

**GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF TRAINING (DGT)
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP (MSDE)
NATIONAL SKILL TRAINING INSTITUTE(WOMEN)MOHALI
GOVT. INDUSTRIAL TRAINING INSTITUTE(GIRLS) CAMPUS
VILL NEELPUR, TEHSIL RAJPURA, DISTRICT PATIALA(PB)**

REF No. NSTIW/Mohali/Rental building hiring/2023/E-63814

**NOTICE INVITING QUOTATIONS FOR HIRING PREMISES
FOR NATIONAL SKILL TRAINING INSTITUTE(W) MOHALI**

1. **The Principal, National Skill Training Institute(Women), Govt. ITI(Girls) Campus, Village Neelpur, Tehsil Rajpura, District Patiala (PB)** invites sealed quotation from the interested parties preferably from Govt agencies for providing ready-built Institute premises within Chandigarh/Mohali. The space of Institute should be, newly constructed/renovated preferably situated at main road having proper road approach, with adequate parking facility, toilet facility. The space (Carpet area) & other facilities required for the Institute are mentioned in terms & conditions are attached herewith

2. Area/Power Requirements :

| | |
|-------------------|-------------------------|
| Carpet Area | 1050 Sq.Mtrs. (Minimum) |
| Open Area | As per building norms |
| Power Requirement | 3 Phase, 30 KW |

3. Interested parties should send their proposal in a sealed cover at the address as mentioned at para(1) above.

4. The proposal should contain technical parameters like Address of the building, Carpet area as well as built up area, design of the premises availability of parking space, air conditioning standard, year of construction etc. The owner should also indicate the monthly rent proposed to be charged on fixed basis for a period of 3 year as financial bid and other financial terms & conditions.

5. The dates for the submission of quotation and processing are as under-

| | |
|---|--------------------------------|
| Published date | 17/12/2023 |
| Quotation submission End date & Time | 02/01/2024 upto 3.00 PM |
| Technical Evaluation of responses | 05/1/2024 |
| Financial Bid Opening Date | 10/1/2024 at 11.00 AM |

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

7. The power to accept/reject the quotations shall remain with the Principal.
8. Minor changes in terms & conditions may be allowed during the possession of the premises as per requirement of the Institute.
9. Enquiry No. 01762 – 223274, 243274
10. Request received shall be processed in 2 parts (technical & Financial).
11. After evaluation of technical bid, Technical Committee of NSTI(W) will visit the site.

**Principal
NSTI(W), Mohali**

INSTRUCTIONS / GUIDELINES FOR SUBMITTING THE OFFER

1. Tenders to be submitted in **Two bid** system i.e. **Technical Bid and Financial Bid** in the attached forms duly filled up and with each page thereof duly signed as provided in the forms:
 - **Form I: 'Technical Bid' - OFFER TO GIVE THE PREMISES ON RENT TO O/o Principal, National Skill Training Institute for Women (Mohali)**
 - **Enclosures to Form I:**
 - A. : **DETAILS OF PREMISES OFFERED ON RENT**
 - B. : **DECLARATION BY OWNER/(s)**
 - C. : **AGREED TERMS AND CONDITIONS**
 - **Form II: 'FINANCIAL Bid'**
2. Duly filled up **Form I**, together with its enclosures as above, should be enclosed in a separate cover marked in Red as **COVER 1 (Technical Bid)**.
3. Duly filled up **Form II** should be enclosed in a separate cover marked in Red as **COVER 2 (Financial Bid)**.
The COVER 1 & COVER 2 should then, together, be enclosed in a separate cover addressed to the O/o Principal NSTI(W) Mohali whose particulars are given in the Advertisement inviting Tenders/the Concerned Website in this connection.
4. The **O/o Principal NSTI(W) Mohali** will be opening **COVER 2 (Financial Bid)** of only such offers that meet the requirement of the **O/o Principal NSTI(W) Mohali** as detailed mentioned in the advertisement and qualified in technical bid.
5. Copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc. should be enclosed with the offer. The drawings should also indicate dimensions of open spaces around the building,

locations of underground and overhead tanks, space for housing D.G. set as also for locating dish antenna at the roof level, car parking space, making earthing pits, area of the space offered, distance between columns, floor heights

i.e. below the deepest beam, bottom of slab, etc.

