

# SURVEY OF INDIA



Tender Document  
For  
HIRING OF OFFICE ACCOMMODATION  
ON LEASE / RENTAL BASIS

OPEN TENDER No.:02 /2019

Dated: 12-02-2019

Bid submission End date: 15-03-2019(11:00 Hrs)

Cost of Tender :Rs.200/- (Non-refundable)

OFFICE OF THE DIRECTOR

ANDHRA PRADESH GEO-SPATIAL DATA CENTRE & TELANGANA GEO- SPATIAL DATA CENTRE

SURVEY OF INDIA

UPPAL, HYDERABAD-500039 (T.S)

Website: [www.surveyofindia@gov.in](mailto:www.surveyofindia@gov.in)

(Pages 16 Nos.)



**OFFICE OF THE DIRECTOR  
SURVEY OF INDIA  
APGDC & TGDC  
UPPAL, HYDERABAD-500 039**

**OPEN TENDER No.02/2019, dated: 12-02-2019.**  
**Notice Inviting Open Tender for "Hiring of Office Accommodation  
on Lease / Rental Basis"**

Open Tenders are invited from the legal owners/ power of attorney holders, for hiring of office accommodation (as detailed in the tender documents) for **Office of the Data Acquisition Wing Vizag (APGDC & TGDC), Survey of India, Visakhapatnam**, in the preferred location mentioned in the table given below on long term basis.

Type of Office	Preferred Location	Approximate Net Carpet Area (in Sq. Ft.)
Central Govt. Office - Data Acquisition Wing Vizag(APGDC&TGDC), Survey of India	Within the limits of Visakhapatnam Municipal Corporation	Not less than 4,000 Sqft- Not more than 5,500 Sqft. (Carpet Area)

**Note :** Net carpet area means area of premises less, toilets, passage, walls/columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary shafts etc.

**DATA SHEET**

Name of the Hirer	Govt. of India, Ministry of Science and Technology, Survey of India, Directorate of APGDC & TGDC, Hyderabad.
Tender inviting Authority	Director, APGDC & TGDC, Hyderabad, TS – 500039
Tender Name	Hiring of Office premises for Data Acquisition Wing Vizag (APGDC & TGDC), Survey of India, Visakhapatnam.
Tender Fee	Rs. 200/- ( Rupees Two Hundred only)
Method of selection	L-1
Availability of Tender Documents	Available from the official Website of Survey of India, <a href="http://www.surveyofindia.gov.in">www.surveyofindia.gov.in</a>
Minimum Period of Hiring	For 3 (Three) Years

1. The details of space requirement, terms & conditions and other documents are outlined in the Annexures as under:

- |                  |   |                            |
|------------------|---|----------------------------|
| (a) Annexure-I   | : | Tender Acceptance Letter   |
| (b) Annexure-II  | : | Instructions to Bidders    |
| (c) Annexure-III | : | General Terms & Conditions |
| (d) Annexure-IV  | : | Technical Bid              |
| (e) Annexure-V   | : | Financial Bid              |
| (f) Annexure-VI  | : | Letter of Offer            |

2. **Document Downloading:** The interested bidders may download the tender Documents from the website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in). The Bidder having any doubt / query regarding the tender document may consult the office.

**CRITICAL DATE SHEET**

Bid submission End Date	11.00 hrs dated: 15-03-2019
Bid Opening Date (Technical Bid)	15.00 hrs dated: 15-03-2019
Bid Opening Date (Financial Bid)	Will be intimated after the evaluation of the Technical Bid.



3. **Bid Submission:** All the bidders are requested to submit the Technical & Financial bids duly filled in with relevant information supported by relevant documents in **two separate envelopes** duly sealed and super scribed on the envelopes in bold letters as 'TECHNICAL BID' & "FINANCIAL BID". Both these Technical & Financial Bids are to be kept in an envelope duly sealed and super scribed as "**Open Tender for Hiring of Office Accommodation at Visakhapatnam**" and to be submitted to the following address by Speed post. Tenders may also be submitted by dropping in Tender Box kept in the Office premises at Uppal, Hyderabad.

**DIRECTOR, APGDC&TGDC,  
SURVEY OF INDIA, UPPAL, HYDERABAD – 500039  
TELANGANA**

**Phone No: 040-27205549 : Fax No: 040-27202059**

3.1 The tender shall be submitted in two parts viz. (i) Technical Bid and (ii) Financial Bid along with other documents as mentioned in the tender notification.

3.2 Bidder who has downloaded the tender from website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) shall not tamper / modify the tender form. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and Bidder is liable to be banned. **All the pages of bid being submitted must be signed by the bidder / their authorized representative irrespective of nature of content of the document before submitting.**

3.4 Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions specified herein will be rejected. **This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof.**

4. **Earnest Money Deposit (EMD):** An EMD of Rs.5,000/- (Rupees Five Thousand only) shall be submitted by bidders by Demand Draft drawn on any **Nationalized Bank** payable at **Hyderabad**, drawn in favour of the "**The Regional Pay and Accounts Officer, Survey of India,**". (DD to be submitted in original along with the Technical Bid). EMD will be returned to all the unsuccessful bidders at the end of selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned within 30 (Thirty) days **after the lease Agreement is signed.**

5. **Tender Fee :** Tender fee of Rs.200/- (Rupees Two Hundred only) shall be submitted by bidders by Demand Draft drawn on any **Nationalized Bank** payable at **Hyderabad**, drawn in favour of the "**The Regional Pay and Accounts Officer, Survey of India,**". (DD to be submitted in original along with the Technical Bid)

6. **EMD** submitted after the opening of Technical Bid or Tenders not accompanied with EMD will be treated as non responsive and will be rejected, at the initial stage itself "As Tenders received without EMD".

7. Intending Bidders are advised to visit the website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) regularly till closing date of submission of tenders for any corrigendum / addendum / amendment.

8. Technical Bids will be opened as per date / time as mentioned in the Critical Date Sheet of Tender. After evaluation of technical bids, bidders will get the information regarding their eligibility / pre-qualification. The scheduled date / time of visit of the site will be intimated to them.

9. In the event of any of the above mentioned date being subsequently declared as a holiday/ closed day for this office, the tenders will be opened on the next working day at the scheduled time.

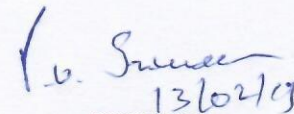
10. **The Bidder/s shall quote rates for the space to be rented only as "Rate quoted per month" (in both words and figures).** This rate shall be exclusive of GST. The lessor would be liable for ensuring compliance with the relevant rules, and regulations as notified by the Government in this regard from time to time.

11. In case a particular bidder owns more than one premises and wishes to submit bids in respect of those premises, he/she should submit separate bids containing Technical Bid, Financial Bid, Tender fee and EMD in respect of each premises.

12. The Director, APGDC & TGDC's right to accept or reject any bid wholly or partly is reserved.

13. All disputes lie within the jurisdiction of Hyderabad Court only.

**The last date for receipt of Bids is 15-03-2019 at 11.00 hrs.**

  
**DIRECTOR,  
APGDC&TGDC,  
SURVEY OF INDIA,  
UPPAL, HYDERABAD – 500039 (TS)**



ANNEXURE – I

TENDER ACCEPTANCE LETTER

To

The Director,  
APGDC & TGDC,  
Survey of India, Uppal,  
Hyderabad – 500039.Telangana.

**SUB: ACCEPTANCE OF TERMS & CONDITIONS OF TENDER FOR “HIRING OF OFFICE ACCOMMODATION FOR DATA ACQUISITION WING VIZAG (APGDC&TGDC), SURVEY OF INDIA, VISAKHAPATNAM”– REGARDING.**

Sir,

Tender Reference No: \_\_\_\_\_

- 1.I/We have downloaded / obtained the tender document (s) for the above mentioned Tender from the website(s) namely www.surveyofindia.gov.in as per your advertisement, given in the above mentioned website(s) / \_\_\_\_\_ News Papers.
- 2.I/We hereby certify that I / We have read and understood the entire terms and conditions of the tender documents (including all documents like Annexure(s), Schedule(s), etc.), which form part of the tender document and I / We shall abide hereby the terms / conditions / clauses contained therein.
- 3.The corrigendum(s) issued from time to time by your department / organization too, have also been taken into consideration, while submitting this acceptance letter.
- 4.I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
- 5.I / We do hereby declare that we have not been blacklisted / debarred by any Govt. Department / Public Sector undertaking.
- 6.I / We certify that all information furnished is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then your department / organization shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with Office Seal)



## ANNEXURE – II

### INSTRUCTIONS TO THE BIDDERS

#### OPEN TENDER FOR “Hiring of Office accommodation for Data Acquisition Wing Vizag (APGDC & TGDC), Survey of India, Visakhapatnam”

1. The invitation to bid is open to legal owners / power of attorney holders of properties located in the areas mentioned in the Tender document. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents.
2. The successful bidder will be declared as “the lessor” which means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc. The Director, APGDC & TGDC, Survey of India, Uppal, Hyderabad, as the case may be, will be “the lessee” for the current bidding.
3. The bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether at his own initiative or in response to clarification requested by prospective bidder, may modify the bidding document by a written amendment and the amendment which will be binding shall be available on [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)
5. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the lessee, at his discretion, may extend the deadline for the submission of bids.
6. The carpet area required as indicated area wise is as follows. The lessee shall also consider bids where the carpet area is within the said requirement.

Type of Office	Preferred Location	Approximate Net Carpet Area (in Sq. Ft.)
Central Govt. Office Data Acquisition Wing Vizag(APGDC&TGDC), Survey of India	Within the limits of Visakhapatnam Municipal Corporation	Not less than 4000 Sqft. - Not more than 5,500 Sqft. (Carpet Area)

7. In case of particular bidder owns more than one premises and he/she wishes to submit bids in respect of those premises, he/she should submit separate bids containing technical bid & financial bid in respect of each premises.
8. The Technical Bid by the bidder shall include the documents as mentioned in Annexure – IV of the Tender.
9. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language and should be typed or written in indelible ink. All the columns of the tender document must be filled in and no column should be left blank. “NIL” or “Not applicable” should be marked, where there is nothing to report.
10. In case of co-owners / joint owners, the bid documents i.e. technical bid and financial bid, should be signed by all the co-owners / joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the remaining owners.
11. The financial bid should comprise of the lease rent component and should be submitted strictly as per the form prescribed in Annexure – V.
12. **The rate should be quoted on lump sum basis per month for the accommodation .** There should not be any over-writings. The rate should be expressed both in words and figures.



13. The **Financial Bid** should contain the rate payable by the lessee without any other taxes statutory charges to be paid to the Central / State Government and / or any other authority / local body. All such other taxes / statutory charges / levies etc. shall be borne by the lessor only.
14. The bid shall remain valid for 180 days after the date of opening of the financial bid. A bid valid for a shorter period may be rejected by the lessee as non-responsive.
15. In exceptional circumstances, the lessee may require the successful bidder's consent for an extension of period of validity. The request and responses thereto shall be made in writing. The bidder granting the request will not be required nor permitted to modify the bid.
16. The bidder may modify or withdraw its bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.
17. During evaluation of the bids, the lessee may at his discretion, ask the bidder for clarification of its bid.
18. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders. The lessee may at his option choose to open the financial bids immediately after the evaluation of the technical bids.
19. Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the lower of the two shall be taken as the lease rent. If the bidder does not accept the correction of the errors, as aforesaid then its bid will be rejected.
20. In case the bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial Bid covers separately (even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the Technical Bid cover in any manner.
21. The Courts of India at Hyderabad will have exclusive jurisdiction to determine any proceeding in relation to this contract.
22. Any misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.
23. The **Technical Bid** should be submitted by the bidder as per Annexure – IV duly enclosing all the relevant documents, Annexure – I (Tender Acceptance Letter), Annexure – II (Instructions to Bidders), Annexure – III (General Terms & Conditions), Annexure – VI (Letter of Offer), duly signed by the bidder on all pages.

Read and Accepted

Name & Signature with Stamp (if any) of  
Bidder or Authorized Signatory



### ANNEXURE – III

#### OPEN TENDER FOR HIRING OF OFFICE ACCOMMODATION ON LEASE / RENTAL BASIS

##### GENERAL TERMS AND CONDITIONS

1. No alterations should be made in any of the contents of the bid document. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be ignored.
2. No bid will be considered unless and until all the pages / documents comprising the bid are properly signed (and stamped) by the person(s) authorized to do so. In case some of the pages are not signed due to oversight, the Hiring Committee constituted by the Director, APGDC & TGDC, Survey of India, Uppal, Hyderabad, at its discretion may allow the bidder to sign the documents and submit them in person before opening of the financial bids.
3. After opening of the Technical Bids and before evaluation of the same, the Hiring Committee shall inspect the premises and ascertain its suitability for the purpose of setting up of the office and as per technical specifications as provided by the bidder. In case the Hiring Committee finds the premises not suitable for the purpose of setting up of the office, the technical bid submitted by such owner will not be evaluated and the financial bid of the owner will not be opened. Once the premises are inspected, the technical bids of the qualified bidders will be evaluated, and the result thereof will be intimated to the Bidders. The financial bid of the successful bidders will be on the scheduled date after the pre-scheduled time, mentioned at the time of evaluation of technical bids, by the bid openers. The bidders will be informed regarding the status of their financial bid and ranking of bidders. The decision of the Hiring Committee in this matter will be final.
4. In the event of bid being accepted, the quotations submitted in the financial bid will be incorporated into the lease agreement. The successful bidder should sign the Lease Agreement in the prescribed format approved by the Central Government (SLA) and the instructions to Bidders (Annexure – II) and General Terms & Conditions (Annexure – III) shall also form part of the lease agreement.
5. All conditions in the tender document will be enforced unless the bidder / lessor obtain written order of the lessee relaxing any specific condition in any specific instance.
6. The lessee will not make any security deposit or advance of lease rentals or any brokerage or any other advance payment.
7. Lease rentals will be paid to the lessor on monthly basis calculated for every completed calendar month. The lease rental for a particular month will normally be paid before the end of the subsequent month.
8. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force and also as per the GST Act, as applicable.
9. The contract shall come into force from the date when the premise is handed over to the lessee.
10. (a) The rent proposed by the lessor shall be inclusive of cost of any amenities provided in the building by the lessor, periodical / annual maintenance of the building etc.  
(b) The rent proposed by the lessor or as fixed by the CPWD / Competent Authority or as per the negotiation with the lessor, whichever is less will be accepted / fixed.  
(c) The lease agreement in the first instance shall be valid for a period of three years after which it can be extended with mutual consent for further periods of 3 years at a time.  
(d) The lease rental shall be liable to revision during the period of lease or renewal, if any, after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 8% per annum of the rent payable at the time of such revision. Further, if the **FRC (Fair Rent Certificate) given by CPWD is less than 8% increase per annum, then the proposed rent should be fixed as per FRC.**



11. Any change in the ownership of the premises shall be notified forthwith by the lessor to the **lessee** in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
12. The hired premises shall be put to use by the **lessee** for any official purpose as it deems fit.
13. The lessor shall be responsible for carrying out any major / minor repairs, civil including plumbing or electrical. In case the lessor fails to attend to such repairs the **lessee** will get the repairs done and the amount will be deducted from the lease rent.
14. The **lessee** shall be responsible for paying the charges for consumption of water.
15. The lessor shall be responsible for payment of property tax and other municipal taxes applicable. In case the lessor fails to pay such taxes, the **lessee** upon getting notice after due intimation to the lessor shall make the payment to the authorities concerned and the amount will be deducted from the lease rent. The rent per Sq. Ft. will be quoted by the bidder in the Financial Bid, which should be exclusive of any taxes/statutory charges/levies to be paid to the Central/State Governments and /or any other authority/local body. All such other taxes/statutory charges/levies etc. shall be borne by the lessor only.
16. Notwithstanding anything in the terms and conditions, the **lessee** shall enter into agreement with the lessor in respect of the premises mentioned in the bid only after getting the necessary approvals from the appropriate authorities as per the existing rules of the Government.
17. The carpet area of any floor shall be the covered floor area worked out excluding the portions as mentioned in the Technical Bid (Annexure – IV).
18. The carpet area will be determined as per the measurement to be made by the authorized personnel of the **lessee** in consultation with the lessor taking into consideration the exclusions mentioned in para 19.
19. The premises should preferably be located within the limits of Visakhapatnam Municipal Corporation, Visakhapatnam. The premises offered is for a Central Government Office, therefore, preference will be given to the premises offered for exclusive use of the lessee without being shared by other tenants / commercial establishments etc.
20. The accommodation offered should be in a good locality and in a building fit for office use either in the same floor or with continuous floors and located on the main road or well connected by a arterial road free from traffic jams for an easy access. Preference will also be given to those bidders where the remaining area (if there is any) of the offered building space is not accommodated with any type of Hotel, Restaurant, Bar, Shops etc.
21. The Building shall be **legally approved for commercial / office use** and must meet the building norms prescribed by the appropriate Govt. Authority with regard to fire safety, disaster management, Structural stability etc.
22. The building should have good façade with contemporaneous **good flooring, and elegant false ceiling.**
23. The space offered in the building should have separate electricity and water connections, both commercial. Sufficient wiring and meters should be in place to take up electricity load of the premises. The building should have suitable power load sanctioned **from the Government.** The building should have 24X7 power back up facility provided by the lessor. Additional electricity load / 3 phase electricity connection, if required by the lessee, will be provided by the lessor at his own cost.
24. The premises in a ready to be occupied condition with **partitions / cubicles, toilets,** (in case of high-rise building) etc. as specified in the tender documents shall be preferred. However, 30 days time can be given at the discretion of the lessee for enabling the lessor to carry out any minor works etc. as required by the lessee.
25. The premises with **Provisions of Air Conditioner** in terms of cabins / enclosures / various spaces used by the officers / Computer cell shall be given preference.



26. There should be sufficient covered **as well as open parking space** as per the norms for commercial buildings. **In any case**, adequate parking space (atleast 03 vehicles (Four-wheeler) & 25 vehicles (Two-Wheeler)) should be available for Government Vehicles and Visitors' Vehicles. The location should be in an area convenient for office use and should be easily accessible.
27. The building offered should be ready for occupation at the time of submission of tender by the lessor.
28. The building should be secure enough to protect the government property.
29. The office space should have all required electrical fixtures such as switches, power points, lights, etc. and adequate toilet facilities. Separate toilets for men & women will be preferred. Lessor shall be ready to lay cable lines and plug points for computer systems for SOI as per Engineer's specifications.
30. Newly constructed building of **not more than 5 years of age will be preferred.**
31. The lessor will provide the necessary arrangements for the continuous and regular supply of water, drinking as well as for other use, throughout day and night. If required, the lessor will provide electric motor and pump of required capacity as suggested by the lessee. All maintenance charges in this connection except actual electrical consumption shall be borne by lessor. The required number of water taps as desired, including one directly from Municipal water connection, for drinking water will be provided by lessor, in the premises. Water consumption charges / bills of Municipality will be borne by the lessee. The lessor shall provide sanitary urinals, toilets, hand-wash basin, towel rails etc. as per the Lessee's requirement exclusively for Lessee's use.
32. At the beginning of the tenancy, the lessor shall carry out the additions / alternations such as partition, false ceiling, lights, office fixtures and fittings to suit the Lessee's requirements.
33. Distemping of the building, polishing / oil painting of the wood and ironwork will be carried out by lessor once in three years. Whenever necessary, the lessor will carry out tenable repairs to the premises. If the lessor fails to do this, the lessee will have right to carry out the repairs and recover the cost from the lessor or from the rent payable to lessor.
34. The lessee has the right to vacate the leased premises any time before expiry of the lease period after giving three months' notice.
35. The offer of tender shall 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 condition quoted in the Technical or Financial bids.
36. All the pages of the tender document should be signed by the owner or his authorized power of attorney should be submitted correctly. Any other cutting or use of white ink should be duly signed by the bidder.
37. The tender will be acceptable only from original owner of the building or person having valid power of attorney. The space offered :
  - (a) Should be free from all claims and disputes / any liability and litigation with respect to its ownership, lease / renting and pending payments against the offered space.
  - (b) Should be free from all encumbrances and must be in compliance to building bye laws of the local civic bodies & fire / security norms prescribed by the local authorities.
38. The particulars of amenities provided / proposed to be provided inside the property / building complex should be clearly furnished in the Technical Bid. The Technical Bid is required to be submitted along with certified copies of **approved drawings** from respective Municipal Corporation of the given concerned authorities or any other competent authority, certified copy of Land Deed and latest Municipal Tax payment Receipts. Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents / certificates shall be produced for verification, if required, at the time of execution of Lease Agreement.



39. In case building has more than one tenant, the responsibility of cleaning of common area / common toilets will be of lessor. Further, the responsibility for security of Common area will be of the lessor.
40. 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 payables by the owner thereof, shall be continued to be paid by lessor.
41. All necessary permissions as required shall be obtained by the lessor. In case, the lessor decides to sell the premises, the lessor may dispose-off the same subject to lessee's tenancy rights.
42. The lease agreement will contain an undertaking that the lessor shall not during the period of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased affecting lessee's right of occupation and any of the terms of the lease without the consent of the lessee.
43. Expenses in connection with drafting and execution / registration of the lease agreement with the concerned authority will be borne by the lessor.
44. Participating in the tender process does not entail any commitment from the Department and the Department also reserves the right to reject any or all the offers including that of the lowest bidder without assigning any reasons thereof.

Read and Accepted.

Name & Signature with Stamp (if any)  
of Bidder or Authorized Signatory



ANNEXURE – IV

TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

Sl.No.	Particulars	Details (please tick / fill up with relevant answers wherever required)
1.	Full particulars of the legal owner/s of the premises: (make separate entries if owners are more than one)	
	(i) Name	
	(ii) PAN	
	(iii) Office address & Telephone No.	
	(iv) Residential address & Telephone No.	
	(v) Mobile No.	
	(vi) Tele Fax (if any)	
	(vii) E-mail	
2.	Status of the owner (individual / Partnership Firm / Company / Society / Any other (specify))	
3.	(In case the bid is not submitted by the legal owner)	
	(i) Full particulars of person(s) offering the premises on rent / lease	
	(ii) Relationship with the legal owner (enclose power of attorney also if the applicant is other than owner)	
4.	Status of the bidder (Individual/Partnership Firm / Company / Society / Any other (Specify))	
5.	Complete Address and location of the Building	
6.	Type of Building (Commercial / Residential / Mixed use)	
7.	Details of premises / Building (Overall)	
8.	(i) No. of floors	
	(ii) In case the premises offered is in a multi storied building having other tenants, specify the floor(s) in which the premises offered for hire is situated	
	(iii) In case of other tenants, details of each tenant viz. name & purpose of hiring	
	(iv) Total area in each floor including common area i.e. Super Built up area (floor-wise built up area to be furnished)	
	(v) Carpet Area in each floor (enclose Certified sketch plan also)	
	(vi) Year of construction	
9.	Particulars of occupancy certificate. Enclose attested / self – certified copy of occupancy certificate issued by Competent Authority in case of building whose construction is completed.	



	In case of buildings under construction, the same should be submitted within 30 days of communication of acceptance of bid.	
10.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)	
11	Whether Municipal permission to construct premises obtained? (enclose copy of the approved plan / drawing)	(Yes / No)
12	Total Carpet Area offered for rent in Sq. Ft.  <b>Note: Definition of Carpet area:</b> Carpet Area is the area of the premises which is covered but excluding the following portions. (i) Walls and Columns (ii) Portico / Canopy (iii) Sanitary shafts / Toilets (iv) Stair Cases (v) Bon Louvers (vi) Lift Wells (vii) Balcony (viii) Portion below window sills (ix) Lofts (x) Parking space, whether covered or not (xi) Open terrace  (Please mention super built up / Built up area along with carpet area with number of Floors)	
13.	Type of Flooring:	
	(i) For Carpet Area	
	(ii) For Common Area	
14.	Covered parking area and also open space for vehicle parking available exclusively for the Department (in Sq.ft) / No. of vehicles for which parking is available for Deptt.	
15.	Whether willing to carry out additions/alterations / repairs as per specifications / plan given by the Lessee	(Yes / No)
16.	Other facilities and amenities available in the building.	
17.	Clearance / No objection Certificate from all the concerned Central / State / Municipal Authorities and Fire Department for use as Office / Commercial conforming the municipality laws	
18.	Whether running water, drinking and otherwise, available round the clock?	(Yes / No)
19.	Whether separate water meter installed	(Yes / No)
20.	Whether Bore well installed	(Yes / No)
21.	Whether separate toilets for ladies and gents are provided	(Yes / No)
22.	Whether separate electricity meter installed	(Yes / No)
23.	Sanctioned Load of Electricity meter (KVA)	(Yes / No)
24.	Whether electrical installation & fittings, Power Plugs, switches of ISI make provided	(Yes / No)
25.	Mention whether additional electricity load / 3 phase electricity connection, if required by the lessee will be provided at your cost	(Yes / No)
26.	Details of power backup facility with load	
27	Whether BSNL / other landline and network available in the premises	(Yes / No)



28.	Details of fire safety mechanism, if any	
29.	Specify the lease period (minimum three years and provision for extension)	
30.	Whether the premises is ready for occupation (Yes/No) if not, the date by which it would be ready for occupation after necessary approvals	
31.	Whether bidder agrees to provide annual maintenance, if required as per terms & conditions of the tender, at his own cost	(Yes / No)
32.	Any other salient aspect of the building, which the owner / bidder may like to mention or additional facilities / infrastructure being provided inside the premises being offered on hire	
33.	Any other information	

List of Enclosures:

Name & Signature with Stamp (if any)  
of Bidder or Authorized Signatory



**ANNEXURE – V**

**FINANCIAL BID**

1.	Name & Address of the applicant with Phone Nos.	
2.	Status of the applicant with regard to Building / Accommodation offered for hire by the owner or power of Attorney Holder	
3.	Full Particulars of Owner:	
	(i) Name	
	(ii) Business Address(es) with Telephone / Mobile Nos.	
	(iii) Residential Address(es) with Telephone / Mobile Nos.	
	(vi) Tele Fax No.	
	(v) PAN Card (Photo copy to be enclosed)	
4.	<b>Total Monthly Rent (in INR) for the quoted accommodation / premises (the rent will be inclusive of all taxes to be borne by the Landlord as per terms &amp; conditions of the Tender)</b>	

List of Enclosures :

Name & Signature with Stamp (if any)  
of Bidder or Authorized Signatory



ANNEXURE – VI

Offer for Hiring of Office of the Data Acquisition Wing Vizag (APGDC&TGDC),  
Survey of India, Visakhapatnam

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Director,  
APGDC&TGDC,  
Survey of India,  
Uppal,Hyderabad – 500039. Telangana

Sir,

**Subject: Offer for Office of the Data Acquisition Wing Vizag (APGDC&TGDC), Survey of India,  
Visakhapatnam-Reg.**

With reference to your advertisement for hiring of office premises on lease / rent, I / We have submit my / our offer for the same, as mentioned in the tender document, as under:

1. Technical Bid (Annexure – IV), duly signed alongwith signed copies of Tender Acceptance Letter (Annexure – I), Instructions to bidders (Annexure – II), General Terms & Conditions (Annexure – III), documents mentioned in Annexure – III and IV and Letter of Offer (Annexure – VI)
2. Financial Bid (Annexure – V) duly signed.

Yours sincerely,

Date:

Name & Signature with Stamp (if any)  
of Bidder or Authorized Signatory



**CHECKLIST OF DOCUMENTS TO BE SUBMITTED AT OFFICE OF THE DIRECTOR, APGDC & TGDC,  
SURVEY OF INDIA, UPPAL, HYDERABAD – 500039 BEFORE THE TECHNICAL BID OPENING DATE /  
TIME AS MENTIONED IN THE CRITICAL DATE SHEET**

Bid Reference: \_\_\_\_\_

**BID CHECKLIST**

Bidder is required to fill-up this checklist and enclosed along with the envelope containing the following:

<b>Sl.No</b>	<b>Enclosures Description</b>	<b>Remark (tick “√” as applicable)</b>
1.	Tender Fee	(Yes/No)
2.	Earnest Money Enclosed	(Yes / No)
3.	Letter of Authorization to submit bid (if any)	(Yes / No / NA*)
4.	An undertaking that the Agency has not been blacklisted.	(Yes / No)
5.	Annexures- I, II, III duly filled and signed	(Yes/No)
6.	Annexure-IV (Technical Bid) duly filled and signed	(Yes/No)
7.	Annexure-V (Financial Bid) duly filled and signed	(Yes/No)
8.	Annexure-VI duly filled and signed	(Yes/No)

Encl: As above.

\*NA – Not Applicable.