

BALMER LAWRIE & CO. LTD.
5, J N HEREDIA MARG, BALLARD ESTATE,
MUMBAI – 400001

NOTICE INVITING TENDER (NIT)

SUB: TENDER FOR HIRING OF OFFICE SPACE (1000 to 1500 sq.ft carpet area) FOR TRAVEL & VACATIONS/LOGISTICS SERVICES AT AHMEDABAD BRANCH

TENDER ENQUIRY NO. BL/T&V/MUM/007/MAR-2018 DATED 27TH MARCH 2018

Online Bids are invited from reputed, experienced, bona-fide and eligible bidders for hiring office space for Travel & Vacations/ Logistics Services Ahmedabad office through Balmer Lawrie eProcurement Portal <https://balmerlawrie.eproc.in>

OR

Hard Copy tenders documents should be submitted in a single sealed envelope marked “**Tender for Hiring of Office Premises for “Travel & Vacations/ Logistics Services.”** In two parts in **TWO** separate sealed envelopes for **technical** and **financial bids** each and Envelopes should be marked clearly as “**TECHNICAL BID**” and “**FINANCIAL BID**” for hiring of Office space at Ahmedabad.

M/s. Balmer Lawrie & Co. Ltd.

5, J.N Heredia Marg,

Ballard Estate, Mumbai – 400001

1. Earnest Money Deposit (EMD)

Along with the Technical Bid, Bidders have to submit Earnest Money Deposit of **Rs.10,000/-** by Demand Draft/Pay order/NEFT/RTGS Transfer in favour of **Balmer Lawrie & Co. Ltd., payable at Mumbai, India**. The Demand Draft/Pay order has to be made from **a Scheduled Indian Bank**. The EMD, if remitted by bank transfer, should have been credited to our Bank Account at least one day prior to the Due date for the tender. The Bank and other details as required for effecting NEFT/RTGS Transfer is detailed in Annexure- 6 of this Tender.

Cheque / Cash payment is **not acceptable towards EMD**.

OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED

- a) EMD will carry no interest
- b) EMD will be refunded only after execution/signing of the Sub-Lease agreement with the successful bidder.

1.1. EMD is liable to forfeiture in the event of:

- a) Withdrawal of offers by the bidders during the validity period of the offer
- b) Any unilateral revision made by the bidder during the validity period of the offer
- c) Non execution of lease /sub-lease/sub-letting agreement by the bidder, after acceptance of the offer

2. Due Date for Submission of Bids

The Original Bid along with the copies of documents requested for as per the tender requirements, must be sent either in person or through post/ courier addressed to RHR-Head (WR), Balmer Lawrie & Co. Ltd. 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India on or before 18.00Hrs. on 16th April, 2018.

Offer received through fax/e-mail or in any other form of open offer shall not be accepted.

The Company shall not take any responsibility for any delay or non-receipt of any document. If any of the documents furnished by the bidder is found to be false/ fabricated, the bid is liable to be cancelled.

The bidder should follow all the instructions mentioned in Annexure-3 (Check List for Bid submission) for sealing and sending the sealed bid/offer.

3. Late Bids

Any bid received after the submission deadline will be declared 'Late' and rejected and returned unopened to the bidder

3.1 Bid Validity

The offer shall remain valid for a period of three (3) months from the due date for acceptance.

4. Bid Rejection Criteria

A bid may be rejected if

- i. If the bidder fails to send the Earnest Money Deposit (EMD) amount along with the Technical bid.
- ii. If the bidder does not meet the Technical criteria and/or non-submission of documents specified in the tender.
- iii. The bids of any Tenderer may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

5. Clarifications

All clarifications shall be sought by E-mail/letters titled/super-scribed "Clarifications for **TENDER FOR HIRING OF OFFICE SPACE (1000 to 1500 sq.ft carpet area) FOR TRAVEL & VACATIONS/LOGISTICS SERVICES AT AHMEDABAD BRANCH** to rayamane.vr@balmerlawrie.com / naik.pd@balmerlawrie.com . (Only email queries shall be replied).

6. Technical Bid

The offer should comply with the requirements as specified in Annexure -1 of this tender and the technical bid should be submitted with the documents specified, duly signed and sealed. The hard copies of the documents specified should reach our office at 5, J. N. Heredia Marg, Ballard Estate (Basement), Mumbai – 400001, on or before 18.00Hrs. on 16th April, 2018.

