

Presidency University
86/1 College Street
Kolkata – 700 073

Notice Inviting Tender
No. PU/ Tender/ Flat Hire/2016-17/1 /R Date: 17-06-2016

Hiring of three (3) nos. 2 BHK Flats in South Kolkata, West Bengal for use as Transit Accommodation for Teachers / Guests on Lease Basis

Presidency University invites Tender under Two Bid System from the interested individuals / firms in respect of hiring of three (3) nos. 2BHK Flats/Apartment (850 to 1000 sq. ft. carpet area each) situated in South Kolkata on monthly lease rental basis for use as transit accommodation for its teachers / guests. The flats/apartment should be in “Ready to Occupy” condition. The three flats should preferably be in the same House / Apartment and be owned by the same person. The location of the premises should be such that it is easily approachable from Railway Station/ Bus Stand. Hospital(s), market, school, etc. should situate in the vicinity of the premises.

Interested owners are requested to provide their bids **under the Two-Bid System.**

- i. Annexure I Technical Bid
- ii. Annexure II Financial Bid

The sealed Cover of Technical Bid should contain Annexure I duly filled up and signed by the bidder(s), the required documents and a Demand Draft / Pay Order in favour of “Presidency University” payable at Kolkata of Rs. 500/- (Rupees Five hundred) only as non-refundable Tender Fee. The sealed Cover of Financial Bid (Annexure – II) should contain monthly lease rental.

A master Sealed Cover, containing the Covers of Technical Bid and Financial Bid as stated above, addressed to **the Finance Officer, Presidency University, 86/1, College Street, Kolkata – 700 073** must be dropped in the Tender Box kept in the Purchase Cell at Ground Floor of the Main Building of Presidency University or may be sent by post / courier within the date and time mentioned below.

Financial Bid will be opened only if Technical Bid is found in order after technical evaluation. The Forms / Annexures can be downloaded from the University Website (www.presiuniv.ac.in). The successful Bidder shall have to enter into an Agreement containing all Terms and Conditions with the University Authority. Initially the agreement shall be for a period of one year and may renewed, if required by the University authority.

Last Date of Submission of Tender: 24-06-2016 upto 3.00 P.M.

Date of Opening of Tender: 24-06-2016 at 3.30 P.M.

The University reserves the right to accept or reject any or all offers without assigning any reason whatsoever. The Tender Inviting Authority does not bind itself to accept the lowest tender.

Sd/-
Registrar

TENDER SCHEDULE

Sr. No.	Description	
1	Name of work	Tender for hiring of Three (3) 2 BHK flats in South Kolkata which are in ready to occupy condition from the owner Individuals/ firms only under Two bid system for the use as TRANSIT ACCOMMODATION FOR ITS TEACHERS / GUESTS.
2	Cost of tender documents (Non refundable)	Rs. 500/- (Rs. Five hundred only) by Demand Draft / Pay Order in favour of PRESIDENCY UNIVERSITY payable at KOLKATA
3	Last date & Time of receiving /submission of tender document.	On 24/06/2016 (Friday) up to 3.00 PM.
4	Date & time of opening of Tender	On 24/06/2016 (Friday) up to 3.30 PM.
7	Validity of tender	03 (Three) months from the date of opening of bid.
8	Time limit for handing over possession of the property	Within seven days from the date of issue of acceptance letter.
9	Notice period for Termination of contract	One (1) month on either side.
10	Refundable / adjustable Security Deposit	NIL

Annexure - I
Technical Bid

ANNEXURES TO BE SUBMITTED BY THE BIDDER UNDER TWO BID SYSTEM. HIRING OF PREMISES AT SOUTH KOLKATA

Tender Notification No PU/ Tender/ Flat Hire/2016-17/1/R Date: 17-06-2016

Name of the Owner Individual/ Firm:

SR NO	SUB NO		DETAIL	REMARK
1	1		Name of the Bidder / Owner	
	2	A	Address of the Bidder / Owner	
		B	Phone No./ mobile no-	
		C	Fax No.	
		D	E - Mail ID	
		E	Permanent Account Number (PAN) (self attested photocopy of the PAN Card to be provided)	
	3	A	Name of the contact person duly authorized.	
		B	Phone No./ mobile no-	
	4	A	Constitution Of - Proprietary/ Partnership/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)	
2			Details of the property	
	1		Name of the Owner	
	2		Address :	
	3		Phone No.-	

	4		Name of the building	
	5		Details of encumbrances, if any?	
	6		Location and address of the property	
	7		Usage of the property (as approved by the Competent Authority).	
		A	Residential	
		B	Commercial	
		C	Residential cum Commercial	
	8	A	Number of floor in the building.	
		B	At which floor, the flats are offered for hiring.	
	9		Ward NO	
	10	A	Whether the plot of land is free hold or lease hold?	
		B	If lease hold, please mention the details of	
		I	Name of the Title Holder/ Lessor	
		II	Tenure of the land	
		III	Residual lease period	
		IV	Annual lease rents and amount.	

	c)		Whether the property is mortgaged?	
	11		Character / Type of locality	
		A	Residential	
		B	Commercial	
		C	Commercial cum Residential	
		D	Industrial	
		E	Slum	
	12		Schedule of the plot i.e. boundaries of the plot on	
		A	North	
		B	East	
		C	South	
		D	West	
	13		whether the locality is free from Special hazards like fire / flood etc.	
	14		Whether the locality has protection from adverse influence such as	
		A	Encroachment	
		B	Industrial nuisance, smoke, noise etc.	
	15		Please enclose copy of Property Card or Patta etc.	
	16		Please also indicate distance from the nearest	
		A	Railway (local) station	
		B	Bus Stand	
		C	Bank (Nearest)	
		D	Hospital/ Schools/ Colleges/ Universities.	
	17		Year of construction. Enclose a attested copy of NOC or Occupancy	

			certificate issued by the Municipal Authority or any other Government Bodies	
	18	A	Incase of old constructions, NOC from the Society may be enclosed	
		B	Mention year of completion (as given in Completion Occupancy Certificate issued by the Authority)	
		C	Indicate in whose name the conveyance deed is executed	
	19		What is the carpet area (for consideration purpose).	
3			Specifications	

	1		No. of Bed Rooms	
	2		No. of kitchen	
	3		No. of Toilets	
	4		Carpet Area	
4			Service	
	1		If Lift facility is available, please give details of Number of lifts,	
	2		Please indicate source of water supply	
	3		Capacity of the over head tank feeding to the office premises under consideration for leasing	
	4		Please give details of sewerage system and for storm water disposal	
	5		Please indicate whether the building is prone to flooding.	
5			Electricity	
	1		Is there any separate meter box for each Flat?	
	2		No. of Electric Points	

6		Common services	
	1	Power / Electricity supply available	Yes / No
	2	24 Hrs. water / Overhead tanks available	Yes / No
	3	Is there Security arrangement?	Yes / No
	4	Is there any fire safety measure?	yes / No
		Other information, if any	

		List of enclosures 1. Photocopy of the PAN Card of the Owner / Bidder (self-attested) 2. Address Proof 3. Attested photocopy copy of the Title Deed or any other valid proof of ownership of the Flat to be hired 4. Attested photocopy of the electric bill of the Flats to be hired	
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Signature of the Bidder/Owner(s)with date.

Date:.....

Place:.....

Note :All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids (Technical and Price bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.

Annexure - II
Financial Bid

TO BE SUBMITTED BY THE BIDDER UNDER TWO BID SYSTEM

Hiring of three (3) nos. 2 BHK Flats in South Kolkata, West Bengal for use as Transit Accommodation / Guest House on Lease Basis

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Name of the Owner Individual/ Firm:

Gross Rent per month per Flat Rs. _____/-

Rupees (in words) _____

Note

- i. **Gross Rent per month** shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/ cess present and future – House tax, Property tax, Service tax and Municipal taxes etc.) maintenance charges and Service charges
- ii. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable by 7th day of the respective month.
- iii. Electricity Bill is payable extra.
- iv. Tax Deduction at source is applicable as per the provision U/S 194I of the Income Tax Act, 1961.
- v. **Validity of Offer:** The offer should remain valid at least for a period of 03 months (three) to be reckoned from the date of opening of “Technical Bid”

Place :

Date :

Signature of the Vendor

