

National Institute of Open Schooling
Regional Centre, Jammu
187 P/B, Sector 1, Trikuta Nagar, Jammu - 180020.

Tender Notice for Hiring of Office Space

The National Institute of Open Schooling, an autonomous institution under Ministry of Education, invites bids from the legal owners of premises for hiring space measuring approximately 2000 Sq.ft (Carpet area) in one building and on ground floor with ramp for PwD for setting up of NIOS Regional Centre in centrally located area at Srinagar City.

Interested legal Government/Private owners of premises having clear titles may download the tender document along with Technical Bid and Financial Bid formats from NIOS website **nios.ac.in** and **rcjammu.nios.ac.in**. The detailed terms and conditions of the tender are also given in the said website. The offer in sealed cover comprising technical bid and financial bid (each in separate sealed cover superscribed as "**Technical bid for hiring of office space for NIOS Regional Centre Srinagar**" and "**Financial bid for hiring of office space for NIOS Regional Centre Srinagar**") complete in all respect may be submitted in the prescribed manner as detailed in the tender document latest by **18th March, 2025 upto 3:00 PM**. The Technical Bids shall be opened on same day at 3:30 PM. The Financial Bids of the bidders, who qualify in Technical Bid, shall be opened on designated date and time to be indicated. Incomplete and conditional tenders will be summarily rejected.

NIOS reserves the right to reject any or all the tenders without assigning any reasons thereof.

Tenders received from Property Dealers/Brokers/Associations will not be entertained.

Secretary

Tender documents for hiring of office space

The Tender consists of three parts:

Part A - Terms and Conditions

Part B - Technical Bid - (Annexure —I)

Part C - Financial Bid - (Annexure-II)

Both Part B & C should be sealed in separate envelopes and superscribed in bold letters:

- a) **Technical bids for hiring of office space for NIOS Regional Centre Srinagar**
- b) **Financial bid for hiring of office space for NIOS Regional Centre Srinagar**

Both these envelopes should be placed in a single sealed cover superscribed "**Tender for hiring of Office Space for NIOS Regional Centre Srinagar** "

Tenders (Technical bid only) will be opened on **18th March at 03.30 PM** at NIOS, Regional Centre, Jammu in the presence of bidders/representatives of the bidders, present, if any. Financial bids of only those bidders will be opened by NIOS as per the terms and conditions. Incomplete and conditional tenders will be summarily rejected.

Part A: Terms and Conditions:

1. The terms and conditions shall form part of tender to be submitted by the bidder to the National Institute of Open Schooling, herein after termed as NIOS.
2. All bidders are requested to submit the tender documents (Technical and Financial bids) duly filled in with relevant information supported by relevant documents to the following address:-

**The Regional Director
NIOS Regional Centre Jammu
187 P/B, Sector 1, Trikuta Nagar, Jammu
Jammu and Kashmir - 180020**

3. All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not Applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his authorized Power of Attorney holder. Any cutting, over writing, use of white ink etc should be avoided in the tender. NIOS reserves the right to reject incomplete tender or in case information submitted is found to be incorrect.

4. In case space in the Tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
5. **Tender documents received by NIOS after due date and time i.e 18th March, 2025 at 03.00 PM** and incomplete tenders shall be rejected outright. No correspondence in this regard shall be entertained.
6. The offer should remain valid for six months from the closing date of tender (**the last of receipt of tender**). During the validity period of the offer, the bidder can not withdraw/modify the offer in terms of area and price and other terms and conditions quoted in the Technical/Financial bids.
7. There should not be any deviation in the terms and conditions as has been stipulated in the tender document.
8. The tender will be acceptable only from original owner of the building or the person having valid Power of Attorney. The space offered should be free from all encumbrances/claims and disputes/any liabilities and litigations with respect to its ownerships, lease/renting and pending payments against the offered space.
9. **Offers received from Government bodies and Public Sector Undertakings would be given preference if otherwise found suitable.**
10. The building offered should be ready for immediate occupation.
11. There should be adequate electrical fixtures with provision for installations of independent electric meters/sub meters.
12. The premises should have 24 Hrs full power backup facilities.
13. The location should preferably within the radius of 10 km of main Railway station/Bus stop of Srinagar as reference point.
14. Premises should be adequately secured.
15. The space required is approximately 2000 Sq.ft (Carpet area) in one building and on ground floor with ramp for PwD lot for setting up Regional Centre Srinagar. If the space offered is earmarked for similar purpose, the bidder may quote rate separately for additional fixtures like shelves, racks etc.
16. The rent will be revised after expiry of three years from the commencement of the lease period, provided that such revision shall not exceed eight (08) percent per annum of the rent payable at the time of such revision.

17. Canvassing in any form will automatically disqualify the offer. No brokerage will be paid.
18. The particulars of amenities provided/proposed to be provided inside the proposed space should be clearly furnished in the Technical Bid.
19. There should be provision for 24 Hrs running water supply for both drinking and utility facilities and enough arrangements for public utilities **have 2 toilets both for man and woman with at least two compartment in each toilet.**
20. Technical Bid is required to be submitted alongwith certified copies of relevant documents like approved drawings and building completion certificate from the concerned authorities, copy of land deed, Municipal receipts, approved plan of building, copy of ownership of the building, copy of power of attorney and No Objection Certificate from the fire department for use of the office premises. Technical bids received without these documents are liable to rejection without any reference to the party whatsoever.
21. The NIOS reserves the right to verify/inspect the building before finalization of the tender and reject it out rightly, if the building 'is not according to the specifications, other facilities and complying with the terms and conditions detailed in the tender document and required by the NIOS.
22. All existing and future rates, taxes, insurance fee including public liability insurance, property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the Land Lord/owner.
23. Maintenance of the premises to be made (external and common area) by the owner.
24. The NIOS may, during the lease period/extended lease period carry out such alterations to the existing building such as partitions, office fixtures and fittings as may be easily removable.
25. No Security Deposit will be paid by the NIOS.
26. The space should have all required electrical fixtures such as switches, power points, fans, lights, exhaust fans etc.
27. The major maintenance works (civil, electrical and plumbing) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges will be paid for the same.
28. The certificate of the structure stability from the appropriate authority.
29. The building should be of commercial category.
30. Approach to the building and its connectivity by motor able road(s).
31. The building should have dedicated parking for 4 cars and 10 Scooter/bike.
32. The building should be properly ventilated.

33. Shortlisted Bidders will be informed for arranging site inspection of the offered premises.
34. Possession of the accommodation will be handed over to NIOS within 30 days from the award of the order and rent shall be payable from the date of possession.
35. Rates should be quoted in Indian Rupees only.
36. In the event of any dispute, jurisdiction shall be determined in accordance with the laws of the land, as prescribed. Any dispute arising out of or in connection with this contract shall be resolved through dispute resolution process, e.g., Mediation, Arbitration.
37. Earnest Money Deposit: The Bidder will be required to furnish earnest money of Rs.50,000/- in the form of Demand Draft in favour of Secretary, NIOS payable at Jammu. The EMD of the unsuccessful Bidders will be refundable within one and half month of finalization of tender, issuing and acceptance of offer. In case of the work order is not awarded or the tender is rejected, the EMD shall be refunded within two months of opening of Financial Bids. No interest would be payable on amount of EMD. Without the EMD, the tender shall be outrightly rejected. EMD should be submitted with Technical Bid. 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 the same.
38. The building should be in ready to use condition.

1. Procedure for submission of tender:

- a. Both the bids (Technical and Financial) duly signed by the owner or his authorized signatories should be sealed in two separate envelopes as described below:-
- b. **Envelope - I containing Technical Bid** as prescribed in Annexure -1 duly completed in all respects alongwith all relevant documents and Demand Draft towards EMD.
- c. **Envelope -2 containing the Financial Bid** as prescribed in Annexure -II showing rates, financial terms and conditions etc.
- d. Both the envelopes should be superscribed in bold letters with the statement **"TECHNICAL BID FOR OFFICE SPACE FOR NIOS Regional Centre Srinagar"** and **"FINANCIAL BID FOR OFFICE SPACE FOR NIOS Regional Centre Srinagar"** respectively.
- e. The above mentioned **two envelopes should be sealed in a single cover and addressed to the Regional Director, NIOS Jammu Centre, 187 P/B, Sector 1, Trikuta Nagar, Jammu - 180020** super-scribed as **"TENDER FOR HIRING OF OFFICE SPACE"** and **must reach on or before the closing date and time indicated in this document.**
- f. The Technical Bid should be accompanied by the copy of this tender document with each page duly signed by the authorized signatory of the Bidders, who has signed the bid, in token of Bidder's acceptance of terms and conditions of the tender.
- g. For any pre bid queries, submission queries, the prospective Bidders may contact the Regional Centre Jammu.
- h. Queries if any, raised by the NIOS, subsequent to opening of the Technical Bid should be answered by the Bidder within the prescribed date. In case no reply is received from the bidders, the bid shall be rejected

2. Procedure for opening of Tender:

- a. While opening the Tender, the envelope containing the Technical Bid 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 only the technically qualified Bidders will be opened.
- b. Committee appointed by the Competent Authority in NIOS may visit the space offered by the Bidders to ascertain the suitability of the space referring to the terms and condition therein the tender documents and details provided in the Technical Bid. 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 after visiting the space.
- c. The date, time and place of the opening of the Financial Bids would be informed to the Bidders whose Technical Bids are found acceptable.

3. Bid Evaluation

- a. The Bid evaluation will be two stage process i.e. 'Technical' and 'Financial'. First stage will be technical evaluation that shall be done on the basis of information asked in Annexure —I. The bidders that are technically qualified (First stage) shall be considered for financial evaluation i.e. Stage-II in accordance of Annexure-II.
- b. The bids would be evaluated based on the criteria mentioned in the Technical Bid (Annexure-I).

4. Payments

- a) Payments shall be made by the NIOS against pre-receipted bills as per the Rent Lease Deed to be executed between NIOS and the owner or his/her authorized representative.
- b) Payment of rent will be made on monthly basis in favour of the Owner after deduction of TDS as applicable from time to time.

5. Terms of the Lease

- a) The period of Lease should be minimum three years with provision for extension of the lease on mutually agreed terms & conditions.
- b) The lease can be terminated by either parties by giving a notice of not less than three months.

6. Mediation

In the event of any dispute arising between the parties, they shall first attempt to resolve the same through mediation, in accordance with the rules and procedures of Mediation Act. The parties agree to mediate any disputes arising under or in connection with this contract, before resorting to arbitration or litigation.

7. Arbitration

All disputes in connection with the execution of the contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 updated and Rules framed there under and in force shall be applicable to such proceedings. The arbitration proceedings shall be written in English language. The arbitration proceedings shall take place at only Delhi/New Delhi only.

8. Indemnification

The Bidder shall indemnify and hold harmless NIOS, its officers, employees, and agents against any claims, damages, losses, and expenses arising from the tender process or the execution of the contract..

9. Miscellaneous

- i. Offer should be valid up to six months after closing date of tender.
- ii. The NIOS reserves the right to reject all or any tender without assigning any reasons thereof.

10. List of enclosures

Bidders 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 authorized signatory. All undertakings provided shall be on the Letter Head duly signed and stamped by the authorized signatory.

Annexure-I**TENDER DOCUMENT - HIRING OF OFFICE SPACE FOR REGIONAL CENTRE
SRINAGAR****TECHNICAL BID**

S.No	Particulars	Comments of the Bidder/ Details of Documents
1.	Name:	
2.	Address:	
3.	Telephone & Mobile No	
4.	E-mail ID	
5.	PAN & TAN No/Service Tax No Provide the copy of PAN	
6.	Status of the applicant with regard to Certificate of authorized signatory space offered for hiring from CEO, if the owner is a firm, society etc, and power of attorney if the applicant is other than the owner Provide the Certificate	
7.	Complete address with brief description and location of the space offered. Whether commercial or dual use (Residential-cum-Commercial) Provide the relevant certificate(s)	
8.	Whether commercial or dual use If applicable, clearance from the Authorized body like Development authority/Municipal (residential-cum-commercial) Attach the certificate for use of commercial/ Institution purpose	
9.	Radial distance (approx..) from Main Bus Stand & Railway Station	
10.	Total Carpet Area offered for Rent in Sq. Feet. Enclose - Certified copy of layout plan	

	of building. Attested/self-attested copy of building completion certificate issued by competent authority	
11.	Whether space offered for rent is free from litigation including disputes in or Power of Attorney holder regard to ownership pending taxes/dues Enclose copy of Affidavit from owner	
12.	Type of space Please provide answer to each point And wherever required also provide copy of supporting document	
a.	Whether there are any conditions for carrying out partitioning as per requirement of NIOS.	
b.	Whether modification in internal plan permitted in case of constructed space	
c.	Whether electrical installations and fittings, power plugs, switches etc are provided or not.	
d.	Whether provisions for fans/exhaust fans provided or not	
e.	Electricity load sanctioned	
f.	Whether willing to provide separate sub-meter for space to be hired by NIOS	
g.	Details of power backup facility	
h.	Details water connection/public utilities	
i.	Details of Security facility	
j.	Details of Fire Safety mechanism Enclose Copy of Fire Department Certificate	
k.	Whether the premises is ready for Occupation	
l.	a) Specify the period for which the space is being offered for rent (minimum three years) with provision of extension.	
m.	Undertaking from the owner/ authorized person to be submitted. Enclose the Certificate	

n	Whether owner of the building is agreeable to keep the monthly rent fixed to remain valid for initial lease period of three years.	
o.	Various Tax receipts Property, municipality tax etc. Enclose the receipts of 2023-2024 financial year with updated details till July 2024.	
p.	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 towards property tax, water and electrical charges and other municipal taxes. Enclose the self attested undertaking	
q.	Clearance/No Objection certificate from all relevant State/Central Government and Municipal authorities including Fire Department for use as office premises. Enclose the copies of relevant Certificates. all clearances/ No Objection certificates from the relevant State/Central Government and Municipal Authorities	
r.	Copies of approved plan of the office space being offered. Enclose the map of the plan	
s.	Any other salient aspect of the space, which the party may like to mention conforming to the Municipality Rules/Bye-Laws Enclose Documents in support of ownership of building/land and construction	
t.	Whether the owner is having structure stability certificate for the proposed building from appropriate authority (Yes/No) Provide the relevant certificates	
u.	Whether the building is approachable and having connectivity by motorable road(s). (Yes/No)	

v.	Whether the building is having dedicated parking of 4 cars and 10 scooter/bike (Yes/No) and also Mentioned no. of parking in the building.	
w.	Whether the building is properly ventilated (Yes/No).	

Declaration

i. I/We have read and understood the detailed terms and conditions applicable to the subject 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 NIOS may wish to take.

Dated:

Signature_

Name: _____

Designatio

nSeal:

**TENDER DOCUMENT - HIRING OF OFFICE SPACE FOR NIOS RC
SRINAGAR -
FINANCIAL BID**

- S1 Particulars
- I Full particulars of the legal owner of the premises:
- a) Name:
 - b) Address:
 - c) Telephone & Mobile No.
 - d) E-mail ID
 - e) PAN & TAN No.
- 2 Total Area offered in Sq.ft
- 3 Complete details of building viz postal address of the location
- 4 Rent in Rs. Per month per Sq.ft (During the initial lease period of three years)
- 5 Maintenance Charges (If chargeable)
- 6 Electro mechanical charges (If chargeable)
- 7 Electricity for common area (If chargeable)
- 8 Any other charges (Please specify) a) In Figures _____
b) In words
- 9 Total (4 to 8 above)
11. Percentage of rent revision proposed (after three years)

Note :

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.

Date:

Signature of the Legal Owner/
Power of Attorney Holder

Name:

Designation:

Seal: