
National E-Governance Services Limited

Tender No NeSL/Admin/2021/01 dated 6th September, 2021

NeSL invites sealed offers for Office premises on Rent

Prospective bidders may download the Tender Document from NeSL website www.nesl.co.in. Bidders are advised to go through the scope and Terms & Conditions given in this document and submit duly filled bids as per the schedule.

TENDER SCHEDULE

Tender No: NESL/Admin/2021/01

Name Of the Organization	National E-Governance Services Limited, Bengaluru
Description of Tender	“Tender for Hiring of Office Premise on rent of approximately 8400 square feet around/near MG Road area in Bengaluru”
Date of Release of Tender	6 th September, 2021
Last Date and Time of receiving pre-bid vendor queries in writing	13 th September, 2021
Date of Pre-bid Meeting	16 th September, 2021
Last date of Submission of bids	23 rd September, 2021 15:00 Hrs
Date of Opening of qualifying bids	23 rd September, 2021 16:00 Hrs
Place of pre-bid meeting and opening of technical bids	National e-Governance Services Limited Administrative Office [Bengaluru] #003A, Ground Floor “The Estate” Building, 121 Dickenson Road Bengaluru – 560 042
Schedule for site visit	Will be informed later

*National E-Governance Services Limited
Administrative Office [Bengaluru]
#003A, Ground Floor
"The Estate" Building, 121
Dickenson Road
Bengaluru – 560 042
www.nesl.co.in*

SECTION I: INVITATION FOR BIDS (IFB)

1. Background

National E-Governance Services Limited (NeSL) is India's first Information Utility and is registered with the Insolvency and Bankruptcy Board of India (IBBI) under the provisions of the Insolvency and Bankruptcy Code, 2016 (IBC). Further details about NeSL can be obtained from the website, www.nesl.co.in.

Scope

NeSL invites sealed proposals from eligible bidders for a suitable office premises on lease, approximately about 8400 sqft, in and around MG Road Metro station within the radius of 2 Kms. It should also have proximity to Metro Station, and preferably be within the range of 500 Meters, and compliant with other terms and conditions stipulated in this document.

2. Contact information:

National E-Governance Services Limited
Administrative Office [Bengaluru]
#003A, Ground Floor
"The Estate" Building, 121
Dickenson Road
Bengaluru – 560 042
Telephone - 080 -25128100
www.nesl.co.in

3. Two bid System:

The two-bid system (technical/commercial) will be followed for this tender. The bidders must submit their technical bid and commercial bid in two **separate** sealed envelopes, as explained below:

Section 1:

- **Envelope No. 1: "Technical Bid"**

Envelope No 1 shall have **contents**, enumerated from SI 1 to 13 duly numbered for identification:

1. Covering letter, duly signed by legal owner of the offered premises or holder of valid Power of Attorney issued by the legal owner, as per format given in **Annexure – A**.
2. In case the bid is from a firm/company, Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation of firm, as applicable. The members of the Board of Directors of the company shall not be in the defaulters list maintained by MCA.
3. Copies of PAN / TAN- GST registration certificate as applicable.
4. Copies of documents issued by competent authority - occupancy certificate, registered khata certificate, title deed, approved plan, approved building plan, if any.
5. Layout, drawing of the premises offered, showing the area measurements of the premises offered along with the measurements of built-up area and carpet area certified by registered architect.
6. The proposed layout plan should be accompanied by **Annexure B** duly filled.
7. Checklist in **SECTION- V: Format of Technical Bid Document** duly filled up for bidders response
8. The copy of latest electricity bill pertaining to the property offered.
9. Details of firefighting & safety equipment, water sprinklers, smoke detectors etc and copies of Fire NOC certificate issued by competent authority
10. Bank account details and the details, information pertaining to hypothecation or encumbrance or third-party charge – if any, on the premises offered.
11. In case of bid by a firm, the self-certified copies of audited balance sheets or the certificate/s from a Chartered Accountant for the financial years 2019- 2020 and 2020-2021, indicating the annual sales turnover of the bidder. In case of bid by an individual, the self-certified copies of IT return for the financial years 2018- 2019 and 2019- 2020.
12. If the premises offered is within the jurisdiction of either a co-operative society, complex, IT Park or similar entity, a No Objection Certificate from the competent authority to the effect that they have no objection in giving the premises on Leave & License.
13. Other documents necessary in support of eligibility criteria etc.