6.1 Opening of Technical Bid

The Technical bids will be opened on 17th April, 2018 at 11.00Hrs. in the office of BL located at 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India.

6.2 Technical Bid Evaluation

The Technical Bids will be opened on the scheduled date.

BL will evaluate and shortlist the offered properties by comparing and conforming to the technical criteria. BL's authorized representatives shall visit the shortlisted properties before final decision is made for opening of the price bid. The bidder has to facilitate such visit and ensure that the queries are fully addressed to. The decision of the Company will be final and binding on the bidder(s).

The Price Bid of the technically qualified bidders alone will be eligible for price bid evaluation.

7. Price Bid

The Price bid is to be submitted as per Annexure- 4.

The price quoted should be Firm price, with a validity of three (3) months from the due date of tender.

7.1. Opening of Price Bid

The Price Bid of technically qualified Bidders, whose Property has been found suitable/ approved by the BL Committee, shall only be opened.

7.2. Price Bid Evaluation

Bids will be evaluated on total value of: (a) rentals for (36 months); (b) plus interest cost for 36 months towards the security deposit (advance rent); as per the price bid specified in Annexure-4. Bids will be evaluated on basis of lowest cumulative value (L1 basis only).

8 Size and Location of the property:

TENDER FOR HIRING OF OFFICE SPACE (1000 to 1500 sq.ft carpet area) FOR TRAVEL & VACATIONS/LOGISTICS SERVICES AT AHMEDABAD BRANCH free from any Encumbrances and demands from Statutory Authorities for Dues.

9 Ownership:

It is to be noted that only bids from owners / leasehold right owners with clear title will be entertained. For leased properties.

10 Negotiations

Negotiations may be held with the owner/lessee of the property considered as the lowest bidder to arrive at the final terms of lease.

11. Payment terms

Monthly Rental – BL to pay within 10th day of every month for the current month. Rent for a part of a month will be paid proportionately.

All payment would be made by RTGS / NEFT only.

12. Lease duration

The lock-in period will be of 3 (Three) years. In case required, the hiring period may be extended beyond 2 years on mutual consent.

13. Deposit

Deposit if any paid by Balmer Lawrie should be refunded on completion/extension date before handing over possession of property by Balmer Lawrie to owner.

14. Notice Period for terminating the agreement

On completion of the lock-in period of 3 (Three) years, either party can foreclose the contract by giving minimum 3 months' notice period to other party.

Encl :

- | | |
|---------------|--|
| 1. Annexure 1 | Technical Bid |
| 2. Annexure 2 | General Conditions |
| 3. Annexure 3 | Procedure for Submission of Bid |
| 4. Annexure 4 | Price bid |
| 5. Annexure 5 | Instructions for on-line submission of Price Bid |
| 6. Annexure 6 | RTGS Transfer |
| 7. Annexure 7 | Details of the bidder |
| 8. Annexure 8 | Minimum office amenities/facilities requirement |

Annexure- 1

<u>TECHNICALBID</u>		
Sl. No.	Particulars	Details (Please tick/ fill up with Relevant answers, wherever required)
1.	Name of the person/ party submitting the bid (hereinafter referred to as the bidder) Permanent Account Number	
2	Status of the owner (Individual/ Partnership Firm/Company/Society) Property dealer/ Any other (specify)	
3	Contact details, Name & Postal address	
4	Details of property offered	
a.	Location & Address of the property	
b.	Is property having "Office Use" as permissible use by competent authority	
c.	Whether the space offered for hire is situated in more than one floor of a property, if yes, specify floors	
d.	Total built up area in sq.ft.	
e.	Total carpet area in sq. ft.	
f.	Toilet attached	Yes/No
g.	Parking space – Covered/uncovered	Yes/No
5	Approximate distance of the property form railway station	
6.	Whether proper access from roads is available	
7	Whether the property is free from all Encumbrances, claims, litigations etc.	
8	Whether all Govt. Dues including property tax, electricity, telephone, water bills etc. have been duly paid upto date (enclose documentary proof)	
9	Whether the property is physically vacant and available for possession	
10	Parking space for car/ vehicle available on road, covered/underground	

11	Details of available fire safety and security Measures	
12	Whether suitable power supply for commercial operation is available	
13	Details of the power backup, whether available or not	
14	Please specify the details of public transport facilities available to and from the premises	
15	Contact Details of Building Management Services	
16	Signage – BL requires the right to use its logos, branding, and graphics at the entrance to its premises and within the premises. Preference to install a prominent signage on the main building.	

