaipur”**.

2. The tender will be acceptable only from owner of the building or from person having valid power of attorney to deal with the said property.
3. The rates quoted have to be valid up to 120 days from date of tender.
4. Lease rent and all charges are to be quoted in Indian Rupees only.
5. The tenderer will be required to furnish interest free EMD of Rs.1,000/- to be placed in the Technical bid envelope in the form of Cheque / Demand Draft / Banker's Cheque in favour of MMTC Limited, Jaipur. The EMD will be refundable on finalization of order or if order is not awarded or if tender is rejected. Without the earnest money the tender shall be rejected.
6. Technical Bids of the tenderers shall be examined at first stage for technical suitability by a Committee. In stage two, the financial bid shall be opened only of those tenderers whose technical bids are found suitable by the Committee earlier in the first stage.
7. No tender will be accepted by fax, email, telex or any other such means.

8. Technical Bid should contain the details required as per Annexure-I and Financial Bid as per Annexure-II.
9. While opening the tenders, the envelopes containing Technical Bid and EMD shall be opened first and acceptance of the tender according to the specified clauses will be ascertained. The evaluation committee will open Financial Bid only after evaluation of the Technical Bids. Financial bids of technically qualified bidders will only be opened.
10. MMTC reserves the right to relax any technical specification without assigning any reason thereof.
11. The tender should reach The General Manager, MMTC Limited, Arihant Tower-II, Agra Road, Opp. Sanganeri Gate BSNL Office Jaipur – 302 003. The tenders received late shall not be considered and no correspondence in this regard shall be entertained.
12. Queries, if any, raised by MMTC should be answered by the tenderer within the prescribed date. In case no reply is received within the stipulated timeframe, the bid can be rejected
13. MMTC Limited, Jaipur shall be under no obligation to accept the lowest quotation.
14. Tender is likely to be rejected because of non-fulfillment of any of the above terms.
15. Commercial Tax, House Tax, Society Tax, Building Tax any Govt or semi-govt and non-govt. tax / payments will to the account of the tenderor.
16. Additional Power load sanction required will be obtained at the cost by the tenderor.
17. All disputes lie within the jurisdiction of Jaipur only. The General Manager, MMTC Limited, Jaipur reserves the right to reject all or any tender without assigning any reason thereof.

Enclosed: Annexure I
Annexure II

TECHNICAL BID

FOR HIRING OF OFFICE SPACE AT JAIPUR.

Technical Bid Part A

1	Full particulars of the legal owner(s) of the premises (i) Name (ii) Address: Office & Residence (iii) Telephone & Mobile number (iv) Tele fax (v) e-mail ID (vi) PAN Number	
2	Whether person signing this document is owner or authorized person to sign the document.	
3	Complete address with brief description and location of the building:	
4	Total area offered for rent – floor wise Carpet area (sq. ft): On ground floor On first Floor On second Floor On third Floor	

	On fourth Floor On fifth Floor	
5	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / electricity bills dues etc.	
6	Facilities for vehicle parking (mention details for car and two wheeler)	
7	No. of lifts & their carrying capacity	
8	Number of Toilets - Floor wise details	
9	(a) Whether water available round the clock? (b) Whether sanitary and water supply installations have been provided? (c) Whether Flooring is being provided?	
10	(a) Whether electrical installations and fittings, Power Plugs, switches etc are provided or not? (b) Whether building has been provided with fans in all rooms or not? (if yes, give the nos. of fans floor wise) (c) Whether Central Air-conditioning facility / Window A.C. is being provided? (If yes, give details of the same) (d) Whether provision for Split / Window	

	AC with power points available or not?	
11	Sanctioned electricity load Do the owners agree to to get the load increased, if required	
12	Details of Power backup facilities, eg. Generator set, uninterrupted power back up, invertor, etc.	
13	Whether Fire Safety Equipments installed in the premises or not? Details of the same.	
14	Specify the lease period (minimum three years and provision for extension also)	
15	Any other salient aspect of the building, which the party may like to mention	

Name and Signature of Legal Owner(s) / Authorized Signatory

Date :

Place :

Technical Bid Part B

Compulsory fittings / furnishings which tenderor must offer.

In case these not currently available, the tenderor must give confirmation and commit himself that he shall provide the same before the rent starts; and secondly, the cost shall be incurred fully by the tenderor to provide these compulsory facilities;

NOTE: Tenderor who undertakes to install these compulsory fittings / furnishings in future is requested to separately on plain paper give under their signature the details and quality of the fittings that shall be installed by tenderor; and attach this paper with this Technical Bid Part B.

S.No.	Facility	Available Yes/No	Remarks, (including whether willing to provide as per NOTE above).
1	Free reserved Vehicle parking for minimum 2 cars		
2	Electrical Fittings, installations and, Power Plugs, switches etc		
3	Flooring (tiles / marbles)		
4	Running Water		
5	Fully functional fitted Bathroom, minimum 2		
6	Air conditioners Minimum equivalent 10 tonnes, for proper cooling of the area offered		

7	Ceiling		
8	Silent Power Generator (Minimum 30 KV) The AMC will be maintained and paid by the tenderor		
9	Paint Washing of walls, doors, windows		

Declaration:

- (i) 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 if the event of any of the same being found to be not correct, I / We shall be liable to such consequences / lawful action as the Company may wish to take. Further, I/We declare to submit all documents as asked in respect of the premises to MMTC to satisfy the statements made above.
- (ii) 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.

Name and Signature of Legal Owner(s) / Authorized Signatory

Date :

Place :

Evaluation & Financial Bid

Financial Bid will be evaluated on Total Cost basis, i.e."F"

Total cost will cover:

- Rent for office space
- Maintenance cost of common area if any
- Parking fees if any
- Any and all other cost / charges, hidden or otherwise

S.No.	Floors	Floor (please fill in the floor number)	Carpet Area	Per Sq.Ft. Rate per month	Total (Rs / Month)
1	Office space	Ground			
2	Office space	First			
3	Office space	Second			
4	Office space	Third			
5	Office space	Fourth			
6	Office space	Fifth			
A	Sub Total				
B	Maintenance Charges common area and others				
C	Parking Fees				
D	Taxes / Fee of all kinds to MMTC account				NIL
E	Other cost / charges, hidden or otherwise				
F	TOTAL COST (A+B+C+D+E) per Month (To determine L1)				

Total Cost per month Rs (In Words) -----

Name and Signature of Legal Owner(s) / Authorized Signatory

Date :

Place :