Note: NeSL reserves the right to reject the bid without assigning any reason, if any of the above listed document/s is not submitted.

Under no circumstances should the price information be disclosed before commercial evaluation. The bidder is required to follow the system of separate covers strictly failing which the concerned bidder will be disqualified.

Section 2:

- **Envelope 2: “Commercial Bid” shall contain:**

The Commercial Bid completed in all respects as per format given at Section – VI only, with proper seal and signature of authorised person with name, designation and contact no.

4. Submission of Bids:

Both the Technical bid and Commercial bid should be addressed to:

The MD & CEO,
National e-Governance Services Limited
Administrative Office [Bengaluru]
#003A, Ground Floor
“The Estate” Building, 121
Dickenson Road
Bengaluru – 560042

5. Date of submission of bids and opening of the Technical bids

Last date for submission of bids is **23rd September, 2021** up to **1500 Hrs** at:

National e-Governance Services Limited
Bengaluru – 560 042

Technical bids will be opened on **23rd September, 2021, 1600 Hrs** at:

National e-Governance Services Limited
Bengaluru – 560 042

- NeSL shall not be responsible for any postal delays or any other reason for not submitting the tender application in the specified time.
- The representatives (maximum two) of bidders are welcome to attend the opening of the bids along with the authorization.
- In case bidder requires any clarifications / information they may contact NeSL address given in Clause 2 of Section I.

Note: Please submit Technical and Commercial bids in separate covers clearly indicating “Technical” / “Commercial” as the case may be and both have to be inserted in a single envelope/cover. Both technical and commercial bids have to be submitted at the same time. Please do not submit "Commercial Bid" (prices quoted) in the technical bid folder. If the price quoted is submitted with technical bid folder the bid will be rejected.

6. Opening of commercial bids

The commercial bids of the technically qualified bidders shall be opened only at the stipulated time and as per the “TENDER SCHEDULE” in page number 1.

The authorized representative of bidders present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the commercial bid opening and shall also submit a copy of the valid authorisation letter along with proof of identity.

The bidder's name, bid prices, discounts and other appropriate details will be announced at the time of the opening of the commercial bids.

(END OF SECTION I)

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. Agreement & Payment

The Leave & License agreement will be executed between NeSL & Owner (or holder of valid Power of Attorney).

The Leave & License fees shall be released by:

National e-Governance Services Limited
Bengaluru – 560 042

2. Eligibility Criteria:

The bidder must comply with each of the following eligibility criterion stipulated below, in order to qualify for further processing of bid:

- i. The bidder must submit the applicable documents listed at para 3 Section – I above, along with the technical bid.
- ii. Only the owners / valid lease holders / holders of PoA are eligible to submit the bid. The offers through the agents/brokers/intermediaries will be summarily rejected.
- iii. The property offered should preferably be in and around MG Road within the radius of 2 Kms. It should also have proximity to Metro Station, within the range of 500 Meters, and be as per terms and conditions stipulated in this document.
- iv. The premises offered must be officially allowed for commercial / institutional use. Evidence of appropriate approvals for commercial/ institutional use of the property must be submitted with Technical Bid [refer check list in Section V Format of the technical bid]
- v. The carpet area of the offered premises must be around 8400 sq. ft. and should follow the specifications under Annexure-B. NeSL reserves the right to increase/decrease the area to be taken on License, to the tune of 15% of the area stipulated in this document.
- vi. The property must comply with the scope and other requirements stipulated in **Section – IV** of this document.
- vii. Submit separate Layout plan adhering to the requirement as mentioned in Annexure- B along with Annexure B duly filled up as a part of the technical bid [Cover 1].
- viii. The entire area offered should preferably on the same floor.

