



भारत सरकार

विकास आयुक्त (एम एस एम ई)
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय

Notice Inviting Tender for Hiring of Office Space

The Joint Director & Head of Office, MSME-DFO, Muzaffarpur, Ministry of Micro Small & Medium Enterprises, Govt. of India, invites bids from the legal owners of premises with clear title for hiring office space admeasuring **1,500 Sq. ft carpet area** approximately in a single building/floor for setting up of its office in **Gopalganj (Town area), preferably nearer to Collectorate Office.**

The quotations in sealed cover comprising technical bid and financial bid (each in separate sealed envelope superscribing as "Technical bid for hiring of office space for Branch MSME-DFO, Gopalganj" and "Financial bid for hiring of office space for Branch MSME-DFO, Gopalganj") complete in all respects may be submitted to "The Joint Director & Head of Office, MSME-DFO, Gaushala Road, Post Office - Ramana, Muzaffarpur-842002" by 05:30 PM on or before 23.11.2022. **No quotations would be accepted after due date and time under any circumstances.** This office will not be responsible for any postal/courier delays. The bids will be opened on 24.11.2022 at 03.00 PM in presence of the bidders or their representatives, not more than one each who may wish to be present, if they so desire at the time of opening the bids.

For more details and to download tender documents, please visit our website

<https://msmedimuzaffarpur.gov.in/>

सयुक्त निदेशक
सूक्ष्म, लघु एवं मध्यम उद्यम- विकास कार्यालय
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार
गौशाला रोड, डाकघर: रमना, मुजफ्फरपुर (बिहार) पिन: 842002
दूरभाष: 0621- 2284425, फैक्स: 0621- 2282486
Email- dcdi-mzfpur@dcmsme.gov.in

IMPORTANT INSTRUCTIONS ALONGWITH TERMS & CONDITIONS

Important instructions along with Terms & Conditions of the notice inviting tender for hiring of office accommodation on lease rental basis for Branch MSME-Development & Facilitation Office at Gopalganj under the Ministry of MSME, Government of India.

1. Office space is required on lease rental basis initially for a period of 5 years for the office.
2. Offers from property dealers, real estate agents, etc. will not be entertained and therefore, they should not apply in response to this advertisement. Only Owners/ Trustees of the building are eligible to apply. In case of joint ownership, offer is to be signed by all owners or by a person who is authorized to do so. An authorization letter is to be enclosed in such case.
3. The accommodation should have a carpet area of about 1500 Sq. feet preferably on a single floor with the following features/amenities among others:
 - (i) Electricity connection with adequate electrical fixtures with provision for installation of independent meter/sub-meter.
 - (ii) Electric load capacity should be adequate for air conditioning, computers etc.
 - (iii) 24 hours water supply.
 - (iv) Separate toilets for ladies and gents.
 - (v) Sufficient parking space for four wheeler and two wheeler vehicles of officials and visitors.
4. The accommodation should be at a convenient location and well connected by public transport. The building should preferably be nearer to Collectorate Office.
5. Amendment of Bid Documents:
 - (i) At any time, prior to the date for submission of bids, the Office may, for any reason whether suo motto or in the response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.
 - (ii) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Office may, at its discretion, extend the deadline for the submission/opening of bids suitably.
7. Preparation of Bids:

The bidder shall bear all costs associated with the preparation & submission of the bid. The office will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

8. Rent

- (i) The rent quoted by the bidder shall remain fixed during the entire period of lease & shall not be subjected to variation on any account. A bid submitted with an adjustable rent quotation will be rejected.
- (ii) No extra amount will be paid towards parking, repair and maintenance of office premises, etc.
- (iii) The rent will be subject to Rent Reasonability Certificate (RRC) issued by CPWD.

9. Signing of Bid:

- (i) The bidder shall submit, as a part of his bid, the documents (in original) duly signed on each & every page, establishing the conformity of his bid documents.
- (ii) The bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder in which case, the person or persons signing the bid shall sign such corrections with date.
- (iii) The tenderer will be bound by all terms & conditions as detailed in this tender document.
- (iv) Any tender with conditions other than those specified in this tender document is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after submission of the tender.

10. Submission of Bids:

- (i) The proposal should be submitted in two sealed envelopes. The first envelope should be super-scribed as "Technical Bid" consisting of technical parameters like design parameters, amenities, etc. and the second envelope should be super-scribed as "Financial Bid" containing the financial aspects such as the rent proposed to be charged and other financial terms and conditions. Both envelopes should be placed in one sealed envelope super-scribed as "Offer for office accommodation".
- (ii) The Technical bid should be submitted in the enclosed Performa (Annexure-I).
- (iii) The Financial bid may be submitted in enclosed Performa (Annexure-II).
- (iv) On envelope the name, address and contact no. of the tenderer must be clearly mentioned & should be properly sealed.
- (v) The tenderer is to ensure the delivery of the bids at the correct address. The office shall not be held responsible for delivery of bid to the wrong address.
- (vi) The interested parties should send their proposal in a sealed cover super-scribing "Offer for office Accommodation" to the Joint Director & Head of Office, MSME-Development and Facilitation Office, Gaushala Road, Post Office- Ramana, Muzaffarpur-842002.