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I,.....solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it, is correct, complete and truly stated.

Signature.....

Name.....

Owner/ authorized signatory.....

Place:

Date:

GENERAL CONDITIONS

Introduction

The bidder means the individual, firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators.

Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to BL will be considered applicable at the time of any dispute.

Validity of the Offer

The offer shall remain valid for a period of three (3) months from the due date of the tender.

Relaxation of Tender Terms & Conditions

BL reserves the right to relax any of the tender conditions, if necessary, while finalizing the tender at its discretion.

Rejection of Bids

The bid of any bidder may be rejected if a conflict of interest between the bidder and BL is detected at any state. BL reserves the right to accept any tender in whole or in part and reject any or all tenders without assigning any reason. The decision of BL in this connection will be final.

Price

The rate given in the offer should be expressed both in words and figures and where there is a difference between these two; rate given in words will be taken as authentic.

Corrigendum to tender:

As and when necessary, BL reserves the right to add/alter terms and conditions of the tender. The bidders have to keep track of any changes by viewing the addendum/ Corrigendum's issued by the Tender Inviting Authority on time-to-time basis in the Company website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

Execution of Lease/Sub - Lease Deed

Successful bidder has to enter into a sub-lease deed with BL on mutually agreed terms and conditions.

Arbitration

In case of any dispute or difference arising out of this tender, the matter shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director of Balmer Lawrie & Co. Ltd. and the provisions of Arbitration and Conciliation Act 1996 including any statutory modifications or enactment thereof shall apply to the arbitration proceedings. The fees of the arbitrator, if any, shall be paid equally by both the parties. The Arbitration proceedings shall be in English language and the award shall be a speaking award binding on both the parties.

This tender and matters related thereto are subject to exclusive jurisdiction of courts in Kolkata.

Authorized Signatory

Stamp:

Date :

PROCEDURE FOR BID SUBMISSION

- (1) Sealed envelope is to be used by the bidders for submission of the **Technical Bid & Demand Draft** towards EMD.

The bidders shall put the Technical Bid, Tender document and documentary proof as specified in Annexure – 1, duly signed and sealed by the authorized signatory(ies), along with the Demand Draft for Earnest Money Deposit in one envelope, seal the envelope and super scribe as “Technical Bid – Tender No. BL/T&V/MUM/007/Mar- 2018 Dtd. 26th March 2018 for REQUIREMENT **TENDER FOR HIRING OF OFFICE SPACE (1000 to 1500 Sq Ft carpet area) FOR TRAVEL & VACATIONS/LOGISTICS SERVICES AT AHMEDABAD BRANCH.** The above envelope should be sent either in person or through post / courier addressed to RHR-Head (WR), Balmer Lawrie & Co. Ltd. 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India on or before 18.00Hrs. On 16th April 2018., so as to reach us before the due date and time as stated in the tender. **Specified documents received without proper seal and signature would lead to disqualification/rejection.**

The bidders are requested to sign all the pages of the tender document as a token of acceptance of all the terms & conditions mentioned therein.

- (2) **Price Bid** as per Annexure 4 provided herewith to be filled online only. No hard copies/e-mail of the price bid will be acceptable. Instruction for submission of on-line bid is detailed in Annexure-5.

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at **<https://balmerlawrie.eproc.in>** by following the procedure given in the Catalogue. Registration with C1 India e-procurement platform is mandatory for participating in this Tender.

PRICE BID

1	Name of the party	
2	Address (with telephone and mobile nos.)	
3	PAN	
4	Whether registered for GST, If yes GST No.	
5	Name & address of the proprietor, partners/ directors with mobile nos.	
6	Name and address of the premises	
7	Net carpet area offered	Sq Ft.
8	Monthly rent Rs. Per sq.ft.	Rs.
9	Monthly Maintenance if any	Rs.
10	GST as applicable	Rs.
11	Deposit(Refundable)	Rs.

NOTE

1. No separate rent would be paid for (a) underground/ covered parking areas (b) open parking space, inner roads, garden etc. within the compound. The rate quoted shall be inclusive of usage by tenant of all these areas.
2. *Net carpet area" means usable area inside the office.
3. The rent quoted should be exclusive of GST.
4. The tender is for hiring of office space for an initial period of 3 (Three) years the hiring period may be extending beyond 2 years on mutual consent.

Date

Signature and stamp of the
Owner/ bidder

CONDITIONS FOR ONLINE BID SUBMISSION

Pre-Requisites before Login to System (Software requirements.)

Minimum System Requirements:

- P 4 or Later Processor
- Minimum of 1 GB of RAM
- Minimum 1 USB port (If Certificate is in USB Token)
- DSC Dongle driver should be installed before logging in
- Reliable Internet Connectivity
- Certificate with full chain
- Certificate should not be expired it should be valid certificate

Operating System:

- Windows 7,8,10

Browser Version:

- Internet Explorer Versions 11

Java Component:

- Go to Control panel>Add/Remove Programs>
- Check whether Java Runtime Environment (Latest 32 bit) is installed on your machine or not. Procedure for Bid Submission

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at **<https://balmerlawrie.eproc.in>** by following the procedure given in the Catalogue.

Registration with e-Procurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd. Contact Nos. and email IDs for C1 India helpdesk officers

1. Mr.Tuhin Ghosh,Mob.08981165071

Email – tuhin.ghosh@c1india.com

2. Mr. Tirtha Das, Mob 9163254290

Email - tirtha.das@c1india.com

3. Mr. Ravi Gaiwal, Tel +9619379192

Email - ravi.gaiwal@c1india.com

4. Mr.CH. Mani Sankar ,Mob.08939284159

Email chikkavarapu.manisankar@c1india.com

BANK DETAILS FOR SWIFT/RTGS TRANSFERS

1	CompanyName	BALMER LAWRIE&CO. LTD.
2	PermanentAccountNumber(PAN)	AABCBO984E
3	Particularsof theBank Account	
	A.Nameofthe Bank	HDFC BANK LIMITED
	B. NameoftheBranch	R.C. DUTT ROAD
	C. Branch Code	00033
	D. Address	ARUN COMPLEX, ALKAPURI SOCIETY, R.C. DUTT ROAD – 390005
	E. CityName	VADODARA
	F.TelephoneNo.	<u>9898271111</u>
	G. NEFT/RTGS IFSCCode	HDFC0000033
	H. 9digitMICR codeappearingonthe	390240002
	I. SWIFT CODE	HDFCINBB
	J. Typeof Account	OVERDRAFT CORPORATE
	K. AccountNo.appearing onthecheque	00330110000014
4	L. Email id	maniar.tj@balmerlawrie.com

Annexure – 7

Details of the Bidder		
1	Name	
2	Address	
3	Landline/Cell No.	
4	Fax No.	
5	Email ID	
6	Name of the contact person	
7	Name of the alternate contact person	

Authorized Signatory

Stamp : Date:

The premises having following minimum amenities/facilities and features will be preferred for consideration and will gain weighted:

- a. Places where the area is required: Ahmedabad: Satellite/ Prahladnagar /Anandnagar/S.G. Highway/ Drive in Road/ C.G road/ Ambawadi/ Any other Prime Locations.
- b. Carpet Area in (Sq.ft): 1000 sq.ft to 1500 sq.ft

Other requirements: Furnished office, Employee strength – 18 to 20, 10X10- 3 cubical, 10X12- Conference room – 1 no, Pantry-1, toilet (Ladies/Gents) Storage space, Parking – public parking should be available, Road facing, preferably on ground floor, Preference will be given to : furnished office with Air-conditioning, CCTV Cameras, WIFI Arrangement, UPS, epabx, Commercial Power supply, Excellent visibility etc.
- c. The Building offered should be facing main road so that signage is visible clearly to the public at large crossing by the location, preferably situated on ground or first floor and should be well connected with public transport;
- d. There should be adequate natural lighting in the campus/compound.
- e. There should be provision of sufficient water system for drinking, pantry, EPABX, PPS, WIFI, toilets, Wash basins, housekeeping, other cleaning purposes etc.
- f. There should be adequate cross-ventilation.
- g. The building should have adequate fire safety measures and security measures as per legal requirement.
- h. It should have sufficient provision of lifts of reputed make if the premises offered are in upper floors.
- i. The premises should have suitable power supply for commercial operations.
- j. There should be uninterrupted power supply for essential services and common area Lighting
- k. The building/s should have prescribed parking space marked parking exclusively for the hirer will be desirable. Sufficient parking space for visitors/clients should be available.
- l. All Building services such as Lifts, Power Supply, Plumbing, Sewage, telephone, Connectivity shall be fully operational at the time of submission of the offer by the bidder.
- m. All internal wall should be painted with good quality paint at the time of handing over the premises to M/s. Balmer Lawrie & Co. Ltd.