The bidders should submit an undertaking to the effect that no commission or any other service charges will be payable by NeSL to the agent /broker/ middleman, in case the offer is accepted. **(Annexure – A)**.
- ix. The bidder must submit the offer in the prescribed format given at Section – V in Cover 1 [Technical Bid] adhering to the terms and conditions in Section IV.
- x. The bidder must not be blacklisted by NeSL or any Government organization or a Municipal Authority, as on the date of submission of bid. A certificate or undertaking to this effect must be submitted. **(Annexure – A)**.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. NeSL reserves the right to reject any bid, without assigning any reason, if the bids fail to fulfil the eligibility criteria.

3. Right to Amendments:

- i. NeSL reserves the right to modify the tender documents, prior to the deadline for submission of bids, for any reason, whether on its own initiative or in response to a clarification request by a prospective bidder.
- ii. The amendments to the tender documents, if any, will be published in the NeSL website <http://www.nesl.co.in/tenders>. The amendments/ modifications will be binding on the bidders. Bidders are requested to keep track of updates to the tender in our website.
- iii. NeSL at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

4. Preparation of Bids

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case any corrections, overwriting, erasure or postscripts have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents. However, bidder shall not be entitled to amend/ add/ delete/ correct the clauses mentioned in the entire tender document. In case of discrepancies and/ or calculation errors, if any, the lower unit prices and amounts shall only be considered for comparison of bids.

5. Period of validity of bids

- i. Bids shall be valid for minimum 90 days from the date of submission. A bid valid for a shorter period shall stand rejected.
- ii. NeSL may ask for the bidder's consent to extend the period of validity of the bid on same terms and conditions. Such request and the response shall be made in writing only. The bidder is free not to accept such request. A bidder agreeing to the request for extension will not be permitted to modify the bid.

6. Submission of Bids

The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. Any conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

7. Amending the Bid Submitted:

After submission of bid but before the last date and time of submission of bids, the bidder may opt for replacing the bid already submitted or withdrawing the bid. No requests for withdrawal of bid or amendment/modifications sought to be made to the bid shall be entertained by NeSL post the last date and time of submission of bids.

8. Late Bids

Any bid received by NeSL after the deadline for submission of bids, will not be accepted. NeSL shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

9. Bid Opening & Evaluation of Bids

- i. The bids will be examined based on eligibility criteria stipulated at Para 2 of Section – II to shortlist the eligible bidders.
- ii. The bids shall be evaluated by the duly constituted Bid Evaluation Committee, henceforth referred to as BEC. The BEC shall also be empowered to take appropriate decisions on minor deviations, if any. During the process of evaluation, NeSL may send queries to bidders seeking clarifications / documents, if required. However, the bidders will not be permitted to make any changes in the bid leading to changes in the prices quoted by them. The BEC of NeSL may visit the site for inspection/evaluation of the property of the bidders whose technical bid is found to meet the eligibility criteria stipulated at Para 2 of Section – II. The date and time of the site visit will be decided with mutual consent.
- iii. NeSL reserves the right to evaluate and / or qualify the bid on the basis of overall suitability of the offered property for the use by NeSL. Bidder cannot claim qualification of bid on the basis of meeting the eligibility criteria alone.
- iv. NeSL reserves the right to reject any bid after evaluation and /or qualification, in case of deviations observed in the bid and actual site conditions/ details.
- v. The bidders whose bids are qualified and accepted will be informed about the date and time of opening of their commercial bids by email/RPAD, etc.
- vi. The qualified bidder's name, bid prices, discounts and such other details considered as appropriate by NeSL, will be announced at the time of opening of the commercial bids.

