

**Notice inviting e-tender for
Hiring of fully furnished office space of
Carpet area
minimum 5000 sq. ft. to 6000 Sq. ft. and
maximum upto 10000 sq. ft.
for RECPDCL**

Office space should be within 10 Kms. (Road distance) from
SCOPE complex, 7, Lodhi Road, New Delhi.

No. RECPDCL/HR/e-Tender/2015-16/2211 Dated. 30/10/2015

By



REC Power Distribution Company Limited

(A wholly owned subsidiary of REC, a 'Navratna CPSE' under the Ministry of Power, Govt. of India)

Corporate office

1016-1023, 10th Floor,
Devika Tower, Nehru Place,
New Delhi-110019
Telefax: 011-44128768
Website- www.recpdcl.in

Description of task, qualification required, Tender submission format and procedure is available on RECPDCL website (www.recpdcl.in), REC website (www.recindia.com), Central Publication Portal (www.eprocure.gov.in) and e-tendering website (www.tenderwizard.com/REC)

Important dates for e-tender	
Date of Release of NIT	30.10.2015
Last date of submission of Tender	10.11.2015 up-to 15:00 hrs.
Date of Opening of Technical bid	10.11.2015 at 16:00 hrs.
Date of site visit	will be intimated later
Date of opening of Price bid	will be intimated later

Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may takes 24 hours subject to the submission of all requisite documents required in the process.

- Addl. Chief Executive Officer-

[This document is meant for the exclusive purpose for hiring of office space against this tender and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]

REC POWER DISTRIBUTION COMPANY LIMITED tender for hiring office space



REC Power Distribution Company Limited

(A wholly owned subsidiary of REC, a 'Navratna CPSE' under the Ministry of Power, Govt. of India)

Tender No. RECPDCL/HR/e-Tender/2015-16/2211

Dated. 30/10/2015

REC Power Distribution Company Limited, hereinafter referred as "RECPDCL" or "REC Power Distribution Company Limited" is a wholly owned subsidiary of Rural Electrification Corporation Limited (A 'Navratna' Company and Government of India Enterprise) has been in operation for the 8 years and providing engineering consultancy services to the state power utilities.

RECPDCL proposes to acquire office space on hiring basis with clear and unencumbered title for setting up its Corporate Office therein and seeks offers from owners or authorized agents. The requirement is for fully furnished minimum **5000 sq. ft. to 6000 sq. ft.** carpet area preferably on a single floor or maximum two consecutive floor in a single building either in a ready for possession premises or near completion project to accommodate at least 80 to 100 employees including other infrastructure such as board room, conference room, store room, pantry, toilets, reception space, at least 20 executive rooms etc. to the satisfaction of RECPDCL. The building should project a professional and aesthetically pleasing appearance and should be approved for office use and be furnished to the satisfaction of RECPDCL.

The offered space must be available in a building situated in the commercial/institutional area within 0-10 Kms. (Road distance) from SCOPE complex, 7, Lodhi Road, New Delhi and 2 Kms (Road distance) from nearest metro station.

Interested parties possessing areas as stated above, having clear legal title are invited to send their proposal through e-tender in the prescribed template enclosed herewith furnishing details like name of the owner, contact details, location of the office space, size, amenities etc.

Detailed bid documents which include details regarding the requirement of office space, terms and conditions of contract, various bid formats, etc. can be downloaded from official website of REC Power Distribution Company Limited: www.recpdcl.in or official website of REC: www.recindia.com. or Central Publication Portal: www.eprocure.gov.in. Any amendment(s)/ corrigendum/clarifications with respect to this bid document shall be uploaded on RECPDCL/ REC websites only. The applicants should regularly follow up for any amendment /corrigendum /clarification on the website.

Interested parties are requested to visit the tender section of www.recpdcl.in on regular basis for any updates related to schedule or corrigendum with respect to the above tender. Queries, if any, may be addressed to Chief Financial Officer, RECPDCL at somyak@recl.nic.in.

Addl. Chief Executive Officer

NIT No. RECPDCL/HR/e-tender/2015-16/ Dated.30/10/2015

Sub.: Tender inviting offers for 'Lease of Office Space for RECPDCL office.

1. IMPORTANT INSTRUCTIONS:

E-Tender is invited on behalf of REC Power Distribution Company Limited (RECPDCL) for hiring of office space as per terms and conditions contained herein:

1. One property owner can submit only single bid itself or through broker offering best suitable space as mentioned herein in this tender irrespective of multiple spaces owned by owner through e-Tendering mode.
2. Similarly one broker can submit only one bid offering a best suitable space as mentioned herein in this tender on behalf of the owner with duly authorization from owner through e-Tender mode.
3. The EMD will have to be submitted by all the participating bidders in the form of demand draft or BG having 6 months validity as per prescribe format placed at Annexure-IV for an amount of Rs.1,00,000/- (One Lakh Only) in favor of REC Power Distribution Company Limited, Payable at New Delhi.
4. Tenders shall be submitted through online mode only; online Bid submission on e-tendering website www.tenderwizard.com/REC shall be open up to 15.00 Hrs. on 10.11.2015 and Part-I bid/Technical bid will be opened at 16.00 Hrs. on 10.11.2015. However, RECPDCL takes no responsibility for any processing delay/fault at tender wizard or server/network problems etc.
5. All interested bidders who intend to participate in the e-tenders floated by RECPDCL for "Hiring of office space on rent" and facing any difficulties in submission of their bid may approach/contact IT team of REC PDCL as well as the helpdesk from Tender Wizard.
6. All sort of assistance including infrastructure facilities (like use of computer, internet) will be facilitated for submission of e-bid at our office by IT team.
7. Tenders received without original authorization letter of owner if the bid is submitted by a broker; shall be summarily rejected.
8. No brokerage shall be paid by RECPDCL.
9. The short listing of successful bidder in technical evaluations shall be done by a tender committee based on the eligibility criteria/Site visit/presentation etc.
10. The Technical qualified offers shortlisted by the Tender Committee; shall only be considered for opening of price bid.
11. RECPDCL reserves the right to accept/reject any or all the tenders without assigning any reasons whatsoever.
12. Tender should be submitted through e-Tender mode and be addressed to:

**Addl. Chief Executive Officer,
1016-1023, 10th Floor, Devika Towers, Nehru Place, New Delhi-110019
Phone: 011-44128764; Fax: 011-44128768
Email-recpdcltender@gmail.com**

13. . For any queries, the prospective bidders may contact the following officials:

Chief Financial Officer,	Asst. Manager (Tech)
Ph. No. (O): 011-44128766	Ph. No. (O): 011-44128760

12. **Decision of Tender Committee shall be final and binding. No further correspondence in this regards shall be entertained by the Company.**

REC POWER DISTRIBUTION COMPANY LIMITED tender for hiring office space

2. SCOPE OF SERVICES:

- 2.1 Offered office space must have carpet area of minimum 5,000 Sq. ft. to 6000 sq. ft. However, the company reserve its right to accept the offer of higher space maximum up to 10,000 sq. ft. carpet area at its sole discretion. The evaluation of RECPDCL for the actual carpet area will be final and binding for this purpose.
- 2.2 Offered office space must be furnished and/or be modified as per requirement of RECPDCL and such entire scope shall be carried by the bidder to the satisfaction of RECPDCL at his own cost only.
- 2.3 The internal housekeeping and security services of the space hired shall be in the scope of RECPDCL.
- 2.4 Telephone, Internet connections (expects of wiring in the premises) shall be in the scope of RECPDCL.

3. GENERAL CONDITIONS:

1. Premises must be available for possession for office space with all necessary permissions and approvals in place.
2. Offered space should accommodate at least 80 to 100 employees and included other infrastructure such as board room, conference room, at least 20 executive rooms, store room, pantry, toilets, reception space etc. to the satisfaction of the Company.
3. The offered space must be available in a building situated in the commercial/institutional area within 0-10 Kms. (Road distance) from SCOPE complex, 7, Lodhi Road, New Delhi.
4. Premises must be within the range of 2 Km (Road distance) from the nearest Metro Station.
5. The building should be located within 100 meters from main road with easy access. It should be fit and have all due approvals for the office use.
6. For offers should be for entire space only on one floors or maximum of two consecutive floors in a single building, offices located in the basement or any combination thereof will not be considered.
7. The bidder shall be required to make necessary arrangements for modular furnishings including tables and chairs as per sitting plan approved by RECPDCL.
8. Must provide minimum dedicated parking space for 15 cars and 25 two-wheelers as specified norm within the premises of the property.
9. Premises must also offer parking space on pay and use basis for at least 15 additional cars and 25 two wheelers within 100 meters from the office space.
10. There should be provision for 24 hours electricity supply with 100% power back up round the clock.
11. Must provide energy efficient lighting system with centralized control to the satisfaction of RECPDCL. Any modification as may be required by RECPDCL shall be carried out by the Bidder at its own cost.
12. Must provide 100% Central Air Conditioning, Heating, & Ventilation System and power back-up to the satisfaction of RECPDCL.
13. Must provide window Venetian Blinds/sun film on window/glass glazing to the satisfaction of RECPDCL.
14. Must provide pantry room with necessary platform, cupboard etc. to the satisfaction of RECPDCL.

REC POWER DISTRIBUTION COMPANY LIMITED tender for hiring office space

15. If offered space is on the one floor; should have minimum 2 WC + 4 Urinals for gents and 2 WC + 2 Urinals for ladies. If on separate floors, should have minimum 2 WC + 2 Urinals for gents and 1 WC +1 Urinals for ladies, on each floor.
16. The owner shall arrange for new paint, polish etc., make good the walls, ceiling, flooring, paneling, doors, windows etc. of the premises and its furnishing and fittings etc. before occupation by RECPDCL and thereafter, once in two years during lease period or extended lease period, at his own cost to the satisfaction of RECPDCL.
17. The walls shall be finished with POP/wall paneling/decorated and pleasant ceiling to the satisfaction of RECPDCL.
18. Must provide sufficient no. of water coolers for drinking water for approximately 100 persons. These water coolers shall have connection with RO systems to the satisfaction of RECPDCL.
19. Must provide service water system along with sufficient water for wash basins, housekeeping, other cleaning purposes etc. to the satisfaction of RECPDCL.
20. Must provide sufficient number of lifts in the offered building as per norms to the satisfaction of RECPDCL.
21. All Building services such as Air Conditioning, Lifts, 100% Power Backup, Plumbing & sewerage system shall be fully operational at the time of possession by RECPDCL and be maintained for full term of the lease to the satisfaction of RECPDCL.
22. All other civil works not specifically mentioned herein but required to make the office complete to the satisfaction of RECPDCL need be carried out by the Bidder at its own cost only.
23. RECPDCL shall pay the rental charges and maintenance charges to successful bidder as approve by competent authority. However **electricity charges, telephone & internet charges etc. will be payable to concerned agency by RECPDCL itself.** Further no payment would be payable by RECPDCL on account of Cost of repair modification, alterations, further furnishing etc. in whatsoever manner.

3.1 Electrical fitting & fixture:

- a) Providing concealed wiring for power supply. At least 3 power supply points with decorative receptacle (5 + 15 amp) at all work stations to the satisfaction of RECPDCL.
- b) Providing wall mounted fans in cabins, rooms and other air-conditioned areas to the satisfaction of RECPDCL.
- b) Providing proper earthing & lightning protection for the total building.
- c) Owner shall provide suitable power back up in the form of UPS for the server room, switch room for round the clock operations of these services.
- d) All other electrical works not specifically mentioned herein but required is to be provided to make the system complete to the satisfaction of RECPDCL be provided by the Bidder at its own cost.
- e) Providing 1+1 LAN connection using Cat-6 Cable up to the respective rooms, cabins, cubicles and workstations and other related facilities to the satisfaction of RECPDCL.

3.2 Maintenance Services:

The scope includes providing following services on 12 hrs. basis (8 AM to 8 PM) from Monday to Saturday: Providing infrastructure, operation and maintenance services for air-conditioning, Power back-up, Service water system, RO water system, Electrical supply system including equipment's and fittings, parking facility, Sanitary & Plumbing, all Civil related services, all wooden and furnishing related problems, Firefighting system, water cooler, etc. All the materials / consumables / spares required for maintaining the above services shall be in the scope of the Owner.

3.3 Special Terms and Conditions:

1. The successful Bidder shall be required to execute the Lease Agreement with **RECPDCL within 10 days of Letter of Intent (LOI)** in the format as may be provided by RECPDCL. The Lease Agreement shall be initially for a period of 10 years extendable on mutually agreed terms and conditions.
2. Cost of Stamp Duty and other administrative arrangements and expenses e.g. registration charges of Lease Agreement shall be borne by the Bidder.
3. In case the successful Bidder is awarded the Letter of Intent [LOI] by RECPDCL, the Bidder shall handover the office space in a **ready to move-in condition within 30 days from the date of issuing LOI.**
4. Building/space offered must be free from all encumbrances, claims and legal disputes etc. Bidder also undertakes to indemnify RECPDCL against any legal dispute or encumbrance.
5. **No brokerage, agency charges, service charges will be paid by RECPDCL.** All correspondence will be made directly with the registered owner(s)/ any agency authorized by the registered owner(s) of the property only as may be deemed necessary by the RECPDCL.
6. A draft layout plan should be submitted accommodating all requirements to the satisfaction of RECPDCL. The layout plan shall be modified as per requirements of RECPDCL at the cost of owner.
7. **The lease period is 10 years and lock-in period is 3 years.** After the lock-in period of 3 years, either party can give 3 months' notice in writing to vacate the office.
8. **Security Deposit equal to 1 month rent will be paid by RECPDCL to the successful Bidder** which will be adjusted from the rent of last months of the lease period or of the notice period as the case may be.
9. Rent will start from the date of actual possession only.
10. The Lease Rent shall be paid in advance latest by 10th working day of each months of the lease period or of the notice period as the case may be against satisfactory services and submission of bills. **However, the Annual escalation for second and subsequent years shall be allowed @5% of last year's rent on compounding basis.**
11. **The rate for hired space should be quoted specifically as per final bid format.** (In case of any variation in the rate of Service Tax beyond the bid opening date, such increase or decrease in ST shall be payable/recovered from the successful Bidder). The rates shall also include complete Scope of Service, as indicated above. No additional charges whatsoever would be paid. However the rent invoice should show the applicable service tax separately.
12. The TDS as may be necessary by the prevalent law shall be deducted from monthly rental bills. All taxes applicable on rent shall be borne by the Bidder.

13. Insurance of all the properties, equipment, furnishings and fitting owned by the bidder and let out to RECPDCL shall be arranged and born by the Bidder.
14. RECPDCL shall pay the monthly electricity bill to the Electricity Provider (viz. SEB/ concerned DISCOM etc.) for the same. If Owner provides sub meter from its main source then RECPDCL will pay charges to him based on rates charged by concerned DISCOMs.
15. The building should have adequate security cover to protect the Company's property.
16. Cost of deployment of outside security for building and maintenance of premises to be made by owner to the satisfaction of RECPDCL.
17. All major repairs such as leakage in building and water pipes, cracks, other defects and electrical defects shall be attended by the owner at his own cost.
18. All the maintenance related complaints shall be attended on priority but not later than 4 hours, upon such defects being notified by RECPDCL to the satisfaction of RECPDCL.
19. RECPDCL reserve its right to call for price negotiation with bidder if deemed fit and also its right to accept any bid with relaxations as it may deem fit and/or to reject any or all the bids or to award other than lowest without assigning any reasons whatsoever and no correspondence whatsoever in this regard shall be entertained by the Company. Further, RECPDCL will also not be responsible for any loss whatsoever sustained by the Bidder in this regard.
20. CEO – RECPDCL will be the final authority for the operationalization of this lease contract and his decision in this regard including for any dispute shall be final and binding.

4. EVALUATION METHODOLOGY:

1. The technical evaluation shall be based on the space, furnishing and amenities offered, floor layout, ambience aspects of the property such as approach road, nature of activities being carried out in the surrounding area, hygiene in the neighborhood etc. and willingness to make necessary modifications / further furnishing as may be required by REC PDC L which can only be judged with the site visit and presentation meetings. Thus properties with unacceptable amenities/ ambience are liable to be rejected.
2. It may be noted that the Price Offer will be opened only for those Property owners / dealers whose technical proposals is short listed by the Tender Committee as per their technical evaluation. **The decision of Tender Committee shall be final and binding and no further correspondence in this regards shall be entertained by the Company.**
3. Bid shall be evaluated as per the "Grand Total Price as per price bid form as mentioned in **Annexure-II**, which shall be filled by the bidder as a price bid.

5. INSTRUCTIONS TO BIDDERS FOR FILLING & SUBMISSION OF BID:

- a) Tender will be floated in e-tender mode only on website www.tenderwizard.com/REC in the prescribed form. No other mode of submission of bid shall be accepted under any circumstances. All bidders will have to upload and submit their bid forms online at tender web page www.tenderwizard.com/REC as per the format provided at Annexure-I (Technical bid) and Annexure-II (Price bid). Hard copies of all such forms and supporting documents along with the original Authorization Letters and EMD need also be submitted by the time allowed for bid submission at Company's Corporate Office Address.
- b) One property owner can submit only single bid itself or through broker offering best suitable space as mentioned herein in this tender irrespective of multiple spaces owned by owner through e-Tendering mode.
- c) Similarly one broker can submit only one bid offering a best suitable space as mentioned herein in this tender on behalf of the owner with duly authorization from owner through e-Tender mode.
- d) The EMD (Earliest Money Deposit) will have to be submitted by all the participating bidders in the form of demand draft or bank guaranty having 6 months validity from Bid opening date and of an amount of Rs.1,00,000/- (One Lakh Only) in favor of REC Power Distribution Company Limited, Payable at New Delhi.
- e) The EMD of unsuccessful bidder will be returned within 90 days from signing of contract with successful bidder and EMD of successful bidder will be returned only after possession of the property.
- f) If the selected bidder withdraws/alter their bid at any stage, their EMD shall be forfeited by RECPDCL.
- g) No interest will be payable by the RECPDCL on the EMD.
- h) On deviation from the above bid will be summarily rejected.

5.1 All documents required as per Qualification Criteria, TECHNICAL BID & PRICE BID are to be submitted online with duly signed scanned soft copies as well as the hard copies before the due date of bid opening.**Pre- Qualifying Criterion Documents/Technical Bid consists:**

1. EMD fees of Rs.1,00,000/- in the form of demand draft or bank guaranty having validity for 6 months as per format at **Annexure-IV**, and scanned copies to be uploaded and original to be submitted before the last date & time of Submission of Tender.
2. Technical Bid in the format enclosed at **Annexure-I**.
3. Attested copies of Allotment Letter of the Property establishing the proof of ownership issued by the appropriate authority as applicable. The offered space must be free for lease and should not be in the prohibited zone.
4. Original authorization letter of owner if the bid is submitted by a Broker.
5. PAN No. of the property owner.
6. The Bidder has to submit the occupancy certificate/ completion certificate/ functional certificate as per the Building Regulation of Delhi Development Authority or appropriate authority of the Government.

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7. The information regarding ambience of the property including approach roads, nature of activities being carried out in the surrounding properties, hygiene in the neighborhood etc. shall be furnished by the Bidder on the letter head of the Bidder.
8. The Bidder has to indicate the following areas offered for rent separately for fully furnished office space as the case may be:
 - i. Carpet area of the offered office space in..... Sq. ft.
 - ii. Super area as registered in property registry for the offered office space in_Sq. ft.

Price Bid consists:

1. Price Bid in the format enclosed at Annexure-II
2. Letter of undertaking at Annexure-III.

Note:

- a) All papers that comprise the bid document of the concerned Bid must be numbered. An index of each page should also be provided
- b) All the bid papers should be duly signed and stamped on each page by the authorized signatory of the bidder along with technical bid papers. The technical bid shall be submitted in the form as per **Annexure-I**.
- c) The rates should be quoted both in words and in figures, in the "**Price Bid**" in the form of **Annexure-II** enclosed. If, there will be a discrepancy between words and figures, the amount indicated in words will prevail.
- d) The offer shall be valid for a period of **90 days** from the last date of bid submission.
- e) All the deviations to the terms and conditions to the NIT shall be clearly brought out in the enclosed deviation statement.

Annexure – ITechnical Bid form (Part-I)

Addl. Chief Executive Officer,
1016-1023, 10th Floor, Devika Towers, Nehru Place, New Delhi-110019

Sir,

Sub: Tender for offering office premises to RECPDCL

This offer is with reference to the advertisement released in the press / put up in the Tenders section RECPDCL website www.recpdcl.in for taking office space on hiring basis.

EMD details: Amount: Rs.1,00,000/- , DD No.: _____, Bank Name: _____

The details of the premises offered are as under:

Sr.No.	Particulars	Details
1	DETAILS OF VENDOR/FIRM / BUILDER/ OWNER / REPRESENTATIVE	
1.1	Name of the Owner/ Bidders as the case may be	
1.2	Address & Phone No: FAX No. & E-mail address:	
1.3	Constitution of vendor/firm. (Whether Proprietary /Partnership/Pvt./ Public Co. etc.):	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business.	Incorporation Date: Ref: Commencement Date: Ref:
1.5	Permanent Account Number (PAN) & TAN	
1.6	Valid Sales tax registration no.	
1.7	Valid Service tax registration no.	
1.8	Name & Designation of the contact person to whom all references shall be made regarding this e-Tender	
2	MARKETABILITY OF TITLE OF THE VENDOR	
2.1	Solicitor's /Advocate's name and address, Phone /Fax Nos.	
2.2	Details of encumbrances, if any	
3	DETAILS OF PROPERTY	
3.1	Location & address of the property	
3.2	Name of the property Owner with address	
3.3	Road distance of the proposed office space from SCOPE complex	
3.4	Road distance of the proposed office space from the nearest Metro station	
3.5	Usage of property (as approved by Competent Authority) a. Commercial b. Shopping Complex	
3.6	Tenure of the land a. Freehold b. Leasehold c. If leasehold give residual period of lease and name of the title holder	

4	BUILDING	
4.1	Type of Building: (Commercial)	
4.2	Type of Construction: (Load Bearing/RCC/Steel framed)	
4.3	Whether the building is certified as a Green Building	
4.4	Floor on which the offered premises is located	
4.5	Clear floor height from floor to ceiling	
4.6	Area of premises offered per unit a)Super built up area b)Built-up Area c)Carpet area – As per registered	Sq. ft. Sq. ft. Sq. ft.
5	AGE/ CONDITION OF THE CONSTRUCTION/BUILDING	
5.1	Old construction – mention year of completion	
5.2	Under-construction – mention date of possession	
6	DETAILS OF BOUNDARIES AND ADJACENT BUILDING	
6.1	Boundary of the property a. North b. East c. South d. West	
7	AMENITIES PROVIDED (In the premises)	
7.1	a. Chiller, A/C ducts, AHU(s), Dampers b. Additional amenities	
8	CAR PARKING SPACE	
8.1	a. Car parking spaces	Covered /Open
	b. No of Car and Bike Parking	Car: Bike:
8.2	Distance of additional car parking	
9	COMPLETION / OCCUPATION CERTIFICATE (Only for ready premises) enclose copy	
9.1	Whether completion / occupation certificate is issued by the competent authority	
9.2	Designation of the authority which has issued the completion /occupation certificate	
10	OTHER INFORMATION	
10.1	Whether office premises have been constructed by the owner by other builder? If so names and addresses of such builders to be given.	
10.2	Name and address of the banker if offered office is loaned	Running period of loan

Date:
Place:

Signature:
Name:

Price Bid	
Bidder's name & address:	
Owner of property (name & address):	
Total carpet area in Sq. Ft.	
Total super area Sq. Ft.	

TABLE-A- Rental Charges		
S.No.	Description	Monthly rate per Sq. Ft. (In Rs.) (inclusive of all taxes except service tax)
1	Rental charges	
Note:- Service tax will be paid extra as applicable		
TABLE-B- Maintenance Charges		
S.No.	Description	Monthly rate per Sq. Ft. (In Rs.) (inclusive of all taxes except service tax)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
Total		0
Note:- Service tax will be paid extra as applicable		
Table-C- Parking Charges		
S.No.	Description	Monthly Rate (Inclusive of all taxes except service tax) (In Rs.)
1	Parking Charges per Car	
2	Parking Charges per Bike	
Total		0
Note:- Service tax will be paid extra as applicable		
Grand Total (Table-A+Table-B+Table-c) (In Figures)		0
Grand Total (Table-A+Table-B+Table-c) (In Words)		

