

INVEST INDIA

Investor Facilitation Cell Make in India
Federation House, Tansen Marg, New Delhi - 110 001,
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OFFICE ACCOMODATION REQUIRED FOR INVEST INDIA (DELHI)

No.INV/OS/ACC-I

Date: 28/10/2015

Invest India, a National Investment promotion agency, promoted by DIPP, Ministry of Commerce and Industry Govt. of India, State Govt. and FICCI, requires office accommodation with a working space for 50-60 officials. The location of office should be close to Ministries and GOI offices specially Udyog Bhawan. The premises should be at a convenient location and should have all requisites amenities like well-connected road, sufficient parking for at least 60-70 vehicles, 3 phase power connection, Conference facilities of 2 to 3 rooms, facility for regular running water supply , fire safety system , separate toilet for ladies and gentlemen and Centralized air-conditioning within the office, hospitality facilities will be an added advantage . Interested parties may send their sealed offer along with terms to Sh. Bhaskar Chaturvedi, Company Secretary & Head Finance & Accounts , Invest India, Federation House Tansen Marg, New Delhi -11001. Within seven days from the date of publication of this advertisement.

For detail please visit our Website www.investindia.gov.in

Introduction:

Invest India is a not-for-profit joint venture between the Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce & Industry; state governments; and the Federation of Indian Chambers of Commerce and Industry (FICCI). Operationalized in early 2010, the Agency has been set up as the dedicated Investment Promotion Agency (IPA) for attracting investments into the country in a structured, focused and comprehensive manner.

Invest India is the first point of reference for foreign investors, and investment promotion and facilitation constitute the core mandate of the Agency. Its services include providing quality input and support services to Indian and overseas enterprises — through granulated, sector- and state-specific information, assistance with location identification, expedition of regulatory approvals, facilitation of meetings with relevant government officials, organization of investment road shows and roundtables, and aftercare services that include initiating remedial action on problems faced by investors by involving the government department concerned.

Terms and Condition

1. The accommodation should have a carpet area of about 4000 - 5000 sq. ft. fully furnished and having a working space for 50-60 official with the following features and amenities:
 - a. 3 phase electricity connection with adequate electrical fixtures and power back up with Provision for installation of independent meters/sub-meters.
 - b. Regular water supply with pipes connected in all bathroom and toilet.
 - c. Separate toilet for ladies and gentlemen.
 - d. Sufficient parking space for the officers and visitors (60-70)
 - e. Adequate space for securities.
 - f. Fire safety system.
 - g. 2 meeting room and 1 Conference room for Investors visiting Invest India
- Offices

2. The building should preferably be close to Ministries and Govt. of India offices and specially Udyog Bhwan.
3. Interest parties should send their proposal in sealed covers super-scribing "Quotation for Office Accommodation of INVEST INDIA addressed to Bhaskar Chaturvedi, Company Secretary & Head Finance & Accounts Invest India, 1, Federation House Tansen Marg New Delhi -11001 on or before the last date.
5. The proposal should be submitted in two envelopes. The first envelope should contain the "Technical Bid" consisting of technical parameters like design type etc, and second envelope should be super scribed as "Financial Bid" containing the commercial aspect such as the rent proposed to be charges and other financial terms and condition. Both envelopes should be placed in one envelope super-scribed as "Quotation for Office Accommodation of Invest India Delhi"
6. The technical bid should be submitted in the following format,

Annexure-1

Technical Bid form (Part-I)

Sl. No.	Description	Bidder to fill in the details
<u>1.</u>	Ownership of the land and the building thereon	
<u>2.</u>	Location and address of the offered accommodation	
<u>3.</u>	Distance from Udyog Bhawan	
<u>4.</u>	Super built up area (in square feet)	
<u>5.</u>	Plinth area (in square feet)	
<u>6.</u>	Carpet area (in square feet)	
<u>7.</u>	Floor (in case of multi-storey building)	
<u>8.</u>	Availability of lift (if any)	
<u>9.</u>	Lay-out sketch of approved plan of the offer	
<u>10.</u>	State clearly if the office use is legally permissible or not by municipalities	
<u>11.</u>	Whether adequate Fire Fighting Equipment have been installed in the building /proposed area	
<u>12.</u>	Parking facilities available	
<u>13.</u>	Clearance /NOC from Authorities and fire department for use as office premises	
<u>14.</u>	Furnishing status with details	
<u>15.</u>	Accommodation & a small Office for Security Personnel on the parking space.	
<u>16.</u>	Whether Electric Fixtures and LAN Wiring is installed	
<u>17.</u>	Flooring (Vitrified / Wooden / Carpet etc.)	
<u>18.</u>	Documentary proof of ownership of office space (payment of taxes, water bill, electricity charges, telephone bill must be submitted)	

Date
Place :

(Signature)
(Name)
(Designation)

7. The financial bid will inter-alia include:

Annexure - II

PRICE BID (Part-II)
(To be used for Bids for fully furnished Office Space for Invest India)

Tender NoDate:

1. Bidder's name & Address:
2. Owner of Properties name & Address:

3. Carpet area offered for rent by the Bidder: Sqft.
4. Rental charges for the hired space including other charges also:

Sl. No.	Unit (Per Month)	Total rent per month inclusive of all taxes/ and service tax	
I	Rs. Per sq. ft. area offered on lease rent to Invest India office	In Figures	In Words

Date:

Place:

(Signature)

(Name)

(Designation)

8. The above price quote is inclusive of all municipal taxes and levies, land, water, sewage, property & commercial tax, maintenance charges and Service Tax etc. as applicable on the date of Price Bid opening.
9. The monthly rent shall be fixed for a period subject to the approval of Competent Authority of Invest India Headquarter.
10. Electricity charges shall be paid by Invest India based on the actual consumption of electricity and therefore, the electricity charges are not required to be quoted here. Any

outstanding payment should be cleared by the owner before letting the building to Invest India

11. Any dispute arises shall be under Delhi Court.

NOTE:

1. I/We further noted that Invest India shall not pay any brokerage amount for facilitating the requirement / finalization of office space.
2. I/we have read and examined the tender documents for hiring of office space by Invest India office issued under reference no----- Dtd----- . Copy of tender documents duly signed on each page are attached herewith.
3. I/We hereby submit our Bid and undertake to keep our Bid valid for a period of 5 years from the date of Bid submission. I*/We* hereby further undertake that during the said period I*/We* shall not vary/alter or revoke my/our Bid during the validity period of the Bid and enter into the contract after the award is made by Invest India to the Bidder
4. I/We hereby undertake to obtain and submit the clearances and rent permission from the appropriate authorities as may be necessary for letting out our premises to Invest India before execution of lease agreement and offer the space to be occupied by the Invest India within the stipulated time period.
5. This offers is in consideration of Invest India agreeing to open my/our Bid, consider and evaluate the same for the purposes of award of services in terms of Bid documents.
6. I/We have read all the Terms and Conditions of the tender documents and confirm that the all Terms and Conditions are acceptable to us.
7. Should this Bid be accepted by Invest India, I/We also agree to abide by and fulfill and comply with all the terms, conditions and provisions of the above mentioned tender documents.
8. I/We also represent that the Building! Office space offered by us is free from all encumbrances, claims and disputes etc. and also undertakes to indemnify Invest India for the loss whatsoever against any dispute, claim or encumbrances.

Date:

Place:

(Signature)

(Name)

(Designation)