10. Comparison of Bids

Only qualified and accepted bids, as recommended by BEC shall be considered for commercial comparison. NeSL has the sole right and discretion to reject any bid without assigning any reasons for the same

The charges quoted (excluding GST) as per Table -1 of Price Bid format, Section – VI only will be considered for evaluation and comparison of bids.

11. Award of Contract

- i. NeSL reserves the right to sign Leave & License agreement with the eligible bidder whose bid is determined most suitable. However, NeSL reserves the right and has sole discretion to reject the lowest evaluated bid. NeSL is under no obligation to accept a bid solely on the grounds that it is the lowest evaluated bid. NeSL reserves the right to evaluate the suitability of a bid and determine whether to accept or reject the same.

- ii. If more than one bidder happens to quote the same lowest price, NeSL reserves the right to decide the criteria and further process for awarding the contract, decision of NeSL shall be final for awarding the contract.

12. NeSL's Right to amend / cancel

- i. NeSL reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, technical specifications etc.
- ii. If, for any unforeseen reasons, NeSL is required to change the scope of supply, including change in quantity, this change shall be acceptable to the bidder without change in the unit price quoted. However, this change in scope will not be beyond +/- 20% in the tendered quantity.
- iii. NeSL reserves the right to cancel the entire tender without assigning any reasons there for.

13. Corrupt or Fraudulent Practices

- i. It is expected that the bidders who wish to bid for this project have highest standards of ethics.
- ii. NeSL will reject a bid if it determines that the bidder recommended for award has directly or indirectly engaged in corrupt, fraudulent, collusive or coercive practices while competing for this contract;
- iii. NeSL may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has directly or indirectly engaged in corrupt, fraudulent, collusive or coercive practices during the award / execution of contract.

14. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clauses by MD & CEO, NeSL shall be final and binding on all parties.

(END OF SECTION II)

SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices

1.1 The charges quoted shall be considered firm and no escalation will be permitted.

1.2 The offer must be in INR only.

1.3 NeSL offers 6 months refundable security deposit equivalent of six months of Leave & License fee, as per the latest Model Tenancy Act, 2021 and bidder quoting for higher deposit may not be considered.

Disbursement schedule:

A) Two months L &L at the time of signing the agreement

B) Four months L & L on occupation of premises

1.4 The applicable rates of taxes, duties etc, must be quoted separately.

1.5 The property tax, water tax etc levied by Local Govt. Central Govt. and maintenance of common area are to be borne by the Owner.

2. Leave & License:

The offer should provide for leasing the premises on “Leave & License” basis for a term of 60 months with a lock-in period of 60 months. In case of any event to pre-close the Leave & License before the expiry of lock-in period NESL shall compensate the license fees (monthly rent) to the owner to an extent of unexpired period or 8 months rental charges whichever is lower. In case of lessor desires to foreclose the lease agreement before the expiry of the term the compensation shall be similar to the lessee/NeSL.

3. Payments:

The monthly leave & license fees, maintenance charges, charges towards using back-up power (DG Set) and parking charges (if any) will be paid on monthly basis. The Leaser should submit the monthly GST invoices, along with the supporting documents, at the end of every month. NeSL will pay the leave & license charges within 7 days of submission of invoices.

Payments shall be made by NeSL as per the terms and conditions of the agreement to be executed between NeSL and the owner of the property. The Tax at Source (TDS) will be deducted as applicable.

4. Jurisdiction:

The disputes, legal matters, court matters, if any shall be subject to Bengaluru jurisdiction only.

5. Arbitration:

All disputes/claims of any kind arising shall be referred by either party (NeSL or the bidder), after issuance of 30 days’ notice in writing to the other party clearly mentioning the nature of

dispute, to the Sole Arbitrator appointed by NeSL. The arbitration proceedings shall be conducted in English and as per the provisions of Indian Arbitration and Conciliation Act, 1996, the Rules thereunder and any amendments made thereto from time to time. The decision of the Arbitrator shall be final and binding on both the parties. The place of arbitration and courts for any disputes will be within the jurisdiction of Bengaluru.

6. Indemnity:

Selected bidder shall save and indemnify and hold harmless NeSL from any third-party, Govt. Claims, losses penalties, if any, arising in connection with this document and/or agreement.

7. Assignment:

Selected bidder/ Party shall not assign, delegate or otherwise deal with any of its rights or obligation under this document without the prior written permission of NeSL.

8. Severability:

If any provision of this document is determined to be invalid or unenforceable, it will be deemed to be modified to the minimum extent necessary to be valid and enforceable. If it cannot be so modified, it will be deleted and the deletion will not affect the validity or enforceability of any other provision.

(END OF SECTION III)

SECTION IV – SPECIFICATIONS AND SCOPE

A: General Terms and Conditions:

1. The area offered should be preferably on a single floor.
2. If the property offered is in a multi-storey building, at least 2 lifts with appropriate capacity should be available.
3. Carpet area as per approved plan/layout/commencement certificate/completion certificate issued by competent municipal authority will only be considered for evaluation of bids.
4. The bidder should share the complete Network, Telephone and Electrical detailed floor plan.
5. Submit separate layout plan adhering to the requirement as mentioned in Annexure- B
6. Adequate space for parking should be available to park about 8 cars and 50 two wheelers.
7. The accommodation should have the sufficient sanctioned power from Electricity Authorities and a provision for 24 hours electricity supply as per the requirement of NeSL. The approximate power requirement for the server room will be 40KVA. The bidder should factor power requirement for the entire facility for other amenities like AC/Lighting etc in addition to 40KVA. A separate electric meter should be provided for NeSL.
8. The accommodation should have provision for 24 hours water supply including drinking and utility facilities.
9. There should be sufficient arrangement (not less than 8) for public utilities (Toilets, etc) for men and women, i.e., 4 each separately.
10. The entire inner wall shall be painted and there should be no disfigurement due to removal of gadgets/fittings etc
11. The successful bidder will be responsible for the upkeep and maintenance of all the fixtures and furniture during the entire lease period
12. NeSL reserves the Right to make any reasonable alterations for partition, for installing gadgets etc

B: Bill of Quantities and Specifications: Refer Annexure B specification of layout

(End of Section -IV)

SECTION- V: Format of Technical Bid Document

Description of property offered on Leave & License basis to NeSL:

Sr. No	Description	Bidder's Response
1.	Details of the legal owner of the property: a) Name: b) Address (office & residence): c) Telephone & Mobile No.: d) e) E-mail ID: f) PAN no. & TAN No. (copies to be enclosed)	Age of the property, ceiling height.
2	Age of the property, ceiling height	
2	Whether the bid is submitted by the legal owner of the property or by the holder of Power of Attorney (PoA) ?	Owner / PoA Holder
3	Name & contact details of bidder – if the bid is offered by other than the owner.	
4	a) Complete address with brief description and location of the property offered (like floor, residential/commercial, housing society, complex, IT park, etc.)	
5.	Distance in meters from Namma Metro Station and the station name	
6	Total area offered on Leave & License (LL) basis: in sq. Ft. (as per approved documents) i) Carpet area ii) built-up area ii) Covered or open terrace iii) Details of staircase. iv) Details of Lift/s v) Details of sanitation blocks vi) Lobby, passage etc	