11. Late Bids:

Tenders will not be accepted after the specified date and time of submission of the tender and the same shall be summarily rejected and returned unopened to the bidder. It is the sole responsibility of the tenderer that he should ensure timely submission of the tender.

12. Postponement of Tender Opening:

- (i) Whenever it is considered necessary to postpone the opening date of tenders, it will be communicated to all bidders who have submitted their tender. Such notice of extension of date of opening will also be put-up on the notice board of the Office.
- (ii) In case the date fixed for opening the Bids of the tender is declared as holiday subsequently by the Government of India, the revised date and time for opening the bids will be notified. However, in the absence of any such notification, the bids will be opened on the next working day at the same time and venue as notified earlier.

13. Modifications and Withdrawal of Bids:

- (i) The Technical Bids will be opened on 24.11.2022 at 03:00 PM. The office will open the bids in the presence of bidders or their authorized representatives who chose to attend. The bidder's representatives, who are present, shall sign in the attendance register. The bidder shall submit a letter of authority (Annexure-III) to this effect before they are allowed to participate in the bid opening.
- (ii) The Financial Bids of only those parties will be opened whose technical bids are shortlisted. The Financial Bids will be opened subsequently on the same day.

14. Clarification on Bids by the Office:

To assist in examination, evaluation & comparison of bids, the office at its discretion ask the bidder for clarification of its bid. However, no post-bid clarification at the initiative of the bidder shall be entertained.

15. Contacting the Office:

- (i) No bidder shall try to influence the Office on any matter relating to its bid, from the time of bid opening till the time the lease agreement is signed.
- (ii) Any efforts by the bidder to modify his bid or influence the office in the Office's bid evaluation, bid comparison, etc. shall result in the rejection of the bid.

16. The office reserves the right to reject any bid without assigning any reason.

PROFORMA FOR TECHNICAL BID

S. No.	Subject	Particulars
1	Whether space to be given on rent is in the name of Individual/Jointly or Trustee (copy of the supportive documents to be enclosed)	
2	Name of the owner(s)/Trust	
3	Location and address of the offered accommodation	
4	Distance from the Gopalganj Collectorate office	
5	Carpet are (in sq. ft) of the portion to be given on rent.	
6	Floor number (in case of multi-storey building)	
7	Total number of floor (in case of multi-storey building)	
8	Availability of parking space for four wheeler and two wheeler vehicles (i) Area (in sq. fit) (ii) Four wheeler vehicle space (No.) (iii) Two wheeler vehicle space (No.)	
9	Availability of No. of toilets	
10	Furnishing status with details	

I am willing to rent out the premises as indicated at S.No. 3 above to Branch MSME-Development & Facilitation Office, Gopalganj, Government of India and to accept either the rent quoted by me in the financial bid or the rent to be fixed by CPWD, whichever is less. I am also willing to sign a lease agreement in the form prescribed by Government for a period of five years.

Place :

Date :

Signature of the owners(s)/Trustee of the Offered accommodation

Name :

Contact No:.....

PROFORMA FOR FINANCIAL BID

S. No.	Subject	Particulars
1	Name of the owner(s)/Trust	
2	Address of the premises offered on rent	
3	Address and contact number at which owner/Trustee is to be contacted	
4	Carpet area (in sq. ft) of the portion to be given on rent	
5	Monthly rent of the area to be given on rent during lease period of 5 years. The rent offered should be exclusive of Municipal Tax.	
6	Amount of Municipal Tax per Month	
7	Total monthly rent inclusive of Municipal Tax (Sr. No. 5 + Sr. No. 6)	

I am willing to rent out the premises as indicated in S.No. 2 above to Branch MSME-Development & Facilitation Office, Gopalganj, Government of India and to accept either the rent quoted by me in the financial bid or the rent to be fixed by CPWD, whichever is less. I am also willing to sign a lease agreement in the form prescribed by Government for a period of five years.

Place :

Date:

Signature of the owners(s)/Trustee of the
Offered accommodation

Name :

Contact No:.....

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorisation for attending bid-opening on (date) in the tender for office accommodation on lease rental basis for office of Branch MSME-Development & Facilitation Office, Gopalganj, Government of India

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder).

Name

Specimen signature of the Authorized person

Signature of bidder