6. The offer should state the type of material used for flooring and cladding on surface on the exterior of the building provided so far and confirm the consent by Owner(s) to carry out the work of provision of standard internal finishes as per requirement of the **O/o Principal NSTI(W) Mohali**.
7. The rate quoted should not be taken into account, expenses that need to be incurred in arranging all necessary permissions as also for works required by the **O/o Principal NSTI(W) Mohali** as given in **Form I**.
8. To quicken the civil work and internal furnishing work, referred to in para 6 above, the **O/o Principal NSTI(W) Mohali** may take up the same at our cost at the rate and in the manner prescribed by the CPWD.
9. Incomplete and unsigned forms will be rejected and no request will be considered later on.
10. No tender will be accepted after closing date and time and will be rejected.

Before submitting the tender, it would be desirable for the Owner/(s) to go through the Guidelines/Terms and conditions regarding the **O/o Principal NSTI(W) Mohali** requirements while giving premises on rent to ensure that his/her offer is in line with and in conformity with the Guidance Note.

Attachments:

- (i) **General terms and conditions** regarding the **O/o Principal NSTI(W) Mohali** requirements while taking premises on lease
- (ii) **Form I Technical Bid** with its enclosures A, B, and C
- (iii) **Form II Financial Bid**

General Terms and Conditions/Guide Lines
THE O/o Principal NSTI(W) Mohali REQUIREMENTS WHILE TAKING
PREMISES ON RENT

A. Technical and Legal Aspects

1. The **O/o Principal NSTI(W) Mohali** will take the premises on the basis of carpet area, which means that the usable area inside the outer walls will be measured and not on the basis of Plinth Area / Built up area / Super Built Up Area. The actual carpet area will be worked out as per joint measurements and rent will be paid based on CPWD norms.
2. The premises offered for the **O/o Principal NSTI(W) Mohali** should have direct access from the main road with provision of steps as also, preferably, ramp for physically challenged/senior citizens and with handrails as per standard specification.
3. The **O/o Principal NSTI(W) Mohali** will take the premises on rent for a minimum period of three years renewable thereafter in tranches of four/ five years.
4. The building offered should have all necessary permissions from the concerned local and statutory authorities.
5. Before handing over possession of the premises to the **O/o Principal NSTI(W) Mohali**, the Owner/(s) will have to obtain all necessary approvals from the concerned local and statutory authorities for using the premises for institutional/official purpose. The **O/o Principal NSTI(W) Mohali** will furnish the interior layout plan to the owner for this purpose.
6. The **O/o Principal NSTI(W) Mohali** will, however, have the exclusive right to vacate the premises at any time during the rent, by giving 3 months notice in writing without paying any compensation for early termination of the contract.
7. The Owner/(s) should submit the documents to title as and when called for to the satisfaction of the Advocates appointed by the **O/o Principal NSTI(W) Mohali**.
8. One certified copy each of the following documents should be submitted by the Owner/(s) whose offers are short-listed by the **O/o Principal NSTI(W) Mohali**:
 - ✓ Title document (preferably with English translation).
 - ✓ Copy of allotment letter from electricity authority regarding approval of additional power supply.

- ✓ Copy of land and building taxes paid i.e. last receipt paid to the authorities.
 - ✓ Clearance of Development Authority/Local Body obtained if any, in connection with the related work.
 - ✓ Copy of approved plan and
 - ✓ Encumbrance certificate.
9. **The Owner(s) has to provide the following amenities at his/her/their cost as per requirement of the O/o Principal NSTI(W) Mohali:**
- ✓ Adequate 30KW three - phase power supply as a single connection with meter and main switch of required capacity. The internal electrical works for the premises will be carried out as per requirement of the **O/o Principal NSTI(W) Mohali** at our cost. The schematic layout of the works and electrical design details should be available.
 - ✓ Continuous water supply at all times by providing overhead tank, sump tank, motor and necessary pipe connections.
 - ✓ A good sewerage system (either municipal/septic tank) for the building.
 - ✓ Space for installation of sign board for full frontage length of the premises offered on rent (minimum-30 ft.).
 - ✓ Adequate car & two-wheeler parking space.
 - ✓ The Owner/(s) should permit the Directorate to install the outdoor AC machines either on the sidewalls and/roof top as per requirements.
 - ✓ There should be a developed or developing area for lawn/garden as per the prevailing building norms.

