

Doctors For You, India

Open Tender Enquiry

BID DOCUMENT no. DFY/GF/DEL/A/001/2024-25

Tender for Leasing of Co-working Space/ Plug-and-Play office Premises on 3 years Lease basis for Doctors For You, Locations Centre Delhi, INDIA

The tender for Leasing of Co-working office / Plug-and-play office, consists of the following:-

- a) Section – I - Request Letter for quotation
- b) Section – II - Instructions to bidders
 - Annexure–A - Details to be submitted by bidders
 - Annexure–B - Tender Acceptance Letter
 - Annexure–C - List of documents
- c) Section – III - Special Terms & Conditions

REQUEST FOR TENDER

Ref.: DFY/GF/DEL/A/001/2024-25

To,

M/s
.....
.....
.....**SUB: Tender for Leasing of Co-working Space/ Plug-and-Play office Premises on 3 years
Lease basis for Doctors For You, Locations Centre Delhi, INDIA**

Dear Sir,

Doctors For You, invites bids from the legal owners/leaseholders of premises with clear titles/lease deeds for hiring office space measuring approximately 2000-2500 Sq.ft of usable area which includes exclusive carpet area with partitions and work stations (minimum 1 Cabin, 18 Seats, 1 Conference Room 8-Seater, 1 Cafeteria and 2 Washroom. Additional - Reception area, kitchen, and other facilities) for DFY Office plus high-speed internet access, Air conditioning, heating, Parking facilities – Four wheeler (2-4) and two wheeler parking (8-10), Security systems and security, 100% power backup with UPS. Access to common areas lifts, facility management, security services etc.

DFY invites to submit the complete offer in accordance with offer documents subject to the following conditions:

1.

a.	Scope of Services	As mentioned above.
b.	Period of Lease	03 (Three) Years
c.	Commencement of downloading of bid document from DFY website	18.06.2024
e.	Last date and time of Receipt of Tenders	09.07.2024
f.	Date and time of Opening of Technical bids	10.07.2024
g.	Place of receipt and Opening of Tenders	Doctors For You Flat no. G6/312 Pocket – D, Ganga Apartment Vasant Kunj, Delhi - 110070

2. The complete Tender Documents along with Bid Evaluation Criteria (BEC) are available on (www.doctorsforyou.org) DFY and (www.devnetjobsindia.org). Which can also be downloaded from the website.
3. DFY reserves the right to postpone the tender opening date and / or time and will intimate all the tenderers well in time, of such postponement along with notice of revised opening date and or time.
4. In case, due to some unforeseen circumstances, the date of receiving / opening of the tender happen to be a holiday / closed day, the tender will be received and opened on the immediate next working day.
5. DFY reserves the right to amend the terms and conditions of the Tender as deemed necessary.
6. Participation in the tender does not entail any commitment from DFY. DFY reserves the right to accept any bid and to reject any or all bids without assigning any reason.
7. DFY shall not be responsible for any delay, loss or non-receipt of bid. Telex/Fax/Telegraphic/email offers shall not be accepted. Bidders are advised to submit the hard copy of their proposal on the given address. Proposals received after the due date and time are liable to be rejected.
8. This letter shall form part of the contract document and shall be signed and returned along with the tender documents.
9. The Tender shall be addressed to **Doctors For You, Flat no. G6/312 Pocket – D, Ganga Apartment Vasant Kunj, Delhi - 110070**. The bidders are requested to refer the following instructions:
 - (i) Instructions to Bidders- **Section-II**.
 - (ii) Special Conditions of the Contract - **Section-III**.
10. Corrigendum/Addendum, if any, to these tenders, would appear on DFY's website (www.doctorsforyou.org) and (www.devnetjobsindia.org) only & will not be published in any other media, therefore, bidders are requested to visit above website regularly.