	<p>vii) Number of workstations (just the space and not computer hardware)</p> <p>viii) Number of cabins</p> <p>ix) Number of conference rooms</p> <p>x) Number of toilets for gents</p> <p>xi) Number of toilets for ladies</p> <p>xii) number of chairs High back, Ergoteck or Featherlite or Godrej</p> <p>xii) place for signage</p> <p>xiii) tables and chair at cabins (numbers) brand</p> <p>xiv) number of conference tables and executive chairs in the conference room (High back, Ergoteck,or Featherlite or Godrej)</p> <p>xv) type of floor</p> <p>xvi) network and cabling for CC Camera within the office as per the requirement of NeSL, (one data and voice port for each seat)</p> <p>xvii) identified rooms for server, UPS and storeroom.</p>	
7.	Particulars of completion certificate. Enclose attested/self-certified copy of completion certificate issued by the competent authority.	
8.	Whether accommodation offered on L& L is free from hypothecation, litigation including disputes in regard to ownership, pending taxes/electricity bills, other dues etc. (Enclose copy of affidavit from the owner or Power of Attorney holder.)	
9.	Area of complementary (free of charges) parking area for a. Four wheelers – sq. ft. b. Two wheelers – sq. ft.	
10.	Additional area available (on a chargeable basis) in the premises for parking - either exclusive or common - for a. Four wheelers – sq. ft. b. Two wheelers – sq. ft.	
11.	Description of property: a. floor b. No of rooms, halls, etc. and their areas c. Whether there are any conditions for carrying out partitioning as per requirement of NESL. d. Whether modification in internal plan permitted	

12.	Number of lifts – for exclusive use of NeSL and for common use and their carrying capacity. Provide details of make, year of installation & status of working etc.	
13.	Details of Sanitation blocks – for exclusive use of NESL and for common use (with details of capacity of each toilet i.e., WCs, Urinals, Commodes and Wash Basin separately for men and women).	
14.	Source of running water, drinking and cleaning water	
15.	a) Whether electrical installations and fittings, power plugs, switches, luminaries etc., are provided or not. b) Whether the building has been provided with fans or not. (if yes, the number of fans floor wise c) Whether provisions for Air conditioner with power points available or not?	
16.	Whether the offered space is provided with office use furniture like – workstations, chairs, storage units, tray for CPU, tray for keyboards, number of I/Os , telephone sockets, etc	Do we need to provide specification of interiors to ensure quality,
17.	Seating capacity – No of persons	
	No of full height cabins, suitable for IT industry. (Please provide dimensional layout for Sr. No ... &)	
18.	i) Sanctioned electricity load: kW ii) Whether a separate energy meter is installed for offered area: iii) Details of location of electrical installations (power transformer, electrical panels, circuit breakers etc) and arrangements for their maintenance.	
19.	i) Details of power backup facilities- UPS and DG Set ii) Arrangements for regular repairs & maintenance of such 'Power Back Up' Facility.	
20.	Details of Fire Exit, Fire protection & Safety equipments / Mechanism along with particulars of Fire department certificate (copy of certificate to be enclosed).	
21.	Details of network installation	

	<ul style="list-style-type: none"> • Separate UPS Room. • Separate Server Room, Number of racks it can accommodate. • Room size of the server and UPS room • Number of LAN, Voice, UPS and RAW points per workstation, Cubicle, other locations (clearly specify) • Network, Voice and Electrical separate plans are included. • Number of redundant points planned per cubicle/ workstation, • Proper Cable dressing is done both for Network and Voice with proper schematic numbering (yes/no) • Are the network switches of Manageable type, how many L3 and L2 switches • Does the Switches support ACL and MAC binding (yes/no separately)? • Entry patch way for ISP circuit • Server Room is away from heat sources (e.g: kitchen, direct suns ray) vibrations (e.g: near to genset) • Possibility of water ingress • Dedicated A/C in the server room, if yes how many? Controlled via auto Switch over? • Provision for Centralized A/C ducts, how many inlets and outlets in the server and UPS rooms. • Dedicated earthing for the Server and UPS rooms. 	
22.	Layout plan drawing adhering to requirements under Annexure B	
23.	The period and time when the said accommodation could be made available for occupation after the approval by NeSL	
24.	Specify the L & L period (minimum five years) with provision of extension.	
25.	Sanctioned power and connected electrical load	

26.	DG set available. Details	
27.	Free Parking facility- minimum required, indicate Your numbers for same or higher number: 8 Cars minimum; indicate Your number for dedicated car parking	Covered, open , space between slots
	50 bikes minimum; indicate Your number for dedicated bike parking	Same as above
28.	The offered property must have a separate electricity connection and energy meter authorised by local power Distribution Company.	
29.	Any other salient aspect of the building, which the party may like to mention. Any litigation in respect of the property,	Ownership documents to be validated?