B. Terms of Rent

1. The rent quoted should be on per sq. meter of carpet area of the premises. The rate quoted to be competitive and in line with the rate prevalent for comparable premises in the locality.
2. The monthly rent charges will be subjected to issue of Rent Certificate by CPWD as per the procedure laid down by Govt. as a matter of policy.
3. The Offer is expected to be in conformity with commercial terms, namely, as interest-free deposit, lease period, percentage periodic increase in monthly rentals etc. have been set out in the **Form I** and **Form II** and these guidelines.
4. To quicken completion of internal civil & electrical work and commence internal furnishing, the **O/o Principal NSTI(W) Mohali** can take up work viz. toilets, flooring, strong room, and windows as per the requirement **O/o Principal NSTI(W) Mohali**.

5. All existing and enhanced Municipal Corporation taxes, rates and cess, society charges, maintenance charges etc. pertaining to the premises will have to borne by the Owner.
6. The Rent agreement has to be registered with the registering authority. Stamp Duty, Registration charges, etc. to be borne by the owner(s).
7. Owner will submit a mandate form for disbursement of rent.
8. The rent payment will be disbursed into the bank account of owner by 10th of every month.
9. In case of any delay of rent payment due to some administrative exigencies, the owner will not claim any interest on rent payment.

C. Miscellaneous

1. The **O/o Principal NSTI(W) Mohali** shall bear actual charges for consumption of electricity and water for which the landlord has to provide separate electricity / water meters.
2. All repairs, including painting in common area and external surface, will be got done by landlord at their own cost. In case, the repairs and / or painting is / are not done by the landlord as agreed, the **O/o Principal NSTI(W) Mohali** will be at liberty to carry out such repairs and painting etc. and deduct all such expenses from the rent payable to the landlord.
3. The **O/o Principal NSTI(W) Mohali** does not have any direct dealing with brokers. If any broker wishesto submit any offer representing a bonafide Owner/(s), such broker/consultant should enclose an authority letter from the Owner/(s) to submit such an offer. Real Estate Consultants / Agents may please note that no brokerage will be paid by the **O/o Principal NSTI(W) Mohali**.
4. The **O/o Principal NSTI(W) Mohali** reserves the all right to reject any or all of the offers without assigning any reasons there off to the Owners/(s).

FORM - I

OFFER TO GIVE THE PREMISES ON RENT TO O/o Principal NSTI(W) Mohali

From:

Name: _____

Address: _____

City: _____

Pin Code: _____

Contact No.: Mobile _____

Email: _____

To:

Dear Sir/Madam,

With reference to the advertisement dated _____ in _____ calling for offers for acquisition of premises for use of **O/o Principal NSTI(W) Mohali**, I / We, submit my / our offer for renting the premises described here below, for your institute. We have read and understood the requirements of the **O/o Principal's NSTI(W) Mohali** terms & conditions listed out in this context, for offering the premises detailed in the offer format. Please find enclosed following documents duly filled up:

- A. Details of the Premises offered on Rent**
- B. Declaration by me / us**
- C. Agreed Terms & Conditions**