Thanking You,

SECTION -II

Tender for Leasing of Co-working Space/ Plug-and-Play office Premises on 3 years Lease basis for Doctors For You, Centre Delhi, INDIA

INSTRUCTIONS TO BIDDERS

1. The invitation to bid is open to legal owners/Lease holders/ power of attorney holders of the properties located in the area mentioned in the Tender documents. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents. Tender from intermediaries or brokers are also invited.
2. The successful bidder will be declared as 'the Lessor' which means and includes not only the bidder but also his legal heirs, successors, legal representatives etc.
3. The bidder is expected to examine all the instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish the information as required in the bidding documents or submission of the bid not substantially responsive to bidding documents in every respect will result in the rejection of the bid.
4. The bidder shall sign all the papers of the bid. In case bidder/owner is partnership firm/Society/Company, all the documents should be signed by the authorized person with seal.
5. Interested bidders may visit DFY office during office hours for any clarifications before submission of bid or may contact:
(i) Mr. Nishikant Singh - 7870702533
6. 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/ Power of Attorney to do so from the remaining owners.
7. The tender will be acceptable only from original owner/lease holder of the office space or person having valid power of attorney or who can under law let out the premises to DFY. The space offered should be free from disputes and litigation with respect to its ownership, lease/ renting and pending payments against the offered space.
8. In case a particular bidder owns/leases more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid and financial bid in respect of each such premises.
9. The bidder has to meet the following Bid Evaluation Criteria (BEC) for qualification purpose.
10. **BID EVALUATION CRITERIA (BEC)**
The bidder fulfilling the bid evaluation criteria shall be eligible for further evaluation and consideration. The bid evaluation criteria are as given below:
 - (i) The offered office space should be located in commercial area at **Centre Delhi, INDIA**
 - (ii) The clear title deed/ leasehold rights of the offered office space must be in favor of the Bidder.
 - (iii) The office space offered must be measuring approximately 2000-2500 Sq.ft of usable area which includes exclusive carpet area with partitions and work stations (minimum 1 Cabin, 18-20 Seats, 1 Conference Room 8-Seater, 1 Cafeteria and 2 Washroom (M/F). Additional - Reception area, kitchen, and other facilities) for DFY Office plus high-speed internet access, Air conditioning, heating, Parking facilities – Four wheeler (2-4) and two wheeler parking (8-10), Security systems and security, 100% power backup with UPS. Access to common areas lifts, facility management, security services etc.

11. **EVALUATION CRITERIA:**

- a. The bids qualified as per above Bid Evaluation Criteria shall only be evaluated in detail.
- b. The decision on selecting the premises among the offers received rests with DFY. A committee consisting of the officials of DFY, will visit for physical inspection of the property offered after completing of BEC of the bidder and suitability of premises offered.
- c. The bidder should indicate carpet area of offered premises. **The total outgo including lease rent, maintenance/parking etc. per month quoted plus escalation if any, calculated for the total lease period of 03 years shall be the deciding criteria for the lowest bidder**, therefore, the bidder has to quote rent including maintenance charges (Civil, Electrical, Plumbing) and parking etc. excluding GST.
- d. Documents mentioned at **Annexure - C** are to be submitted by the L1 bidder after the finalization of in Bid Evaluation Criteria: If L1 bidder fail to introduce requested documents as per **Annexure - C** are liable to be rejected.

12. **SEALING AND MARKING OF BIDS:**

- A. Bidders shall submit their bids duly signed on each page of bid document along with financial quotation in sealed envelopes with the subject of bid.

TECHNICAL BID:

- I. Technical bid should contain self-attested copies of details of the property including approved plan /blue print of the premises, ownership/leasehold proof, Completion/Occupancy certificate/ Possession Certificate, latest property tax receipt, Certificate from fire and safety Department and latest Electricity Bill, etc.
- II. Affidavit stating that the premises are free from any dispute and litigation.
- III. A self-attested copy of PAN Card,
- IV. A self-attested copy of GST Tax Registration Certificate, if applicable. In case of non-applicability of GST, an undertaking is to be submitted by the bidder.
- V. Power of Attorney to be enclosed if applicant is other than the owner.
- VI. Duly Signed and stamped copy of Tender documents as a token of acceptance of all terms & conditions of the tender.
- VII. Duly signed and stamped of **Annexure – A** (DETAILS TO BE SUBMITTED BY THE BIDDER/ LESSOR IN RESPECT OF PROPERTY OFFERED ON LEASE).
- VIII. Duly signed and stamped of **Annexure – B** (Tender Acceptance Letter)
- IX. Duly signed and stamped of **Annexure – C** (Confirmation of Listed Documents to be submitted along the Technical Bid).

PRICE BID:

It should contain only quoted monthly lease rent (for Total usable carpet area), maintenance/services, parking etc without GST and yearly enhancement/increase. The GST as applicable will be borne by the lessee and paid to the lessor at applicable rate along with the lease rent. All other taxes/charges/levies etc. shall be borne by the lessor himself/ herself/ themselves only.

The envelopes shall be addressed to DFY at the following address:

(a) Doctors, For You, Flat no. G6/312 Pocket – D, Ganga Apartment Vasant Kunj, Delhi - 110070, on or before 03:00 PM on 09th July 2024 by Bidders.

13. PERIOD OF VALIDITY OF BIDS:

Bids shall be kept valid for acceptance for 60 days from the date of opening of bid. In exceptional circumstances, **DFY** may solicit the bidder's consent for an extension of the period of space validity.

Annexure – A

Tender for Leasing of Co-working Space/ Plug-and-Play office Premises on 3 years Lease basis for Doctors For You, Locations Centre Delhi, INDIA

DETAILS TO BE SUBMITTED BY THE PARTY IN RESPECT OF PROPERTY OFFERED ON LEASE

Sr. No.	Particulars	Details (Please tick or fill up with relevant)
1	(i) Name of bidder (ii) Address of office & residence: (iii) Telephone No./Mobile No. (iv) Email Address	
2	Full particulars of person(s) offering the premises on rent/lease and submitting the tender:	
3	Status of the applicant with regard to the accommodation offered for hiring i.e. legal owner/leaseholder or POA	
4	Ownership/leasehold details	
5	If the bidder is Power of Attorney Holder of the owner, copy of duly constituted Power of Attorney. If the bidder is authorized signatory of the Company/ Partnership firm, copy of requisite Board Resolution/Authority Letter etc.	
6	If the bidder or owner is Partnership Firm or Company/ Society etc., Copies of Partnership deed or Memorandum of Association of the Company, Registration Certificate/bye-Laws of the Society etc. needs to be submitted	
7	(a) Complete Address and location of the building. (b) Details of the Accommodation offered for rent (viz. Carpet area, no. of floor). (c) Layout plan of floor with dimensions	
8	Type of building- Commercial or Residential	
9	Total carpet area offered for rent/lease in Sq. ft.	
10	No. of rooms and hall(s) with sizes	
11	No. of car parking space offered	
12	Whether accommodation offered for rent is free from any dispute and litigation	
13	No. of lifts/carrying capacity, provided details of make, year of manufacture, if any.	
14	Number of Toilets – floor wise with details	
15	(a) Whether electrical installation and fitting, power plugs, switches etc. provided or not. (b) Whether building has been provided with fans in all rooms or not. (if yes, give the Nos. of fans floor wise) (c) Sanctioned Electricity Load. (d) Details of power back-up facility.	
16	Details of Fire Safety Mechanism, if any	
17	Whether the premises is ready for occupation.	

**TENDER ACCEPTANCE
LETTER**

Date:

To,

_____,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Ref. No: DFY/GF/DEL/A/001/2024-25

**Name of Tender: Tender for Leasing of Co-working Space/ Plug-and-Play office Premises
on 3 years Lease basis for Doctors For You, Locations Centre Delhi,
INDIA**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the tender advertisement and I / we shall abide by 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 I/we has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking for participation in bid.
6. I/We certify that all information furnished by me/us is/are 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 or terminate the contract, without prejudice to any other rights or remedy.
7. I/We hereby declared that none of the employee of DFY is/are related to me/us” or My / Our following close / distant relative(s) are working in DFY, with detailed particulars:
8. Declaration –

I/We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that all the particulars of the building, etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the DFY may wish to take.

Yours Faithfully, Name and Signature of the Bidder,
with Official Seal

Annexure – C

**Tender for Leasing of Co-working Space/ Plug-and-Play office Premises on 3 years
Lease basis for Doctors For You, Locations Centre Delhi, INDIA**

**CONFIRMATION OF LISTED DOCUMENTS TO BE SUBMITTED
ALONGWITH TECHNICAL BID**

Sr. NO.	NAME OF DOCUMENTS	YES/NO
1	Complete Tender Document including all Annexure	Yes/No
2	Proof of ownership/Leasehold rights	Yes/ No
3	Completion/ Occupancy Certificate	Yes/ No
4	Possession Certificate	Yes/ No
5	Receipt of latest Property Tax	Yes/ No
6	Approved building plan/blue print	Yes/ No
7	NOC from Fire & Safety department	Yes/ No
8	Latest Electricity Bill	Yes/ No
9	Copy of PAN Card	Yes/ No
10	GST Registration Certificate (If applicable) or undertaking for non-applicability	Yes/ No
11	Affidavit of free from any dispute and litigation.	Yes/ No

Name & Signature of the Bidder
with Official Seal

**Tender for Leasing of Co-working Space/ Plug-and-Play office Premises on 3 years
Lease basis for Doctors For You, Locations Centre Delhi, INDIA**

SPECIAL TERMS & CONDITIONS OF THE CONTRACT

1. DFY intends to hire the office premises for a period of (03) Three years from the date of possession and accordingly lease agreement shall be executed. However, the lease can be further extended upto 03 (three) years on the same terms and conditions on mutual consent of both the parties. On such renewal/extension, a fresh lease deed shall be executed and registered.
2. Commencement of lease period and lease rent shall be from the date of actual possession of office accommodation.
3. The initial lock-in period shall be minimum 01 year from the commencement of lease (actual possession) for the leased premises. After the lock-in period, the Lessee and Lessor shall have the right to terminate the Lease any time during the lease term by giving three months' written notice in advance to the other party of its intention to terminate the lease. In the event of termination of lease or expiry of the lease period, DFY shall hand over peaceful and vacant possession of the office premises with all the fittings and fixtures intact and in working order (fair wear and tear being accepted).
4. The owner shall have to complete all furnishing works and hand over the premises within 15 days from the date of issuance of LOA. In the event of delay, the party shall have to pay the damages at the rate of 1% of the amount equivalent to two months' lease rent for every seven days of delay. The lessor shall have to pay damages proportionately if the delay exceeds seven days.
5. The offered premises should be situated in commercial and municipality area for office use at prominent place.
6. There should be reserved **parking space** for Four wheeler (2-4) and two wheeler parking (8-10) and it must be attached to office. Further, the area of parking space offered along with bid shall not be considered in the carpet area of the office premises and no additional payment shall be made for parking space. The bidder shall quote the rates accordingly.
7. The office accommodation should be preferably on one floor. However, if the offered premises spread in more than one floor, the same should be contiguous/connected. In case of multistorey building, there should be provision of lift (s) as per norms of the concerned authority.
8. For the proposed offered office building, owner will re-assess and provide electrical connection so that it is capable of taking full load of office facilities. DFY will not bear any charges for increase in load or otherwise.
9. The Electricity, water, cleaning and security charges are inclusive in the rates quoted.
10. All the major repairs shall be carried out by the owner at his own cost. In case of failure on the part of party / Owner to carry out maintenance activities to the satisfaction of DFY, the same shall be carried out by DFY at the risk & cost of owner and amount so spent shall be recovered from the payable lease rent.
11. The premises/building should be secure enough to protect the property of DFY. The owner shall have to keep insured the office building and other items provided by him. DFY will insure its own furniture, equipment and systems etc. belonging to DFY.
12. All the existing and future rates, taxes including Property tax, assessment charges and any other charges of any description whatsoever (except GST) levied by Local bodies and other statutory authorities shall be borne by Owner/Lessor and not to be paid by Lessee (DFY).
13. DFY shall pay the agreed rent to the lessor per month in advance on or before 10th of each English Calendar month through e-banking by crediting the account of the lessor. The lessor shall provide bank particulars as under at the time of execution of lease deed.

