



**Short Term open Tender for
HIRING of Premises for PISA National
Centre at New Delhi**

18th June 2019

NIT No. EdCIL/HR&A/TSG/PISA/HIRING/2 Dt. 18-06-2019

EdCIL (India) Limited
(A "MINI RATNA" Category-I CPSE under Govt. of India)
"EdCIL House", Plot No.18A, Sector-16A
NOIDA – 201301 (UP), INDIA
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CHAPTER – I

Introduction

EdCIL (India) Limited, a **Mini Ratna Category-I CPSE** (Central Public Sector Enterprise), was incorporated in 1981, under the Ministry of Human Resource Development. It is an ISO 9001:2008 & 14001:2004 Certified Company. It is a continuously dividend paying and profit making company and the only PSU (Public Sector Undertaking) under Ministry of Human Resource Development to serve the education sector.

1. The company over the three decade of existence has executed many projects and consultancies and has a large number of satisfied clients spanning across Govt. of India, State Governments, Foreign Missions, Autonomous Bodies, Centres of Excellence (IITs, IIMs, IIITs, IISERs etc.) and their large corporates.
2. EdCIL offers a wide range of Information and Communication Technology (ICT) consultancy, Turnkey and Technology solutions in different segments of Education and Human Resource Development within the country and overseas. EdCIL currently runs Project Management Support Units (PMSUs) known as Technical Support Groups (TSGs) for Pan India projects of Ministry of Human Resource Development like “*Sarva Siksha Abhiyan(SSA)*”, “*Mid Day Meal Scheme (MDM)*”, “*National Mission on Education through Information & Communication Technology (NMEICT)*”, “*Rashtriya Madhyamik Shiksha Abhiyan(RMSA)*”, “*National Literacy Mission Authority (NLMA)*”, “*Higher Education Statistics and Public Information System (HESPIS)*”, “*Pandit Madan Mohan Malviya National Mission on Teachers & Teaching (PMMMNTT)*”etc.
3. The company offers the following technology led solutions in the Education & Training space.
 - a. **Online recruitment Services** are offered to various Government Departments/Public Sector Undertakings, Educational Institutions in order to select and appoint executives for various organizations. This is a large and high growth vertical of the company with opportunities for further increase in market share in view of the large size of market both in India and overseas.
 - b. **IT and ICT Division** offers services, which are technology led in nature. Currently, it is offering capacity building training services, IT based automation services like enterprise resource planning (ERP) solutions, digital library, smart classrooms, e-learning packages and e-content development, e-operation and management (networking & Wi-Fi facilities), solutions to educational institutions along with that setting up of virtual universities;
 - c. **Skill Development & Human Resource Training including Teachers Training;**

d. Marketing of Indian Education product overseas;

e. Placement of Indian Teachers overseas;

f. Edu-Technology and Infrastructure Division offers concept to commission services like preparation of Detailed Project Report (DPR), Detailed Feasibility Report (DFR), Project Management Consultancy (PMC), Impact Studies, Project Evaluation, Project Management and Turnkey Solutions. It has handled several successful assignments like setting up Institutions like Indian Institute of Technology (IIT), Indian Institute of Management (IIM), National Institute of Technology (NIT), Indian Institute of Information Technology (IIIT), Indian Institute of Science Education & Research (IISER), Indian National Defence University , Indian National Railway University, Central Universities and many other institutes of national importance;

g. Advisory Services

Following key services are offered by the Advisory vertical in the Education (School Chains and Higher education) and HR advisory space: ♣ Preparation of Concept notes & Detailed Project Reports (DPRs) (Greenfield and Brown field), for all domestic institutions across states and central ministries and for expansion of global institutions in select countries in South East Asia and the Middle East

♣ Organization Restructuring(sectoral/institutional)

♣ Improving Operational Efficiency

♣ Digitization Planning

♣ Training Designing

♣ Impact assessment of two to three key schemes across different states ♣

Designing of new education schemes

♣ Policy recommendations to states

♣ Education content Design

4. The company has expertise and large network of alliance partners and tie-up with quality monitoring bodies to undertake skill building including Information and Communication Technology (ICT) training and Teachers training projects. The successful clients include:

National

- Various Ministries; State Government; Statutory/Autonomous Bodies/Public Sector Undertakings; Private Sector;

Overseas

- Alemaya Agricultural University, Ethiopia; Association of Professional Engineers, Scientists and Managers (APESMA), Australia, DEAKIN University, Australia; Arba Minch Water Technology Institute, Ethiopia; Atilim University, Turkey; British Universities India Consortium, United Kingdom; New Zealand Education International Ltd. New Zealand; University of Kocaeli, Turkey; University of Witwatersrand, South Africa; Wellington Polytechnic, New Zealand,etc.

5. EdCIL has executed several projects in above mentioned areas funded by World Bank, African Development Bank and other International Organizations.
6. EdCIL currently runs Project Management Support Units (PMSUs) known as Technical Support Groups (TSGs) for Pan India projects of Ministry of Human Resource Development like “Sarv Siksha Abhiyan (SSA)”, “Mid-Day Meal Scheme (MDM)”, “ National Mission on Education through Information & Communication Technology (NMEICT)”, “Rashtriya Madhyamik Shiksha Abhiyan (RMSA)”, “ National Literacy Mission Authority (NLMA)”, “ Higher Education Statistics and Public Information System (HESPIS)”, “Pandit Madan Mohan Malviya National Mission on Teachers & Teaching (PMMMNMTT)”etc.

NOTICE INVITING TENDER

NIT No. EdCIL/HR&A/TSG/PISA/HIRING/2

Dt. 18-06-2019

EdCIL (India) Limited on behalf of Ministry of Human Resource Development (MHRD), invites short-term open tender in two packet system from the owners of property/premises for HIRING of premises for PISA National Centre at New Delhi which is a prestigious project of national importance.

| Sl.No. | Item | Details |
|---------------|---|--|
| 1 | Name: HIRING of building premises for PISA National Centre at New Delhi. | For a prestigious project of national importance under Department of School Education, MHRD for location in the vicinity of Four Kilometer aerial distance from Shastri Bhawan, New Delhi. |
| 2 | Date of availability of Tender Document on EdCIL's web portal i.e. www.edcilindia.co.in/Tenders | 18 th June to 04 th July 2019 up to 1100 hours. Bidders are advised to check for any updates on EdCIL's web portal. |
| 3 | Mode of Selection | Short Term Open tender two packet system |
| 4 | Last date and time for submission of bids | 04 th July 2019 up to 1500 hours |
| 5 | Bid validity | 60 days from the date of submission of Bid |
| 6 | Opening of technical bid | 04 th July 2019 up to 1530 hours |
| 7 | Opening of financial bid | To be intimated later on |
| 8 | Earnest Money Deposit (EMD) | Demand Draft of Rs. 1.50 Lakh in favour of "EdCIL India Limited" payable at Noida/Delhi |
| 9 | Cost of Bid Document | "NIL" |

(i) Earnest Money (EMD)

- The bidder shall furnish along with bid an Earnest Money deposit amounting to Rs. 1.50 Lakh (Rs. One lakh Fifty Thousand only) in the form of Demand Draft in favour of "EdCIL India Limited" payable at Noida/Delhi.
- Bids received without EMD shall be summarily rejected. EMD shall be placed and submitted in the technical bid packet.
- The earnest money of unsuccessful bidders shall be refunded without interest after issue of Letter of Award to the successful bidder or signing of Agreement whichever is earlier.

- (ii) Bidders are advised to download the tender documents from EdCIL's web portal i.e. www.edcilindia.co.in/Tenders and are advised to update them self for any modifications/corrigendum on this tender.
- (iii) Bids shall be submitted by a genuine owner of property/premises. Brokers/agents are not allowed to participate in the tender. The bidders should not have been blacklisted by any of the Govt. organization in last three years.
- (iv) PISA National Centre will be carrying out a project of national importance with World Bank assistance. Bidder are required to familiars on the terms & conditions of bid before quoting their offer and bidder shall be responsible for their compliances during the hiring period of the premises.
- (v) Interested Bidders or their representatives who would like to be present for the technical bid opening at EdCIL House, 18A, Sector 16A, Noida. The representatives (other than the property owners) should carry a letter of authorization by the Property owner.

Chief General Manager/EIS&PS
EdCIL India Ltd
Sector 16 A Noida

Chapter 2

Instructions to Bidders

Terms & Conditions

1. Programme for International Student Assessment, herein after called as PISA, requires office space of carpet area **approx. 3000 sq.ft.** with the following:
 - a) HVAC/Airconditioned
 - b) *Fully Furnished Accommodation (as per indicative design at Annexure-III).*
 - c) *Power Backup,*
 - d) *Parking Space with 10 cars,*
 - e) *At least two Lifts with Power backup.*
 - f) *Internet and telecom LAN cabling and wiring.*

The proposed premises should be in the vicinity of Four Kilometer (4 KM) aerial distance from Shastri Bhawan, New Delhi.

2. Interested parties/ authorized representatives are requested to submit their offers in two separate sealed packets superscribed “technical bid” and “financial/price bid” in prescribed format (in hardcopy duly signed) that can be downloaded from our website www.edcilindia.co.in/Tenders. The last date to submit the duly filled in **Sealed Offers** shall be as per NIT.
3. **EMD Amount:-** Earnest Money Deposit (EMD) of **Rs. 1.50 Lakh/-** (Rupees One Lakh Fifty Thousand only) by Demand Draft only drawn in favor of **EdCIL (India) Limited payable at Delhi/Noida**. The EMD of unsuccessful bids will be returned only after finalization of award of contract to the successful bidder.

The EMD amount can also be deposited through on-line mode i.e RTGS/NEFT, for which the details are as under: -

| Sr.No | Particulars | Remarks |
|-------|--------------------------------|---|
| 1 | Beneficiary's Name | EdCIL India Ltd |
| 2 | Beneficiary's Bank Account No. | 36830596465 |
| 3 | Address | EdCIL House, Plot 18 A, Sector -16A, Noida-201301 |
| 4 | Bank & Branch Name | State Bank of India & (00691) New Delhi Main Branch-11, |
| 5 | Bank's Address | Parliament street, New Delhi-110001 |
| 6 | BSR code of Bank | 0000691 |
| 7 | Branch Code | 00691 |
| 8 | IFSC Code | SBIN0000691 |
| 9 | PAN NO. | AAACE0575F |
| 10 | Contact No. | 0120-2512001-06 |

In case of deposit of EMD amount through online mode, the system generated receipt/ reference number is to be attached with the technical bid.
Any bid received without EMDs shall be summarily rejected.

4. The duly filled in offer must be submitted to the **EdCIL (India) Limited, Plot No. 18 A, Sector 16 A, NOIDA-201301**. Each of the separate and sealed “technical bid” and “Financial/price bid” envelope should be placed inside a sealed bigger envelope and must be superscribed as “Offer for Office Space for PISA National Centre”. The validity of the bid with T&C (as quoted) shall be for 60 days.

5. The various provisions that must be available in the HVAC/Airconditioned furnished accommodation are as under:-

| Sl. No. | Description | Size and Number |
|----------------|---|---|
| 1 | Space requirement (Carpet Area) | 3000 Sq Ft (approx.). |
| 2 | Rooms + Cubicles + Workstations | 25 Work stations, 2 Manager cabins Store Room, Pantry, Reception Area. |
| 3 | Space for Pantry, Lavatory, Stores etc. | As per indicative design. |
| 4 | Ambiance | Be fitting occupation of quality corporates |
| 5 | Easy of accesses | Be fitting occupation of quality corporates. Closeness to the Metro Station is desirable. |
| 6 | Parking | Minimum 10 vehicles/car |

6. Also, while submitting the proposal, the bidders have to submit the following certificate/ NOC/ compliances in respect of the offered premises.

| Sl No. | Documents | Issuing Authority |
|---------------|---|------------------------------|
| 1 | Documentary proof for ascertaining title/ possession as on date | Appropriate govt. Authority. |
| 2 | NOC from the concerned Fire department. | Appropriate govt. Authority. |
| 3 | Any other statutory compliance (Water Harvesting, recycling, Safety etc) which is a must as per the prevailing Law of the Land for the given purpose. | Appropriate govt. Authority. |
| 4 | Copy of Rent Receipt of last tenancy, if any | Standard prevailing formats |

7. For technical shortlisting, EdCIL reserves the right to visit and inspect of the premises which prima-facie meet all requirements of EdCIL. Decision of EdCIL Management to visit the suitable premises for selection shall be final.
8. Any canvassing directly or indirectly by the applicant will disqualify the bidder without assigning any reason.
9. The bidders should not have been blacklisted by any of the Govt. organization in last three years.
10. EdCIL shall not be responsible for any postal delay or loss/non-delivery of the offers.

11. EdCIL reserves the right to reject any or all offer(s) without assigning any reason whatsoever.
12. The tenure for the hiring of the office premises will be initially for a period of Four (04) years which may be extended on mutually agreed terms & conditions.
13. No brokerage shall be paid by EdCIL in any case. Agents/brokers/Property dealers are requested to refrain from applying.
14. In case of any difference in the rates quoted by the firms in words & figures, the rates quoted in words shall prevail.
15. The successful bidder would have to execute a rent agreement with EdCIL within 15 days of issue of letter of acceptance.
16. The price bid not sealed and submitted the same would be summarily rejected.
17. EdCIL will initially shortlist the technically qualified bidders as per their declaration and our inspection, thereafter select the successful bidder as per the lowest price quoted.
18. A maximum of 03 months advance rental will be paid by EdCIL to the successful bidder after agreement. This 03 month advance to be retained by the successful bidder shall be returned back to the EdCIL on closure of agreement/vacating the hired premises.
19. The rent agreement would be registered as per the law of land. The rent agreement registry charges shall be shared on 50 – 50 percent basis between successful bidder and EdCIL.
20. Applications which are not in the prescribed format and received after the due date, without EMD OR offer or EMD received through Fax are liable to be rejected without assigning any reason in this behalf.
21. For any disputes, EdCIL is the final authority and EdCIL's decision in the regard shall be final and binding on both the parties.
22. The entire refurbishing of the premise space alongwith the furniture supply meeting EdCIL's requirements should be completed within 04 to 06 weeks of issue of LOA and nothing extra shall be paid by EdCIL for refurbishing or for the replacement of the furniture.
23. The bidder should provide at least 05 photograph of the approach to the building, premises and cross section of the interiors alongwith the technical bid.
24. All disputes subject to Delhi jurisdiction only.

EdCIL (India) Limited

(A Mini Ratna category - I CPSE under Govt. of India)

Plot no. 18A, Sector 16A, Noida

OFFER FOR OFFICE SPACE/ PROPERTY ON LEASE FOR PISA

(To be filled in by the Bidders)

Part -A- Techno Commercial Details

| Sl No. | Description | Details to be filled by the bidder. |
|--------|--|-------------------------------------|
| 1. | Address of property along with its location | |
| 2. | Name of Land Owner/Property Owner (Please mention the Mobile number and e-mail id) (photocopy of the document in support to be submitted with the bid) | |
| 3. | Whether the building/property owned by single member or in partnership or in hereditary arrangements | |
| | In case of joint ownership, please specify the number of joint owners and respective share held by them <i>(The bidder should give a certificate mentioning that the premises/property/space offered is free from all hindrances/disputes/any other issue objecting in the process of occupying and allowing all acts required by the PISA/EdCIL team/s)</i> | |
| 4. | Distance from Shastri Bhawan, New Delhi (approx.)(Should be within 4 KM aerial distance) | |
| | Distance from nearest Metro Station, Name of the Metro station to be mentioned | |
| | Distance from nearest Railway Station, Name of the railway station also to be mentioned | |
| | Distance from nearest public parking slot | |

| Sl No. | Description | Details to be filled by the bidder. |
|--------|---|-------------------------------------|
| 5. | Area of property being offered (Carpet area 3000 sq.ft would be the essential criteria.) | |
| | a) Total Area (in Sq.ft.) | |
| | b) Carpet Area (in Sq.ft.) excluding parking & amenities area | |
| 6. | Details of floor of property | |
| 7. | Whether the premises owner confirming to provide furnished accommodation as per EdCIL's indicative design and requirement. | Yes or No |
| 8. | Availability of facilities: | |
| | Electricity | Yes or No |
| | Water Supply | Yes or No |
| | Lifts | Yes or No |
| | Power Backup | Yes or No |
| | CCTV | Yes or No |
| | Security Guard at Entrance | Yes or No |
| 9. | Confirmation of minimum period of 04 years Lease offered | Yes or No. |
| 10. | Confirmation of provision of parking of 10 No. of cars that could be parked in the Parking Area & free parking space offered. | Yes or No. |
| 11 | Confirmation of quarterly/monthly internal maintenance charges are included | Yes or No |
| | If not included, the quantum and periodicity may be indicated | |
| 12. | Whether Electricity, Water charges are inclusive of Rates, if not, please specify the details. | |

| Sl No. | Description | Details to be filled by the bidder. |
|--------|--|-------------------------------------|
| 13 | Other than Rent, electricity and water charges are their any other charges payable by the occupant | |
| 14. | Any other relevant information | |

Date:

(Signature of Authorised person with seal)
(Letter of Authorisation to be submitted with the bid in original by the owner /s of the property)

Place:

EdCIL (India) Limited

(A Mini Ratna category - I CPSE under Govt. of India)

Plot no. 18A, Sector 16A, Noida

OFFER FOR OFFICE SPACE/ PROPERTY ON LEASE FOR PISA

(To be filled in by the Bidders to be filled and placed in a separate envelope superscribed Financial/Price Bid)

Part -B- Financial Bid (Quoted/ offered price) - (Monthly basis)

| Sr. no. | Particulars | Amount in rupees |
|--------------------|--|------------------|
| 1. | Rental Rate per Sq.ft. (In figures) | |
| 2. | Rental Rate per Sq. ft. (In words) | |
| 3. | Any other charges (in addition to the above price- please specify) | |
| Sub Total | | |
| 4. | Taxes/ duties/ statutory payment (please indicate if GST is applicable) etc. | |
| Grand Total | | |

NOTE:

- 1. The above per sq.ft amount would be multiplied by the carpet area (3000 sq.ft) to arrive at the payable rental.***
- 2. Other than Rent, Electricity, Water Charges and AMC (if agreed), no other charges will be paid by the occupant.***
- 3. Total quoted price/offered rent shall be Rs. _____ per month inclusive of all taxes, statutory liabilities, maintenance charges, Power Back-up etc***

Date:

(Signature of Authorised person with seal)

Place:

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

To,

EdCIL (India) Limited,
(A Mini Ratna category I CPSE of Government of India)
EdCIL House, 18 A, Sector-16 A
NOIDA – 201301 (U.P.), India

Sir,

In response to the Tender EdCIL/..... dated....., I/We hereby declare that presently our organization is not declared ineligible/black listed/debarred for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body on the date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: - Seal

of the Organization: -

Date:
Place:

Annexure-II

Power of Attorney

Know all men by these presents, we..... (name of service provider and address of the registered office) do hereby constitute, nominate appoint and authorize Mr./Ms.....son/daughter/wife of and presently residing at....., who is presently employed with /retained by us and holding position of.....as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client>.....project, proposed to be developed by the..... (the "client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information

/responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and conserves provider all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

[IN WITNESS WHEREOF WE.....THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF2019.

For (Name and registered address of client)

(Signature, name, designation, and address)

Witness:

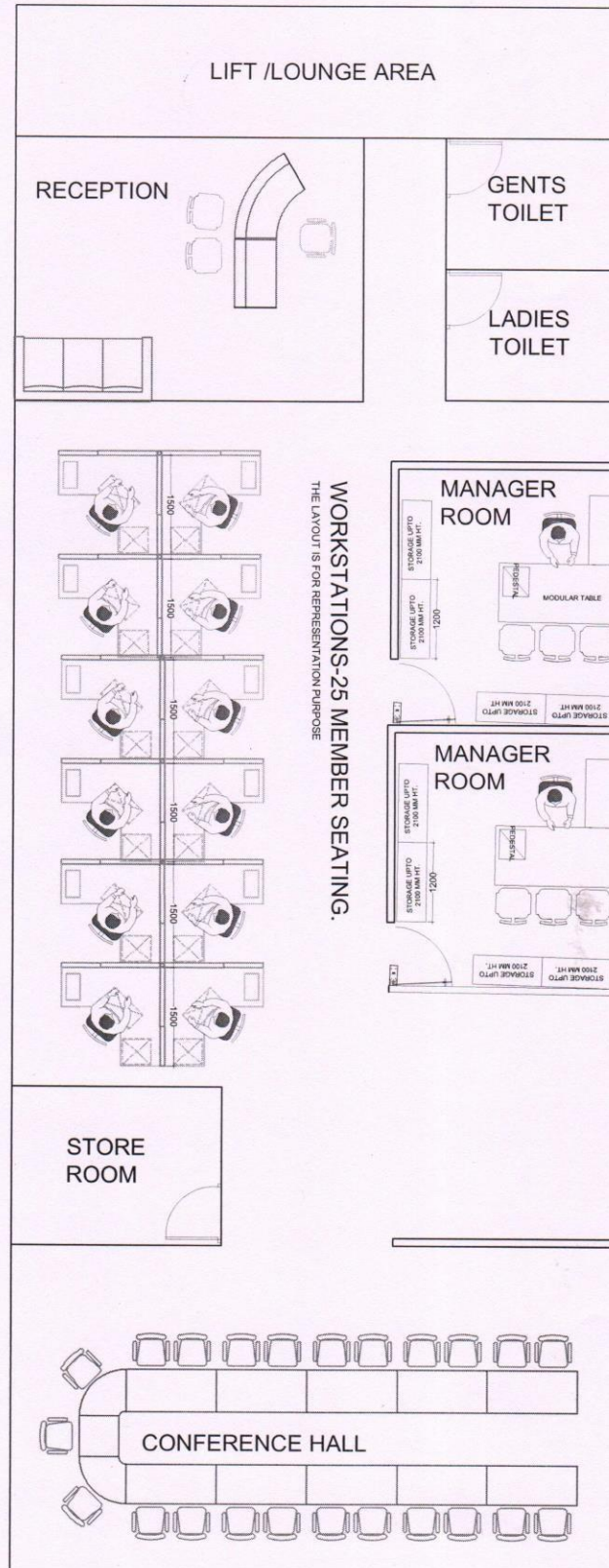
1. (Signature, name and address)
2. (Signature, name and address) Notarised

Accepted

.....

(Signature, name, designation, and address of the attorney) Notes:

1. The mode of the execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the applicant should submitted for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favour of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.



Annexure III

INDICATIVE
DESIGN
For PISA
space timing