TECHNICAL BID

A. DETAILS OF PREMISES OFFERED ON RENT

| I | | Information of the Bider / Owner | |
|-----------|---|--|--|
| 1 | Name, address and telephone no. (office/ residence /cell) of the Owner / Offeror. | | |
| 2 | Name and contact no. of the person to be contacted. | | |
| II | | Particulars of the Premises Offered | |
| 1 | Name of the building | | |
| 2 | Postal Address of the building with pin code | | |
| 3 | Whether the Building is in a | | |
| a) | Commercial/Institutional Complex | | |
| b) | Commercial cum Residential Complex | | |
| c) | Residential Complex | | |
| d) | Status of necessary permissions of Competent Authority for using the premises for Institutional use | Yes/No | |
| 4 | Location of the premises offered i.e. ground floor or mezzanine or upper ground floor or basement or first floor etc. | | |
| 5 | Present Status of the building | | |
| a) | Ready for occupation | | |
| 6 | If it is ready building, year of Completion of construction with Proof. | | |
| 7 | Whether there is direct access to the premises from the main road | Yes/No | |
| (a) | Facility of ramp for PH | Yes/No | |
| (b) | Facility of hand rail for sr. citizen/PH | Yes/No | |
| (c) | Facility of Lift | Yes/No | |
| 8 | Carpet Area offered in sq.meter(correctness of the same will be established on joint measurement only for the offer selected) | | |
| 9 | Whether the building has Occupancy Certificate (OC) | Yes / No | |
| 10 | Boundaries of the Property | | |
| a) | North | | |
| b) | South | | |
| c) | East | | |
| d) | West | | |
| 11 | Water supply- Municipal / Bore-well | | |
| 12 | Sewerage – Municipal / Septic Tank | | |
| 13 | Type of Structure – RCC/ Load Bearing | | |
| 14 | Height available | | |
| a) | Below slab to floor | ----- ft. | |
| b) | Below beams to floor | ----- ft. | |

| | | |
|-----|---|----------------------|
| 15 | Parking available/can be provided for the O/o Principal NSTI(W) Mohali | |
| a) | Two - wheeler | ----- Nos |
| b) | Four - wheeler | -----Nos |
| 16 | Facilities available at present which may be altered as per the o/o Principal, NSTI(W) Mohali, if required | Facilities available |
| a) | Flooring & cladding | |
| b) | Windows & Ventilators | |
| c) | Toilets (flooring, other utilities etc) | |
| e) | Rolling Shutters etc. | |
| f) | Type of electric wiring | |
| g) | Type of Painting on walls | |
| h) | Provision of lift | |
| 17 | Whether adequate space as required by the O/o Principal NSTI(W) Mohali is available for keeping / installing | |
| a) | DG Set (Power Back Up) if yes, then mention the capacity | Yes / No |
| 18 | Whether there is a basement floor below the premises offered | Yes / No |
| 19. | Whether access to terrace provided | Yes / No |
| 20. | Whether building is independent. If not, who are the occupier of other portions of building | |
| 21. | Whether there is any central AC duct/plant | Yes / No |
| 22. | Any other information | |

B. DECLARATION BY OWNER

1. I am/we are aware that, the rent shall be calculated as per the usable carpet area offered, which will be measured in the presence of owner(s), the **O/o Principal's NSTI(W) Mohali** Officials and the CPWD's officials representing the **O/o Principal NSTI(W) Mohali**.
2. I am / we are agreeable to provide the following facilities, as per layout and specifications of the **O/o Principal NSTI(W) Mohali**, at no extra cost to the **O/o Principal NSTI(W) Mohali**: -
 - (ii) Flooring with befitting tiles;
 - (iii) Windows & Ventilators with grills and with adequate safety.
 - (iv) At least one toilet with facility for differently able persons.
 - (v) Adequate 3 phase power supply as a single connection with meter and main switch of required capacity at my/our cost including arranging the approvals for electrical works inside the premises done;
 - (vi) Continuous water supply at all times by providing overhead tank, sump tank, motor and necessary pipe connections;
 - (vii) Space for installation of signboard for full frontage length of the premises offered on lease;
 - (viii) Adequate car and two-wheeler parking space.
 - (ix) Direct access from the main road by providing necessary steps and ramp for differently able persons as also senior citizens and with handrails;
 - (x) Necessary sewerage system (either municipal / septic tank);
 - (xi) Installation, by the **O/o Principal NSTI(W) Mohali**, of the outdoor A/c units either on the sidewalls /rooftop as the case may be as per design requirements.