- i. Name of Bank :
- ii. Name of Branch :
- iii. Bank Account No. :
- iv. IFSC Code No :
- v. Beneficiary Name :
- vi. Type of Account :

14. Income Tax shall be deducted (TDS) as per Income Tax Act, 1961.
15. DFY shall allow an advance equivalent to two months on agreed basic lease Rent as Security Deposit. Security Deposit shall be paid by DFY on taking possession from Lessor and it shall remain deposited with the LESSOR during the term of lease and shall be refunded to DFY by the LESSOR on the expiry or termination or earlier determination of the lease and simultaneously with the handing over the peaceful and vacant possession of the leased premises by DFY to the LESSOR.
16. Currently, DFY's normal working Hours is 9:00 hrs to 17:00 hrs with six working days in a week. However, DFY can use all the infrastructure facility round the clock for 365 days for 24 x7 seven days even on Saturday/Sunday/Gazetted Holidays etc. as per requirement in emergencies.
17. During the lease period, the owner shall not construct any structure in offered area without written permission from DFY.
18. On finalization, the selected party shall have to enter into a registered agreement with DFY. The charges towards stamp duty and registration of lease agreement shall be borne by DFY. The lease shall be for a minimum period of three (03) years subject to the conditions and requirement.
19. The Originals Title Deed showing the ownership of the premises and other documents/ certificates, as may be required, shall be produced by the Owner/Lessor at the time of execution of lease Agreement.

20. Jurisdiction:

The Courts of India at New Delhi (place of property) will have exclusive jurisdiction to determine any proceeding in relation to this contract.

21. Arbitration :

"Except where otherwise provided in the contract all matters, questions, disputes or differences whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contract or breach thereof, or the respective rights or liabilities of the parties, whether during or after completion of contract or whether before or after termination shall after written notice by either party to the contract be referred to The Director, Doctors For You, for appointment of Sole Arbitrator..

The Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996, The Arbitration & Conciliation (Amendment Act, 2015) or any further statutory modification or re-enactment thereof and the rules made there under.

If the arbitrator to whom matter is referred, vacates his/her office by any reason whatsoever then the next arbitrator so appointed by the authority referred above may start the proceedings from where his predecessor left or at any such stage he may deem fit.

It is agreed by and between the parties that in case a reference is made to the Arbitrator for the purpose of resolving the disputes/differences arising out of the contract by and between the parties hereto, the Arbitrator shall not award interest on the awarded amount more than the rate SBI PLR/Base Rate applicable to DFY on the date of award of contract.

The Award of the arbitrator shall be final and binding upon the parties hereto. The cost of arbitration shall

be borne equally by both the parties as directed by the Arbitral Tribunal.

22. The Contract shall be governed by and construed in accordance with the Laws of India.
23. Fire Fighting installations are required to be provided in the premises by the owner as per extend norms.
24. The owner is required to take insurance for the premises during the period of the lease.
25. Fore Closure of Consultancy: DFY reserves right to foreclose the contract at any stage for administrative reasons after serving a notice of 60 days. DFY decision shall be final and binding in this regard and no claim of any kind shall be admissible in this regard.
26. Force Majeure

(i) If Force Majeure situation arises, either party shall promptly notify the other party in writing of the such conditions and the cause thereof. Unless otherwise directed by the DFY writing, the lease shall continue as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

(ii) However, DFY may terminate this lease agreement by giving a written notice of minimum 07 days to the lesser, if as a result of Force Majeure the lesser is unable to continue the lease period of more than 30 days. Material portion of the services for the purpose of this clause is defined in terms of lease period. Termination pursuant to this clause will not prejudice any pre- existing claims which either party may have against the other party.