INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal http://eprocure.gov.in/eprocure/app, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

(i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the "Online Bidder Enrollment" option available on the home page. **Enrolment on the CPP Portal is free of charge**.

(ii) During enrolment/registration, the bidders should provide the correct/true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/bidders through email-id provided.

(iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

(iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card.

(v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.

(vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.

(vii) Bidders can than log into the site through the secured login by entering their user ID/password and the password of the DSC/eToken.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

i) For preparation of bid Bidder shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids. After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.

ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

iii) Any pre-bed clarifications if required, then same may be obtained online through the tender site, or through the contract details given in the tender document.

iv) Bidder, should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/ipg formats) to be submitted as indicated in the tender document/schedule.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

v) Bidders can update will in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as applicable, This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS

i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

ii) Bidders should prepare the Tender EMD as per the instructions specified in the NIT/tender document. The details should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.

iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.

iv) The Bidders shall submit EMD through Account No. given in the Tender document.

v) Bidders shall digitally sign and upload the required bid documents one by one as indicated in the tender document.

vi) Bidders shall not that the very act of using DSC for downloading the tender document and uploading their offers in deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.

vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.

viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/modification of the Bidders shall render it unfit for bidding. Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bed cover (Price bid) only. If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD. The bidders are cautioned that uploading of financial bid elsewhere i.e other than in cover 2 will result in rejection of the tender.**

ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock).

The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

x) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.

xi) Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc, in the e-tender system.

xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. The contact number for query related to tender document are 8547851580/9497721366(10:00 A M to 5:00 PM)
2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.Toll Free number 1800-3070-2232, Mobile Nos 91-7878007972 and 91-7878007973.
3) In case of Technical query not resolved by CPP Portal Helpdesk, you may contact Nodal Officer, eProcurement at 9868258158.

IGNOU REGIONAL CENTRE JORHAT (37),

Janambhumi Building, T.N.S. Path, Near Nehru Park, Jorhat, Assam - 785001

Tender Notice

Online bids (Technical and Financial) are invited from eligible bidders which are valid for a minimum period of six months from the last date of uploading of bids are detailed below for and on behalf of the Vice Chancellor, IGNOU for Hiring of office Building for IGNOU Regional Centre Jorhat (37) within 2kms from the DC office Jorhat.

The online bids complete in all respect along with a scanned copies of proof of payment (UTR No. of EMD deposit through **Account No.:** 50100249922320 **IFSC Code:** HDFC0000753 NEFT/RTGS) of Rs.1, 20,000/- (Rupees One Lakh Twenty Thousand only) towards notified EMD, must be uploaded as per schedule mentioned in CPP Portal.

The tender document along with other details may be downloaded from the CPP Portal:
http://eprocure.gov.in/eprocure/app

Regional Director

INTRODUCTION

1. The Indira Gandhi National Open University, New Delhi (IGNOU), a Central University, intends to hire office premises for its Regional Centre Jorhat (37) currently functioning in Janambhumi Building (1st Floor), T.N.S. Path, Near Nehru Park, Jorhat, Assam - 785001. The hired premises shall be used as Regional Centre Office by IGNOU for coordinating academic activities in different areas of the country to pursue the objectives the 'Indira Gandhi National Open University Act-1985'. Hereinafter the IGNOU will be called "lessee" and Successful Bidder will be called "lessor" for hiring of building.

INSTRUCTION TO THE BIDDER FOR e-PROCUREMENT

1. Preparation and Submission of Bids

a. The detailed tender documents may be downloaded from http://eprocure.gov.in/eprocure/app till the last date of submission of tender. The Tender to be submitted online through CPP Portal http://eprocure.gov.in/eprocure/app

b. The bidder should submit the bid online in two parts viz. Technical Bid and Commercial Bid. Technical Bid & EMD should be upload online in cover 1 and Commercial Bid in ".xls" should be upload online in cover 2.

2. **Submission of the Bid**: All interested eligible bidders are requested to submit their bids online on CPP Portal: http://eprocure.gov.in/eprocure/app as per the criteria given in this document:

a. Technical Bid should be uploaded online in cover 1.

b. Financial Bid should be uploaded online in cover 2.

Both Technical and Financial Bid covers should be uploaded online on the CPP Portal (http://eprocure.gov.in/eprocure/app).

Bids shall be submitted online only at CPPP website https://eprocure.gov.in/eprocure/app with all the requisite documents. (i) Technical Bid and (ii) Financial/ Price Bid along with other documents as mentioned in the tender documents.

It may be noted that, in case of non-uploading of copies of documents specified in the tender documents on the CPPP, such technical bid, shall summarily be rejected. This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof.

In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he/ she should submit separate bids containing technical bid, financial bid and EMD in respect of each premises. Intending bidders are advised to visit the CPP website regularly till closing date of submission of tenders for any corrigendum/ addendum/ amendment.

3. Technical Bid: Signed and scanned copy of the Technical bid documents as under must be submitted online on CPP Portal: http://eprocure.gov.in/eprocure/app.

a. **List of Documents to be scanned and uploaded (Under Cover 1) within the period of bid submission:-**

- **As per Annexure III (Sl. No. 01 to 11)**
- **Signed and scanned copy of the Technical Bid Annexure III proforma.**

4. Financial Bid:

a. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified ".xls" format i.e. PriceBid_20151015_IGNCD_AMC in Excel sheet attached as '.xls' with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.

b. The Financial Proposal should be inclusive all except GST charges imposed under the applicable laws. The rates quoted in the Tender are all inclusive except GST applicable taxes, duties etc.
c. The Financial bid should be according to the format given in the Tender Document. It should be ensured that no required value against an item is missed. If the bidder does not want to charge for an item the value must be filled as "0" (ZERO). All totals should be correct.
d. .Information and Instructions for bidders posted on CPPP/website shall form part of bid document.
Bidders are advised to visit CPPP regularly for latest update.

Bid Evaluation
Bids will be opened as per date/time as mentioned in the critical date sheet of Tender after evaluation of technical bids and premises verification. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the portal.

Hiring of office Building for IGNOU Regional Centre Jorhat (37)
The Indira Gandhi National Open University, Regional Centre Jorhat – 37 invites online tender (e-tender) in two parts (Technical and financial bids) for hiring of office Building for IGNOU Regional Centre at Jorhat within 2 kms from the DC office Jorhat, from the legal owners / power of attorney holders of suitable buildings as detailed in the terms & conditions of this tender document. The office space intended to be hired shall be used (as Regional Centre Office) by IGNOU for coordinating academic activities in different areas of the country to pursue the objectives of the 'Indira Gandhi National Open University Act-1985'. The details of space requirement, terms & conditions and other documents are outlined in the Annexure to this e-tender as under.

Annexure-I	Instruction to Bidders	To be uploaded as technical bid (along with other documents as mentioned in the technical bid form)
Annexure-II	Terms & Conditions	
Annexure-III	Technical Bid	
Annexure –IV	Certificate from a Lawyer/CA	
Annexure-V	Affidavit from the Owner	
Annexure-VI	Certificate from the Architect/civil engineer	
Annexure-VII	Financial/Price Bid	To be uploaded as Financial bid
Annexure-VIII	Standard lease Agreement	Not to be uploaded. To be signed by successful bidder after acceptance of the bid.

Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website: https://eprocure.gov.in/eprocure/app. bidders shall not tamper/modify the tender form including downloaded price bid form in any manner.

Annexure –I

INSTRUCTIONS TO THE BIDDERS

1. The Indira Gandhi National Open University, New Delhi (IGNOU), a Central University, intends to hire office premises. The hired premises shall be used as Regional Centre office by the IGNOU for coordinating academic activities in different areas of the country to pursue the objectives the 'Indira Gandhi National Open University Act-1985'.
2. 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 in online mode strictly in accordance with the procedure given in this bid document. Bid document consists of cover page notifying critical dates of tender process and Annexure-I to VIII as mentioned on the cover page.
3. The successful bidder will be declared as 'the lessor' who means and includes not only the bidder but also his legal heirs, successors, legal representatives, etc. The concerned Regional Director of the IGNOU will be 'the lessee' for the current bidding.
4. The bidder is expected to read carefully 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.
5. The Technical Bid should be accompanied by the documents mentioned in the Technical Bid proforma failing which bid is liable to be rejected.
6. The bid prepared by the bidder as well as all correspondence and documents shall be written in English or Hindi and should be typed or written in indelible ink. All the columns of the tender document (Technical Bid Performa) must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
7. 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 submit an Authorization/ Power of Attorney to do so from the remaining owners.
8. The bidders are required to quote in the financial bid rate per sq. ft. for the carpet area of the offered building. Bid which is found lowest with reference to circle rates shall be selected subject to fulfillment of technical and other conditions of the bid.
9. Only GST as applicable will be paid by the lessor over and above the agreed rent. The lessee shall not be liable for any other payment to the lessor.
10. The lease rent should be quoted in Indian rupees only in the financial bid. The bid shall remain valid for six months from the last date of the submission of the bid. A bid valid for a shorter period may be rejected by the lessee as nonresponsive.
11. In exceptional circumstances, the IGNOU 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 may refuse the request without forfeiting the EMD. The bidder accepting the request will not be required/ permitted to modify the bid.
12. The bidder may modify or withdraw his/her 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.
13. Bids withdrawn after the opening of the technical bid will result in the forfeiture of bidder's EMD.
14. 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 online on the CPP Portal itself. The IGNOU may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
15. During evaluation of the bids, the IGNOU may ask the bidder for clarification on their bid. Any misleading or false information in the bid documents will lead to disqualification of the bidder at any stage. The IGNOU reserves the right to seek any document in original related to the premises on hire for verification at any stage of tender process.
16. The Technical bids and Financial Bids must be submitted online on CPP Portal at appropriate link.

Annexure-II

Terms and conditions of the Tender

A) General terms and conditions:

1. Tenders shall be acceptable from the legal owners of the building or from those having valid power of attorney. The building must be free from all encumbrances.
2. Bids from Govt. Bodies/ PSUs shall be given preference.
3. No security deposit or advance rent shall be payable by the University in favour of 'the lessor'. The successful bidder with whom agreement of hiring of building will be signed will be 'the lessor'
4. The bidders are required to submit EMD of Rs. 1,20000/-(rupees One lakh Twenty thousand only) along with the technical bid. No interest shall be payable on the EMD. Bids received without EMD shall be summarily rejected. **The Bank Account Details are as under:-**

   Name of Account Holder:-IGNOU PFMS Jorhat
   Name of the Bank:-HDFC Bank
   Account No. 50100249922320
   IFSC Code: HDFC0000753
5. The EMD of successful bidder shall be retained until the expiry of the lease including extended validity or handing over the possession of the building to the lessee, whichever is later. The EMD is liable to be forfeited in case the lessor acts in violation of the terms of the lease agreement.
6. Bids only on central procurement portal website (https:/eprocure.gov.in/eprocure/app) shall be accepted within prescribed timeline.
7. In case of technical bid found acceptable, the selected bidders shall be required to furnish the original copy of the 'title deed' of the offered property or original evidence for lodgement of the deed with any bank with proof of identity of owner before financial bid are opened. The same shall be returned after decision is taken to open financial bid or otherwise.
8. The successful bidder (the lessor) shall be required to enter into lease agreement in the prescribed format annexed with this tender document. The stamp duty and registration charges, if any, shall be borne by 'the lessor'.
9. The IGNOU shall have the right to inspect the offered locations before finalization of bids. The bidders shall be required to extend all possible support during such inspection.
10. Payment of house tax, water tax and other municipal tax/statutory charges, if any, shall be the responsibility of the lessor. Electricity and water charges as per actual consumption shall be paid by IGNOU, the lessee. The lessor shall provide separate electric and water meters in the building for this purpose.
11. The IGNOU, the lessee, shall not be responsible for payment of any amount beyond the agreed monthly rent and GST as applicable rent in favour of the lessor.
12. The bid shall remain valid for six months from the last date of the submission of the bid. However based up on the requirement/situation, the validity may be extended for a mutually agreed further period as per request of the IGNOU. A bid valid for a shorter period shall be liable for rejection by the IGNOU as nonresponsive.
13. The lessor, shall be required to handover the building to the lessee within 30 days from the date of issue of the letter for acceptance of the bid. However, where the lessor is required to carry out suitable modifications as per the requirement of the lessee, this time shall stand extended to 90 days. Failure on part of successful bidder in meeting these timelines will entail a penalty of Rs.5,000/- (rupees five thousand only) per day for the delay period. This penalty shall be adjusted against rent payable to the lessor subsequent to the possession of building.
14. The lessee shall have the right, during the lease period/ extended lease period, to carry out further suitable alternations by way of partitions, office fixtures, fittings, placing of sign boards etc. for effective use of hired office space.
15. If at any stage it is found that any detail/ document furnished by the bidder is not correct, his/ her bid would be liable to be cancelled without intimation to the bidder.
16. The bids are liable to be rejected in case of any terms and conditions of the tender document not being fulfilled.
17. Rental Circle rates may be obtained along with the technical bids. However, this will not be a condition of technical bid. The lowest bidder will be required to submit rental circle rate certificate after obtaining it from DM office / Tehsildar office or from the office of the Registrar of the properties.

18. During the period of the lease agreement the lessor shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the lessee with any party affecting lessee's right of occupation and any of the terms of the lease without written consent of the lessee.
19. The lessee shall not be responsible for any damage to the property by way of fire or other natural calamities. The lessor should get the property insured at his own cost.
20. The lessee shall have the right to vacate the premises with two month's notice to the lessor however the lessor will not have any such right during the agreement period.
21. The IGNOU reserves the right to modify: 1) the terms and conditions of the bid document as per rule 173(iii) of the GFR-2017, 2) To reject all or any tender without assigning any reason thereof.
22. Selection criteria: Financial bids of the technically qualified bidders shall be opened. Government approved circle rate (rental) of the property shall be the benchmark rate. The bidder whose rates will be found to be lowest with reference to the government approved rates (known as DM circle rates) shall be selected as successful bidder.
23. Payment Terms: The lessor shall raise his monthly rental bill as per agreed rates and submit the same to the Regional Director, IGNOU, RC Jorhat. The payment of the bill shall be made within 07 working days from the date of receipt of the bill after deduction of TDS, penalty charges, if any.
24. Any dispute between the lessor and the lessee with respect of this bid/ contract shall be subject to settlement through the sole arbitrator appointed by the IGNOU. Decision of the arbitrator in this matter shall be binding on both the parties.

B) Technical terms and Conditions of the tender:

1. Along with technical bid the bidder is required to submit a certificate from an architect/structural engineer about the structural soundness and earthquake resistance of the building.
2. The building offered must be vacant, free from all encumbrances. Construction must be as per norms of the Local Authority. An affidavit (on Rs.100/-stamp paper) by the bidder in this regard along with the certificate from an Advocate/ CA in this respect is required to be submitted with the technical bid.
3. The required carpet area of the building (ground +2 story building only or contiguous floors, in case of a multistory building) is tentatively 3000 sq. ft .
4. The area offered for rent should be preferably a standalone building (Institutional) for exclusive use for the IGNOU, Regional Center Jorhat. The building must have sufficient parking space around it for visitors and staffs. The IGNOU (the lessee) shall have the right for usage of the total plot area within the boundary of the offered property. In case of floors being offered for rent the same must be contiguous and having lift facility.
5. Each floor of the building must have minimum two toilets separately for male and female. Ground floor must be accessible for persons with disability (differently able people) with a suitable toilet for them.
6. The premises should have proper connectivity with local transport. The building must be located in the identified areas as mentioned in the tender documents.
7. The building must have a power connection of not less than 12 KW with the provision of increasing it as per future requirement.
8. The building should have sufficient ventilation and natural lighting. Building must be complete in all respect. It should have sufficient electric fittings viz. lights, fans and LEDs and provision for fitting three nos. window air conditioners (both electric and space on the wall). There must be arrangements of the power backup, water supply.
9. Maintenance of the building (civil and electrical, plumbing, sewage) shall be the responsibility of the successful bidder, the lessor. Operation and maintenance of power back up machines and equipments, maintenance of the lifts, if any, shall also be included in this clause. The building shall be required to be painted in every three year.
10. The lessor shall ensure arranging for attending of the maintenance related complaints within 48 hours of being informed by the lessee. Failing which the IGNOU shall get the complaint attended from the market and the cost incurred shall be adjusted from the rent payable to the lessor.

11. Security and Housekeeping services shall be deployed and maintained by the lessee. This will be excluded from the scope of services of the lessor.

12. The bidder shall be required to provide sufficient number of fire extinguishers in the building as per norms and ensure timely refilling of the same to ensure their functionality. In case of multi-storey building (i.e. building having height of 15 mtrs and above) the bidder is required to upload certificate of fire safety issued by the District fire officer.
13. The building must have necessary cabling with adequate socket points for installation of CCTV cameras (4-5 cameras tentatively), internet connection, intercoms (5-12 instruments tentatively) and telephones (2-4 lines tentatively). Installation and subsequent maintenance of CCTVs, intercom, telephones, and internet will be done by the lessee on its own cost.
14. The rates agreed shall not be revised in the first five year. If the rate contract is extended for another five year then 15% increase in the rent shall be admissible for each five yearly period extended subsequently.
15. Carpet area measurements: The carpet area measurements shall be the area or the premises which is covered but excluding a) Wall and columns b) Portico/canopy c) Sanitary shafts/toilets d) Stair cases e) Bon Louvre f) Lift walls g) Air conditioning ducts h) Balcony i) Portion below the window sills j) Lofts k) Parking space whether covered or not l) Open terrace.

Annexure-III

TECHNICAL BID

Hiring of office Building for IGNOU Regional Centre Jorhat within 2 kms from the DC office Jorhat

Name of the bidder: …….

Status (Individual/HUF/PSU/Govt. Organization): ……

Whether owner of the property or PoA holder: …….

Address: ……

Contact No.: … E-mail Id: …….

Whether standalone building or a multi-storey building: ……..

Plot size of the offered building (in square feet area): ……

Carpet Area of the Building

(Required area 3000 square feet). Mention Carpet Area of the Building in square feet..……

Address of offered Property: …….....

S. No.	Required Technical qualifications	Documents to be annexed	Documents attached Yes/No
1	Legal ownership/PoA	Certified copy of the title deed.	
2	Institutional/Commercial plot	Certified copy of the allotment letter or any other document showing the category of plot.	
3	The building must be Located in the identified areas as stated above.	Certified copy of Google Map.	
4	Compliance to the local authority norms	A certificate from an Advocate/CA and an affidavit from the bidder (on Rs.100/- non judicial stamp paper)	
5	Clear title/free from any encumbrance		
6	Power connection of required load (12 KW)	Certified copy of the approved power load from the Electricity board.	
7	Structurally sound standalone building with maximum G+2 stories or contiguous floors with lift facility in case of multi-story complex, with adequate parking space	1) Certificate from an Architect/civil engineer along with the drawing showing required carpet area and certifying that the building is structurally sound and fulfils the technical requirements mentioned at point no. 7, 8, 9 &10 of this table. 2) Certificate of fire safety from Distt. Fire Officer in case of a multi-story building having height of 15 metres and above.	
8	Building complete in all respect having Sufficient ventilation, Natural lighting, power backup, electrical fitting including LEDs, fans, minimum 05 ACs with provision for AC in each room and sufficient arrangement of water supply.		
9	Complete building with the required carpet area as prescribed in the tender document		
10	Accessibility to ground floor by persons with disability.		
11	Payment of EMD as required under Terms & Conditions of tender document	Copy of the receipt (UTR No etc.) of online payment of EMD	

*carpet area to be calculated in accordance with the method given in condition no.15 of technical terms and conditions of the tender document.

Declaration

I declare that the particular given above are true. I understand that in the event of non-fulfilling of any of the above technical qualification or non submission of any of the above required document or/and in case of any of the information provided by me is found to be incorrect, my tender is liable to be cancelled. I have calculated carpet area of the building as prescribed in condition no.15 of the technical terms & conditions of the tender document. I agree to accept all the terms & conditions of the tender document.

Signature of the bidder:…….....

Seal (if any)

Annexure-IV

Certificate from a Lawyer or Chartered Accountant
(to be submitted on the letter head of the Lawyer/CA)

This is to certify that the building constructed at Plot No..... location..... which is in the legal ownership of Mr./Mrs..... has been constructed in accordance with the plan approved by the local development authority. The property is clear from all encumbrances. The property can be used for the office purpose of the Indira Gandhi National Open University, New Delhi.

I understand that the IGNOU is a Central university created by an Act of Parliament, therefore, is a 'State' within the meaning of Article 12 of the Constitution of India. I understand that furnishing of this certificate has the implication of submitting a certificate before a government authority. This certificate is based on the facts ascertained by the undersigned through relevant documents presented by the legal owner of this property.

Name of the Lawyer/ CA.....
Signature.....
Bar Council Registration No./ICAI Registration No.

Date.....

Annexure-V

Affidavit from the owner/ PoA holder of the property
(to be submitted on Rs. 100/- non-judicial stamp paper duly notarized)

I …….. S/oD/o,W/o of …….....

R/o……...hereby solemnly affirm that:

1. I am the legal owner/PoA holder of the building in respect of which I am submitting the bid in response to the NIT of the IGNOU, Regional Centre Jorhat.
2. The building construction has been done in accordance with the rules of the local development authority/municipal corporation.
3. The building is free from all encumbrances and I hold clear title of the proposed property.
4. The Certificates obtained from the Advocate/CA and Civil Engineer/Architect is based on the facts presented by the undersigned. I understand that I will be personally responsible for the accuracy of the facts furnished by the undersigned to obtain certificates required for submission of bid documents in response to the NIT of the IGNOU, Regional Centre Jorhat.
5. I also understand that in case of any of the information/facts/documents provided by the undersigned are found to be incorrect/ misleading; the bid is likely to be cancelled without prejudice to the any other legal action as may be required under law by the IGNOU, Regional Centre Jorhat.
6. I have read the entire tender document and agree to accept terms & conditions of the tender document.

Signature.....

Name the owner/ PoA holder of the property

Date.....

Annexure – VI

Certificate from the civil engineer/architect
(to be submitted on the letter head of the Civil Engineer/Architect)

This is to certify that the building constructed at Plot No..... location..... which is in the legal ownership of Mr./Mrs..... is structurally safe for its usage as a office premises by the Indira Gandhi National Open University, New Delhi. I certify that :

1. The building is structurally sound and earthquake resistant.
2. The carpet area* of the building is..... sqft. Construction of the building has been found in accordance with the drawing of the building which is enclosed herewith.
3. It's a standalone building with G+2/contiguous floor in a multi-storey complex.
4. I have seen that the multi-storey building having contiguous floors has got a clearance from the fire department (required only in case of multi-storey building).
5. The building has adequate parking space for staff and visitors.
6. The building has sufficient ventilation, natural lighting, and provision for necessary electrical fitting as required under tender document.
7. The Ground floor of the building is accessible for Persons with Disability (Divyangjan). The building has/has provision for minimum two toilets on each floor. On Ground Floor one additional toilet is available for Persons with Disability (Divyangjan).

I understand that the IGNOU is a Central university created by an Act of Parliament, therefore, is a 'State' within the meaning of Article 12 of the Constitution of India. I understand that furnishing of this certificate has the implication of submitting a certificate before a government authority. This certificate is issued after ascertaining the facts by the undersigned through relevant documents presented by the legal owner of this property and after physically visiting the premises.

Name of the Civil Engineer/Architect.....

Signature.....

Registration No.....

Date.....

*** The carpet area is to be calculated in accordance with the point no. 15 of the technical terms & conditions in Annexure-II of the tender document.**

Annexure-VII

FINANCIAL BID

Hiring of office building for IGNOU Regional Centre Jorhat-37

Name and Address of offered building of the bidder:-_____

_____

Quoted rental charges per month/per square feet: 3000 square feet Carpet area

Description	Quoted rate per square ft.per month of Carpet area in rupees (all inclusive except GST)	Quoted monthly rent (Rs. in numbers) (all inclusive except GST)
1	**2**	**3**
Rental charges (all inclusive except GST) for the proposed building.	Rs….	Rs...

Declaration

I declare that the particular given above are true. I have read the tender document carefully therefore submitting this financial bid after assuring myself/ourselves that I/we fulfil the conditions of the tender document. I have calculated carpet area of the building as prescribed in condition no.15 of the technical terms & conditions of the tender document. I agree to accept all the terms & conditions of the tender document.

Name & Signature

Seal, if any….
Date:…..