



Bihar Medical Services & Infrastructure Corporation Limited

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www.bmsicl.gov.in

Short term notice inviting offer for hiring of office space at Patna

Reference No.: - BMSIC/office space/2013

Sealed offers are invited from Bihar Medical Services and Infrastructure Corporation Limited (BMSICL) Patna, for hiring of office space (minimum 4 rooms) having total built up area of around 1200-1500 sq. ft. within the periphery of 5km of BMSICL Head quarter on monthly rental basis.

The place should be suitable for use as office. The office premises should be well connected by public transport. Finalisation of rent, based on location and quality of construction and other amenities provided.

Interested persons can obtain the terms and conditions of the offer, Performa for offer letter, requirement of technical and financial bid documents from the BMSICL website (www.bmsicl.gov.in). Last date of submission of offer is 15/10/2013. Technical document will be opened on 18/10/2013 at 12:30 p.m.

The offers should be submitted in the office addressed to the **Managing Director, BMSICL, 5th floor, Biscomaun Bhawan, Gandhi Maidan, Patna-1, Bihar**, in a single sealed envelope marked "Short term notice inviting offer for hiring of office space at Patna Reference No. BMSIC/office space/2013" containing two separate sealed envelopes for technical bid and financial bid each envelope marked clearly as "Technical Bid for hiring of office space" and "Financial bid (Monthly rent) for hiring of office space". Technical Bid will be opened first; those cancelled in the first stage will not be opened.

Managing Director

OFFER DOCUMENT [Terms & Conditions]

The BMSICL intends to hire an office space on monthly rent at Patna having total built up area of around 1200-1500 sq. ft. within the periphery of 5km of BMSICL Head quarter on following terms and conditions.

A. Terms & conditions:-

The premises having following minimum amenities/facilities.

1. The place offered should be complete and suitable for use as office.
2. The premises offered should have construction approvals/clearances from all central/state Government Department as may be necessary by the local authorities and should be legally free from all encumbrances.
3. The office premises should be well connected by public transport.
4. There should be adequate natural lighting in the office premises.
5. There should be provision of service water system along with sufficient water for toilets, wash basin and other cleaning purposes etc.
6. There should be adequate cross ventilation.
7. The office premises should have suitable power supply.
8. Sufficient parking space should be available for minimum 1(one) four wheeler in the office premises.
9. All premises services such as Power supply, Plumbing, Sewerage system, shall be fully operational at the time of submission of offer.
10. Wall, ceiling and floor should be damp proof.
11. All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Department.
12. The BMSICL shall pay all charges in respect of electric power, light used on the said premises. A separate meter should be installed in office premises.
13. Routine replacement of electrical/plumbing fittings like bulbs, tubes and other consumables will be done by the Department.
14. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within fifteen days of acceptance of their offer by the Hiring committee.
15. No Earnest Money Deposit will be given by the Department to the owner offering the premises.
16. The Department at any time during the rent period may make temporary alterations like office fixtures and fittings to suit the requirement.
17. The Department reserves the rights to amend any/all terms and conditions, as it deems necessary.
18. Offer may be terminated by Managing Director, BMSICL at any stage with or without assigning any reason in 30 days advance.
19. Annual increment of rent may be mentioned by the bidder if any.
20. Any other terms and conditions can be mentioned if necessary by the bidder.
21. Lay out of premises with exact location and address.
22. Monthly rent should be quoted on lump-sum basis for the entire area in the format given in Annexure-B (Financial Bid).

23. All offer documents, Annexure and related documents should be self attested in all pages and should be serially numbered.
- B. The intending parties should send their sealed offers addressed to the Managing Director, BMSICL, 5th floor, Biscomaun Bhawan, Gandhi Maidan, Patna-1, Bihar. The offer is submitted in two parts – Technical Bid and Financial Bid (Monthly Rent). The Technical and Financial bid proforma have been placed as Annexure-A and B respectively to this offer document.
- C. Following documents are essential and must be submitted as part of Technical document:-
1. Offer letter (duly signed and stamped)
 2. The Offer document (duly signed and stamped on each page) in token of acceptance of Terms & Conditions mentioned herein.
 3. Technical Bid in Annexure 'A' (duly signed and stamped on each page)
 4. Other documents as detailed in the Technical Bid i.e. Annexure-A (duly signed and stamped on each page)
- D. The opening of Financial Bid (Monthly rent) shall be done at later date. The financial bids of only those offers will be opened which are shortlisted after assessing the suitability of the accommodation, terms and conditions offered.
- E. For all enquiries, the interested bidder may contact with concerned officer Mr. Shamsur on 09471006248 during office hour (9:30 AM to 6 PM) on all working days.

OFFER LETTER

To,

The Managing Director,

Bihar Medical Services and Infrastructure Corporation Limited

Biscomaun Bhawan, Patna

Subject: Hiring of Office space at Patna.

Reference: Your offer reference no. BMSIC/office space/2013

Sir,

With reference to your short term notice calling for offers for hiring of office space at Patna, I/we hereby submit my/our offer as follows:

- a. Technical Bid – Annexure A (in separate sealed envelope along with other documents)
- b. Financial Bid - Annexure B (in separate sealed envelope)

The two sealed envelopes containing technical bids and financial bids referred to above have been put in main envelope as required.

I hereby undertake to abide by various terms and conditions contained in your notice inviting offer for hiring office space. (Copy, duly signed enclosed).

I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Date:

Yours sincerely

Signature and stamp of the owner/parties/authorized signatory with complete name, Address, Contact no. (s) Including Mobile No(s). (Also indicate the category in which signing, whether on his own behalf or as Power of Attorney/ Authorized Signatory of the owner)

TECHNICAL BID (Annexure - A)

(Attach extra sheets, if required, which should also be signed)

Sl. No.	Particulars	Detail(Please tick/fill up with relevant answers, wherever required)
1.	Name of the person/party submitting the bid (hereinafter referred to as the bidder)	
2.	Name of the person/party holding title to the property (hereinafter referred to as the owner)	
3.	Status of owner (Individual/Partnership/Any other (Specify))	
4.	Whether the bidder is himself the owner of property offered on rent or Power of Attorney/duly Authorized signatory of owner (Specify clearly)	
5.	Contact details of the bidder (Name, complete postal address, mobile no.	
6.	Contact details of the owner (if different from bidder)	
7.	Details of the property offered	
7.01	Location & Address of the property	
7.02	Whether it is an independent property for exclusive use by BMSICL without sharing with any other user, if yes, give details	
7.03	Total Plot area of the property where office space is offered (complete land area including open spaces, constructed area within the boundary of property offered on rent) (in sq. ft.)	
7.04	Approximate distance of the property from BMSICL Hq	
7.05	Whether the property is physically vacant and available for possession	
7.06	Parking space for car/vehicles available.	
7.07	Whether suitable power supply for commercial operations is available	
8.	Have you enclosed following documents along with this offer	
8.01	If bidding as Power of Attorney of owner, copy of duly constituted Power of Attorney. If bidding as authorized signatory of company/partnership firm, copy of requisite Board Resolution/Authority Letter, etc.	
9.	Any other relevant documents (Please specify)	

Enclose documents wherever required.

Financial Bid (Annexure – B)

1. Name of the party/owner:-
2. Address (with Telephone no. & fax no.)
3. Attested copy of Pan card

Name & Address of the proprietor/Landowner (with mobile no.)	Name& Address of the office premises	Total area offered (in sq. ft.)	Monthly rent quoted for the total area (excluding electricity bill)