Annexure – III**Letter for Undertaking**

1. My/Our above price quote is valid for 90 days from the date of bid submission.
2. I/We have noted that RECPDCL shall pay the rental charges and maintenance charges as approve by competent authority of RECPDCL. However electricity charges, telephone & internet charges etc. will be payable to concerned authority itself by RECPDCL. Further no payment would be payable by RECPDCL on account of Cost of repair modification, alterations, further furnishing etc. in whatsoever manner.
3. I/We further noted that RECPDCL shall not pay any brokerage amount for facilitating the requirement / finalization of office space.
4. I/we have read and examined the tender documents for hiring of office space by RECPDCL issued under reference no: _____ Dtd: _____. Copy of tender documents duly signed on each page are attached herewith in token of our acceptance of each such condition.
5. I/We hereby further undertake that during the said period I/We shall not vary/alter or revoke my/our Bid during the validity period of the Bid and enter into the contract to the satisfaction of RECPDCL after the award of LoI by RECPDCL.
6. I/We hereby undertake to obtain and submit the clearances and rent permission from the appropriate authorities as may be necessary for letting out our premises to RECPDCL before execution of lease agreement and offer the space to be occupied by the RECPDCL with in the stipulated time period.
7. This offers is in consideration of RECPDCL agreeing to open my/our Bid, consider and evaluate the same for the purposes of award of services in terms of Bid documents.
8. I/We have read all the Terms and Conditions of the tender documents and confirm that the all Terms and Conditions are acceptable to us.
9. Should this Bid be accepted by RECPDCL, I/We also agree to abide by and fulfill and comply with all the terms, conditions and provisions of the above mentioned tender documents.
10. I/We also represent that the Building/Office space offered by us is free from all encumbrances, claims and disputes etc. and also undertakes to indemnify RECPDCL for the loss whatsoever against any dispute, claim or encumbrances.
11. We also give our consent for accepting the Carpet Area as may be ascertained/ evaluated by RECPDCL as final for the purpose of Bid evaluation and for Lease Rent to be paid by RECPDCL and will have no objection for the same at any stage.

Date:

Place:

(Signature).....
(Name).....
(Designation).....
(Common Seal).....

REC POWER DISTRIBUTION COMPANY LIMITED tender for hiring the office space

BID BANK GUARANTEE (EARNEST MONEY)

(To be stamped in accordance with Stamp act)

This deed of Guarantee made this _____ day of _____ 2013
by _____

((Name of the Bank))

having one its branch at _____
acting through its Manager (hereinafter called the "Bank") which expression shall wherever the context so requires includes its successors and permitted assigns in favour of REC Power Distribution Company Ltd., registered under the Companies Act, 1956, having its office at _____

_____ (hereinafter called)
("RECPDCL") which expression shall include its successors and assigns.

WHEREAS RECPDCL has invited tender vide their Tender Notice No. _____

_____ Dated _____ to be opened on
AND _____ WHEREAS _____ M/s

((Name of Tenderer))

having its office at _____
(hereinafter called the "Tenderer"), has/have in response to aforesaid tender notice offered to supply/ do the job _____ as contained in the tender.

AND WHEREAS the Tender is required to furnish to RECPDCL a Bank Guarantee for a sum of Rs. _____ (Rupees _____
_____ Only) as Earnest Money for participation in the Tender aforesaid.

AND WHEREAS, we _____

((Name of Bank))

have at the request of the tenderer agree to give RECPDCL this as hereinafter contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the aforesaid Tender shall remain open for acceptance by RECPDCL during the period of validity as mentioned in the Tender or any extension thereof as RECPDCL and the Tenderer may subsequently agree and if the Tenderer for any reason back out, whether expressly or impliedly, from his said Tender during the period of its validity or any extension thereof as aforesaid or fail to furnish Bank Guarantee for performance as per terms of the aforesaid Tender, we hereby undertake to pay RECPDCL, New Delhi on demand without demur to the extent of Rs. _____ (Rupees _____ only).

We further agree as follows:-

01. That RECPDCL may without affecting this guarantee extend the period of validity of the said Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between RECPDCL and

REC POWER DISTRIBUTION COMPANY LIMITED tender for hiring the office space