3. I / We declare that I am / we are the absolute owner of the plot / building / premises offered to the **O/o Principal NSTI(W) Mohali** and having valid marketable title over the above.
4. The **O/o Principal NSTI(W) Mohali**, at the time of vacating the premises, is at liberty to remove all fittings and fixtures installed by the **O/o Principal NSTI(W) Mohali**.
5. If my / our offer is acceptable, I / we will give you possession of the above premises on or before_____.
6. I / We further confirm that this Offer is irrevocable and shall be open for _____ days from date hereof, for acceptance by the **O/o Principal NSTI(W) Mohali**.
7. I/We undertake to enter into an agreement as and when intimated by the **O/o Principal NSTI(W) Mohali**.

C. AGREED TERMS AND CONDITIONS

I / We hereby agree that:

1. Rent

- i) Rent shall be paid by **National Skill Training Institute for Women (Mohali)** (hereinafter referred to as the **Principal NSTI(W) Mohali**) for the exclusive usable carpet area on sq. meter basis after expiry of each month during the tenure of rent period which will initially be for 3 years and subsequently for the extended rent period.
- ii) The **O/o Principal NSTI(W) Mohali** has the exclusive right to vacate the premises at any time by giving 3 months notice in writing without paying any compensation for early termination.
- iii) Rent shall be paid by the **O/o Principal NSTI(W) Mohali** with effect from the date of possession of the premises.
- iv) The monthly rent charges will be subjected to issue of Rent Certificate by CPWD as per the procedure laid down by Govt. as a matter of policy.
- v) Rent rates per Sq. meter of floor area will be calculated defined as (Floor area is the area which is covered but excluding the following portions i.e Walls and Columns, Portico, Sanitary Shafts, AC ducts, balcony, Portions below window, lofts).

2. Taxes / Rates

All existing and enhanced Municipal Corporation taxes, rates and cesses, society charges, maintenance charges etc. will be paid by me / us (owner(s)).

3. Maintenance / Repairs

- i) The **O/o Principal NSTI(W) Mohali** shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs/maintenance including painting in common area and external surface will be done by me/us owner(s), if not, will be done by O/o Principal, NSTI(W) Mohali at its cost and all such expenses will be deducted from the rent payable to me/us.

4. Rent Deed / Registration Charges

I / We undertake to execute an agreement to Rent, in your favour containing the mutually accepted / sanctioned terms of rent at an early date. I / We undertake to bear the charges towards stamp duty and registration charges for registering the rent deed.

5. Usage of Premises for Institutional Purpose
I/We confirm that the premises offered have been approved by the Local Development Authority for its usage as institutional premises.
6. The original registered documents shall be deposited with the **O/o Principal NSTI(W) Mohali** and acertified copy of the same shall be with me / us (owners).
7. The owner(s) shall submit the title documents as and when called for to the satisfaction of the Advocate appointed by the **O/o Principal NSTI(W) Mohali**.
8. Approvals for the Building, Power Supply etc. from the Authorities
I/We confirm that all statuary/necessary permissions/ approvals will be arranged by me / us,by completing all related formalities of the Local / Statutory Authorities.
9. Owner will submit a mandate form for disbursement of rent.
10. The rent payment will be disbursed into the bank account of owner by 10th of every month.
11. In case of any delay of rent payment due to some administrative exigencies, the owner will not claim any interest on rent payment.

Place:

Date:

FORM - II**FINANCIAL BID**

| Sr No. | Commercial Terms | Rupees |
|---------------|---|--------|
| 1 | Offered Rate per sq. mtr. of usable carpet area (rate to be inclusive of all amenities as required by the O/o Principal, NSTI(W), Mohali) Note: Offer to quote the monthly rent on per sq.meter of carpet area or lump sum offered rate for the total area - which shall be inclusive of applicable taxes, other outgoings, maintenance charges, society charges, if any etc. | |
| 2 | Increase in monthly rental (not to exceed 10% after every 3 years or 15% after every 5 years). | |
| 3 | Rent Period (Minimum: 3years) | |
| 4 | Stamp Duty and Registration Charges to be Paid by the owner. | Yes |

NOTE: -
Place:

Date: