



**REQUEST FOR PROPOSAL  
FOR PROVIDING OFFICE SPACE IN DEHRADUN CITY  
(WITHIN 05 KMS RADIUS FROM UTTARAKHAND  
SECRETARIAT, DEHRADUN) ON RENT FOR STATE  
PROGRAM MANAGEMENT GROUP (SPMG), NAMAMI  
GANGE, UTTARAKHAND IN DEHRADUN**

***(RFP No- 588/SPMG/Namami Gange/OB/2023)***

**State Program Management Group  
Namami Gange, Government of Uttarakhand  
105 (545/941) Rajpur Road, Near RTO office,  
Dehradun - 248001, India**

**Tel : 0135-2769932  
Email: [spmgnrba.utk01@gmail.com](mailto:spmgnrba.utk01@gmail.com)  
Website: [www.spmguttarakhand.uk.gov.in](http://www.spmguttarakhand.uk.gov.in)**

## NOTICE INVITING TENDER - IMPORTANT DATA

Bid Ref No.	<b>588/SPMG/Namami Gange/OB/2023</b>	
Organization Name	State Program Management Group, Namami Gange, Dehradun Uttarakhand	
Name of Work	Request of Proposal for providing office space in Dehradun City (Within 05 kms radius from Uttarakhand Secretariat, Dehradun) on rent for State Program Management Group (SPMG), Namami Gange, Uttarakhand in Dehradun	
Bid Currency	Indian National Rupees (INR) Only	
Date of Availability of Bid Documents	The Bid documents for this work shall be available on SPMG website <a href="https://spmgttarakhand.uk.gov.in">https://spmgttarakhand.uk.gov.in</a> from <b>10/10/2023 at 13.00 Hours</b>	
Last date and time for Bid submission	<b>26/10/2023 up to 15.00 Hours</b>	
Date and time of opening of Technical Bids	<b>26/10/2023 at 16.00 Hours</b>	
Date and time of opening of Financial Bids	Shall be informed later to technically qualified Bidders	
Fee/Payment Details	Bid validity period	120 days from the last date of Bid submission
	Bid Document Fees (Non-refundable)	<b>INR 2000/- (Indian Rupees Two Thousand Only)</b> in the form of Demand Draft drawn in favor of <b>“Program Director, State Program Management Group”</b> , payable at “Dehradun”
	Bid Security (EMD)	<b>INR 75,000/- (Indian Rupees Seventy Thousand Only)</b> in the form of Fixed Deposit Receipt (FDR) payable at Dehradun issued in favor of <b>“Program Director, State Program Management Group”</b> .
	Bid Security (EMD) Validity	45 days beyond the date of validity of bids i.e. 120+45 days from the last date of submission of bid.
Address of bid submission	Office of Program Director, State Program Management Group Namami Gange, Uttarakhand 105 (545/941) Rajpur Road, Near RTO office, Dehradun - 248001, India Telephone: 0135-2769932 E-mail: spmgngrba.utk01@gmail.com	
Addendum/Corrigendum	<b>Any Addendum/Corrigendum will be published on website <a href="https://spmgttarakhand.uk.gov.in">https://spmgttarakhand.uk.gov.in</a> only.</b> <b>For any query related to bid document, any one may send an email on <a href="mailto:procurement.spmguk@gmail.com">procurement.spmguk@gmail.com</a> Or may contact SPMG office in office time on any working day.</b>	

**REQUEST OF PROPOSAL FOR PROVIDING OFFICE SPACE IN DEHRADUN CITY  
(WITHIN 05 KMS RADIUS FROM UTTARAKHAND SECRETARIAT, DEHRADUN) ON RENT  
FOR STATE PROGRAM MANAGEMENT GROUP (SPMG), NAMAMI GANGE,  
UTTARAKHAND IN DEHRADUN**

**INTRODUCTION:**

1. SPMG has been established as a registered society, by department of Drinking Water in its capacity as the Nodal Department for implementing the NGRBA/NAMAMI GANGE Program in the State to abate pollution and conserve the river Ganga and its tributaries through preparation and implementation of necessary sub-basin plans, action plans, including provisions of pollution abetting infrastructure, public engagement, and development of advance knowledge and capacity building activities.
2. The details of Request of Proposal for providing office space in Dehradun City (Within 05 kms radius from Uttarakhand Secretariat, Dehradun) on rent for State Program Management Group (SPMG), Namami Gange, Uttarakhand in Dehradun are as follows:-

S. No	Item Description	Tentative Period of rent	Other details
1	Providing office space in Dehradun City (Within 05 kms radius from Uttarakhand Secretariat, Dehradun) on rent for State Program Management Group (SPMG) having approx. area 6000-7000 sqft with electricity, water supply and parking facility. Refer details in terms and conditions enclosed as Annexure-A of bid document.	Initially for 11 months	Please refer to the terms and conditions enclosed as Annexure-A of bid document.

**3. Bid Price**

- a) The contract shall be for the complete duration as mentioned above.
- b) GST in connection with the above service shall be shown separately.
- c) The rates quoted by the bidder shall be fixed for the entire duration of the contract and shall not be subject to adjustment in any case.
- d) The Prices shall be quoted in Indian Rupees only.
- e) GST shall be paid as per the prevailing rates of Govt. of India.

4. Each bidder shall submit only one bid.

**5. Validity of Bids**

Bids shall remain valid for a period not less than 120 days after the deadline date specified for submission of Bids.

**6. Evaluation of Bids**

SPMG will evaluate and compare the bids determined to be substantially responsive i.e. which

- (a) Are properly signed, stamped and certified by authorized person; and

(b) Conform to the terms and conditions enclosed as Annexure-A.

**7. Award of contract**

SPMG will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. However, the letter of acceptance shall be given only after the satisfactory inspection of the house/property and approval of SPMG.

- 7.1 Notwithstanding the above, SPMG reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the signing of contract.
- 7.2 The bidder whose bid is accepted will be notified by the award of contract by SPMG prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the Letter of award (sample form attached).
- 8. The bidder will provide bids latest by the date/time specified in Notice Inviting Tender – Important Data by hand/speed post/registered post/courier. Bids via email shall not be entertained. The Bids will be opened as specified in NIT – Important Data.
- 9. Conditional bids shall be rejected.

By:

**Program Director,**  
State Program Management Group  
Namami Gange, Uttarakhand  
105 (545/941) Rajpur Road, Near RTO office,  
Dehradun - 248001, India  
Telephone: 0135-2769932  
E-mail address: spmgngrba.utk01@gmail.com

**INSTRUCTION TO BIDDER / TERMS & CONDITIONS**

The following Instruction to Bidder/ Terms and Conditions are applicable for providing office space on rent.

- 1- The location of premises within 05 kms radius from Uttarakhand Secretariat, Dehradun. However, preference shall be given to the premises near Uttarakhand Secretariat.
- 2- Ceiling limit for rent is the rate decided by District Magistrate, Dehradun in essential certificate. The amount for electricity, water and maintenance (if any) shall be paid extra at actual by SPMG.
- 3- Bidders from intermediaries or brokers will not be entertained. Owner with map (MDDA approved) of his house/property shall submit with technical bid.
- 4- The requirement of the Office Space is approx. 6,000 – 7,000 Sq. ft. The actual requirement of the space can be increased or decreased as per the decisions of SPMG. Accordingly rent may increase or decrease on pro-rata basis.
- 5- Tentative No. of Rooms/space and parking area (only indicative)
  - (a) 4-5 Nos. Room/space with attached Washroom with toilet & Washbasin
  - (b) 5-6 Nos. Room/space with sitting capacity of 2-3 officials in each room.
  - (c) 5-6 Nos. Room/space with sitting capacity of 3-4 officials in each room.
  - (d) 1 No. Room/Hall/space for sitting capacity of 6-8 officials.
  - (e) 1 No – Meeting/Conference Room/space for sitting capacity of 20-25 persons.
  - (f) 1-2 Nos Store/Record rooms (ON each floor if floors are available)
  - (g) Separate washroom for ladies & Gents – (ON each floor if floors are available)
  - (h) Parking: 4 Wheelers- 08-10 Nos. and 2 Wheelers: 15 - 20 Nos.

**Note: The above rooms/space and parking requirement is tentative and the bidder should mention the actual dimensions of the rooms/space available in their bids.**

- 6- The premises should have good frontage and proper access to road.
- 7- The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid.
- 8- After opening of the technical documents and its evaluation, the committee constituted by SPMG shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case the committee finds the premises not suitable for the purpose of setting up of the office, the financial bid of the owner will not be open. The decision of the committee in this matter will be final and binding on the bidders.
- 9- The selected bidder shall arrange for repairs and maintenance, white washing / colour washing/ OBD painting / painting to doors, windows etc. as and when informed by SPMG.
- 10- The premises offered should be in good and ready to occupy condition. Photographs of offered building premises (inner & outer side both 4-5 Nos.) must be submitted with technical bid. The owners of the premises will have to hand over the possession of premises within One month after the acceptance of their offer by SPMG. The premise has to be painted & should be in habitable condition while taking over the possession.
- 11- Rent agreement (lease deed) will be executed with the Owner only & Rent will be paid to respective owner. The rent would be payable from the date of actual possession of the hired property.
- 12- The lease can be extended further for another 02-03 years of the hired property subject to approval of competent authority, on the same monthly rent and terms & conditions OR mutually agreed by both parties.

- 13- Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the rent period. The water bill shall be paid by SPMG on actual basis on submission of original water bill for the space/property provided.
- 14- Electricity :
  - a) The building should have sufficient electrical / power load sanctioned and made available to SPMG.
  - b) If required, additional electric power will have to be arranged by the selected bidder at his cost from the energy suppliers.
  - c) The owner shall provide electricity sub-meter at its own cost to SPMG.
  - d) Electricity charges shall be paid to the owner by SPMG as per actual on submission of original bill.
- 15- In case space provided in floors, lift will be available/provided in the premises by owner and at its own cost owner will do the annual maintenance of lift.
- 16- There should not be any water logging inside the premises and surrounding areas.
- 17- Addition & alteration works: During the period of tenancy, if SPMG desires to carry out any temporary addition & alterations works at its own cost as per their requirement, the owner will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority.
- 18- The premises shall be preferably freehold (approved by MDDA). Only registered Firms/individuals having registry on their name need to apply. They have to submit the proof of registration along with copy of their PAN card issued by Income Tax Department along with their bid. The bidder should also submit the ITR of the last two (2) financial years in the technical bid.
- 19- All columns of the bid forms must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory. Any over writing or use of white ink is to be duly initiated by the authorized signatory. SPMG reserves the right to reject the incomplete bids or in case where information submitted / furnished is found incorrect.
- 20- In case the space in the bid document is found insufficient, the bidders may attach separate sheets.
- 21- There should not be any deviation in terms and conditions as have been stipulated in the bid documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the document, the vendor is required to attach a separate sheet marking "list of deviations"
- 22- House-tax/Property Tax shall be paid by the owner at their own cost to the government as applicable.
- 23- Canvassing in any form will disqualify the bidder.
- 24- Building offered must be free from all encumbrances, claims and legal disputes etc. In this regard, the bidder should submit an oath letter on a notarized stamp paper of Rs. 100/- value.
- 25- Documentary proof of ownership of building, payment of all taxes, duties, dues etc. must be submitted along with the technical bid. No additional document should be considered after bid submission.
- 26- The agreement with the successful bidder may be terminated by either SPMG or the owner by giving 3 month's notice period.
- 27- SPMG will not be responsible for any damage to the property resulting due to any natural/man-made disaster. The repair and maintenance cost caused due to the same shall be borne by the building owner.
- 28- The premises offered by bidder shall be leakage proof and the building should be a safe & secure structure.

- 29- If the furnishing/partition of the space shall be done by SPMG at their own cost, the assets installed/deployed by SPMG shall be the property of SPMG only and the same shall be taken by them while at the termination of the agreement. Any support required during the fitments will be provided by the owner.
- 30- The bidders are required to submit their offer in two parts (Technical & Financial Bid) separately in sealed envelope. The bidders should note that they are not required to disclose their quoted price in the first part of Technical Bid. The first part i.e. Technical Bid shall consist of tender fee, EMD, tender document issued to them along with copy of all requisite documents and whereas the second part i.e. Financial Bid will contain their offer rates only.
- 31- The sealed envelope of Technical bid and Financial bid should be submitted in one sealed big envelope which superscripted **“RFP for providing Office Space to SPMG, Namami Gange at Dehradun”** addressed to **Program Director, State Program Management Group, Namami Gange Uttarakhand**, 105 (545/941) Rajpur Road, Near RTO office, Dehradun - 248001, India.
- 32- SPMG reserves the right to accept or reject any or all the bids or cancel the bidding process without assigning any reason thereof at any time.

Date:

Place:

**Signature of the Authorized Signatory/Bidder**

Name of Signatory/Bidder:

Address:

Contact No.

**Hiring of Office Space for  
State Program Management Group,  
Namami Gange, Dehradun**

<b>FORM – 1 Technical Bid</b>		
<b>A</b>	<b>Tender Fees/EMD Details</b>	
	1	<b>Tender Fees Details</b> Demand Draft Amount Demand Draft No. & Date Name of the Bank
	2	<b>EMD Details</b> Fixed Deposit Receipt (FDR) Amount FDR No. & Date Name of the Bank
<b>B</b>	<b>Bidder's Description</b>	
<b>1.</b>	<b>Details of Owner/Firm/Proprietor/Agency</b>	
	1.1	Name of Owner/Firm/Proprietor/Company
	1.2	Address of Owner/Firm/Proprietor/Company
	1.3	Contact details of Owner/Firm/Proprietor/ Company  Contact Number Telephone No. Mobile No. Email ID
<b>2.</b>	<b>Details of Location &amp; Address of Office space offer</b>	
	2.1	Address of office space
	2.2	Landmark of office space/Main Road
	2.3	Distance from Uttarakhand Secretariat
	2.4	Attach layout drawings of the office premises



<b>3.</b>	<b>Attached infrastructure and amenities of the office space offer (if any)</b>	
	3.1	Total available space in Sq. ft.
	3.2	No. of rooms/cabins with toilets
	3.3	No. of rooms/cabins without toilets
	3.4	No. of general toilets
	3.5	Is pantry available (Yes/No)
	3.6	Is there lift facility available
	3.7	Is there car parking facilities and how much car parking capacity
	3.8	Is there electricity connection allotted (Kilowatt)
	3.9	Is the office having regular water supply/how much liter water available per day?
	3.10	Is there power backup facility available e.g. Diesel Generator/ Inverters/ Solar system etc. and how much capacity?
	3.11	Year of Construction/ Last maintenance done
	3.12	Additional infrastructure /Amenities if any
	3.13	Additional information (if bidder wants to provide)

**Signature of the authorized Signatory**

Name of Signatory:

Address:

Contact No.

## Hiring of Office Space for State Program Management Group, Namami Gange, Dehradun

### FINANCIAL BID – FORMAT OF BID

The format of bid given below is only to calculate the bid price for office rent per month per Sqft. and is only for the financial evaluation purpose to determine the L1 bidder. The actual payment for the total contract duration will be made as per the space required/selected by the SPMG and rates quoted by the qualified bidder.

S. No	Item Description	Period in Months	Total offered covered area (Sqft)	Rates per Sqft per month excluding GST (INR)	Total Monthly Rent (INR)
1	A	B	C	D	E=C*D
	Providing office space in Dehradun City (Within 05 kms radius from Uttarakhand Secretariat, Dehradun) on rent for State Program Management Group (SPMG) having approx area 6000-7000 sqft with electricity, water supply and parking facility. Refer details in terms and conditions enclosed as Annexure-A of bid document.	Initially for 11 months		Rs. .... Per Sqft	
	Total				
Total Amount in words:					

The financial evaluation of bids will be based on the per Sqft per month rent excluding GST (which shall be paid extra as per the prevailing rates of Govt. of India).

We agree to provide the above services in accordance with the Terms & conditions enclosed as per Annexure-A of bid document and as per the rates quoted by us in the Invitation for Bids.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Date:

Place:

**Signature & Seal of  
Authorized Person**

**Letter of Acceptance**

To:

M/s

.....  
 .....

Dear Sirs,

Sub: .....

Ref : Your bid no..... dated .....

1. Your bid no..... dated.....for providing **OFFICE SPACE IN DEHRADUN CITY (WITHIN 05 KMS RADIUS FROM UTTARAKHAND SECRETARIAT, DEHRADUN) ON RENT IN DEHRADUN, UTTARAKHAND** has been accepted for the following has been approved. You are requested to kindly submit your acceptance within 5 days from the receipt of this letter of acceptance.

S. No	Item Description	Period in Months	Total offered covered area (Sqft)	Rates per Sqft per month excluding GST (INR)	Total Monthly Rent (INR)
1	A	B	C	D	E=C*D
	Providing office space in Dehradun City (Within 05 kms radius from Uttarakhand Secretariat, Dehradun) on rent for State Program Management Group (SPMG) having approx area 6000-7000 sqft with electricity, water supply and parking facility. Refer details in terms and conditions enclosed as Annexure-A of bid document.	Initially for 11 months		Rs. .... Per Sqft	
	<b>Total*</b>				

Note: GST shall be paid extra as per the prevailing rates of Govt. of India.

2. Other terms and conditions are as attached with this letter as per Annexure-A of bid document.

**(Purchaser)**

Date:

Place:

Name: .....

Designation:.....

## **FORMAT FOR AFFIDAVIT FOR CORRECTNESS OF BID**

(To be given by the Bidder on non-judicial Stamp Paper of Rs. 100/-)

I..... S/o ....., Resident of the  
..... (Insert designation) of the .....  
(Insert name of the Bidder), do solemnly affirm and state as under:

1. That I am the authorized signatory of .....(insert name of company) (hereinafter referred to as “Bidder”) and I am duly authorized by the Board of Directors of the Bidder to swear and depose this Affidavit on behalf of the bidder.
2. That I have submitted information with respect to our eligibility for the “..... (hereinafter referred to as “Project”) and I further state that all the said information submitted by us is accurate, true and correct and is based on our records available with us.
3. That I hereby affirm to furnish any information, which may be requested by Authority to verify our credentials/information provided by us under this Bid and as may be deemed necessary by Authority.
4. That if any point of time till the completion of all the contractual obligations, in case Authority requests any further/additional information regarding our financial and/or technical capabilities, or any other relevant information, I shall promptly and immediately make available such information accurately and correctly to the satisfaction of Authority.
5. That I fully acknowledge and understand that furnishing of any false or misleading information by us in Bid shall entitle us to be disqualified from the tendering process for the said Project. The costs and risks for such disqualification shall be entirely borne by us.
6. That, we fully acknowledge and understand that in case any false or misleading information, as furnished by us in our Bid, is found at a later stage after the signing of the Contract Agreement amongst Authority and ..... (Insert name of organization), it shall entitle SPMG to terminate the said signed Contract Agreement between the Parties. The costs and risks for such termination shall be entirely borne by us.
7. That all the terms and conditions of the Bid Document have been duly complied with.

### **VERIFICATION:**

I, the above named deponent, do verify that the contents of points 1 to 7 of this affidavit are true and correct to my knowledge. No part of it is false and nothing material has been concealed.

Verified at ....., on this ..... day of....., 2023.

### Checklist for Technical Bid

S. No.	Particulars	Yes/No	If Yes, Page No.
1	Bid Document Fees		
2	Bid Security/EMD		
3	Affidavit of Correctness of Bid on Rs. 100/- stamp paper		
4	Power of Attorney (If applicable)		
5	Copy of PAN CARD issued by income tax department with copy of income tax returns for the last two FY		
6	Copy of GST Registration Certificate		
7	Copy of Registry Document		
8	Copy of Self Declaration regarding ownership of property.		
9	Copy of Mutation Document (If applicable)		
10	Copy of Aadhar Card		
11	Oath letter for No-Litigation		
12	Copy of last paid electricity/water/other bills		
13	Copy of last paid property tax bill.		
14	Copy of MDDA approved plan of property		
15	Latest 4-5 photographs of property (inside/outside)		
16	Any other relevant document		

Note: All the supporting documents should be self-attested by the bidder in the Technical Bid.