Confirm [Yes/ No] with remarks if any:

1. The premises offered should have a back-up power arrangement (min 250 kVA) preferably with auto start option on the event of a power failure. [Yes/ No]

Remarks if any:

2. The responsibility for payment of all kind taxes such as property tax, Municipal tax etc in connection with the property offered shall be of the Owner/Bidder and updated copies of all tax receipts should be attached with the bids. [Yes/ No] How do we ensure compliance in future-any BG to be taken

Remarks if any:

3. Sufficient accommodation for watch and ward staff should be available. The corridors, staircases etc. should be sufficiently wide - minimum 4ft. [Yes/ No]

Remarks if any:

4. Possession of the premises will be handed over to NeSL within 45 days from signing of the agreement and rent shall be payable from the date of handing over of premises, complete and

ready to occupy in all respects, to NeSL and as shall be stipulated under the lease agreement. [Yes/ No] provisions for default.

Remarks if any:

5. The premises offered should have adequate security cover (24 hours ??)and fire safety measures installed as per the statutory requirements [Yes/ No]

Remarks if any:

6. The space offered should be free from any encumbrances, claims, liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same. [Yes/ No]

Remarks if any:

7. Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities including Fire Department for use as office premises conforming to the local body Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the technical bid. Also, copies of approved plan of the premises offered should be submitted along with the technical Bid. [Yes/ No]

Remarks if any:

8. The offer only from owner of the property/ PoA holder will be acceptable. NeSL will not pay any brokerage for the offered property. [Yes/ No]

Remarks if any:

- 9 Separate Server and UPS rooms to be made available. Server room to have sufficient rack to house min 4 Nos of 42U racks, with sufficient man movement space for the cold and hot bays around the racks. [Yes/ No]

Remarks if any:

1. 10 Air-conditioning ducts part of central system at the server and UPS rooms should be so placed to prevent any water pilferage. [Yes/ No]

Remarks if any:

13. Separate Split Air-conditioning units on auto switch mechanism to be implemented in the server and UPS rooms so they can be used on occasions when the centralised Air-conditioning units is non-functional. [Yes/ No]

Remarks if any:

14. The Cabling in the server room should be properly dressed separately for network and voice with proper schematic numbering matching with their corresponding workstation points. [Yes/ No]

Remarks if any:

15. Proper/dedicated earthing to be made available for the Server and UPS rooms. [Yes/ No]

Remarks if any:

16. Details on Number of Network and Voice port's Per workstation and other areas. Network and Voice Floor Plan. with numbering at the switch and workstation end should be shared [Yes/ No]

Remarks if any:

17. Switches should be Manageable one's and the details of Layer 2, Layer 3 Switches to be shared and they should support MAC binding and support ACL. [Yes/ No]

Remarks if any:

18. Server room should have clear area earmarked for the Entry of ISP circuits. [Yes/ No]

Remarks if any:

19. Server room to be away from direct Sun's rays and have protection from any form of water ingress [Yes/ No]

Remarks if any:

Declaration:

- i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- ii) The necessary documents in support of the information given above have been enclosed.
- iii) I/We hereby declare that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the information given above is found to be false, I/We shall be liable to such consequences/lawful action as per the applicable Rules.

Signature:_____

Name:_____

Designation:_____

Note: Please submit necessary and sufficient documents in support of all eligibility requirements.

SECTION – VI: Format for Commercial Bid

Date: ...

To:

The MD & CEO
National e-Governance Services Limited
Administrative Office, #003A, Ground Floor
“The Estate” Building, 121
Dickenson Road
Bengaluru – 560 042

Subject: Submission of Commercial bid for offering premises on Leave & License Basis

Dear Sir,

In response to you RFP No. NeSL/.... Dated 20th August, 2021, we hereby submit our financial proposal for offering premises on Leave & License basis, on the terms and conditions given below:

I/We am/are the legal owner /PoA holder pertaining to property located at (full address of property offered).

The property is being offered along with the furniture/fixtures, electrical installation, UPS, DG Set, HVAC system type whether individual or central, brand etc, as detailed in the qualifying bid submitted by us in separate sealed cover. The L & L charges and other charges for said property shall be as given below.

Table 1: For Monthly Charges

Sl. No.	Brief Description of Property	Charges per sq.ft. – Rs.	Billable sq.ft.	Amount per month (Rs.)
1	Leave & License charges towards chargeable area of sq. ft. offered for exclusive possession and use of NESL including a).the carpet area as per documents approved by competent local/ municipal authority and b). area pertaining to sanitation blocks, lobby, staircase, ducts for lifts, terrace, other amenities etc) –per sq. ft. per month			
2	Charges towards maintenance of common area and common installations/amenities, on chargeable area of Sq. ft – (per sq. ft. per month)			
3	Total			

Table 2: For Incidental charges

Sr. No	Description	Charges – Rs.
1	Charges towards Four-wheeler parking area provided over & above the complementary area (if opted by NeSL) – per vehicle per month Covered or open, spacing etc?	
2	Charges towards Two-wheeler parking area provided over & above the complementary area (if opted by NeSL) – per vehicle per month	
3	Charges towards the electrical energy provided through the DG set installed by the bidder – per electrical unit (kWh)	
4	Any other charges	

Signature: _____

Name: _____

Designation: _____

(END OF SECTION –VI)

Annexure – A: Covering Letter

Date: DD/MM/YYYY

To:

The MD & CEO
National E-Governance Services Limited
Administrative Office, #003A, Ground Floor
“The Estate” Building, 121
Dickenson Road,
Bengaluru – 560 042

Subject: Submission of Proposal for offering premises on Leave and License basis

Ref: Tender No: NeSL/ dated

Dear Sir,

We, <<name of the undersigned Bidder), having read and examined in detail tender document No: NeSL/... do hereby submit our proposal comprising of Envelopes 1 and 2, as legal owner/PoA holder of offered premises.

We hereby declare that all the information and statements made in this bid are true and correct and we accept that any misinterpretation contained in it, may lead to our disqualification.

We hereby declare that, in the entire process of leasing of the said premises, no commission or service charges will be paid to any agent, broker or mediator.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our proposal valid for at least 90 days as stipulated in the tender document.

We also undertake that owner and/or PoA have not been blacklisted/banned/debarred due to non-performance by the buyer, by any Department/Office of the GoI or of any State Government, PSU, Autonomous Organization of GoI, in the last three years as on the date of submission of the bids and that there have been no regulatory actions initiated /pending against us as on the date of release of this RFP. We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents submitted to NeSL is true, accurate, verifiable and complete.

We understand that our Bid is binding on us and that you are not bound to accept a Bid you receive.
 Thanking you,
 Yours sincerely,

(Signature of the Owner/PoA holder)

Name:

Designation

Mobile #

Place:

Annexure – B: Specification of layout

The below has to be filled by the bidder and submitted as a part of the technical bid [Cover 1] along with the layout drawings

Particulars	Requirement		Response	
	Sft	Numbers	Sqft	Numbers
Space requirements for Cabins, etc refer below* [Exact requirement]	3440	as below	3440	As below
107 Workstations@ 25 sft	2675	107 [minimum]		
Ops room for 20 @20 sft	400	1	400	1
Ops room for 5	100	1	100	
Storage Room	100	1	100	1
Additional/ Free space 25% for pathway partion	1685	NA		
Total space -	8400			

Particulars	Sft/ Unit	Units	Total Area
MD & ED	200 Sft	2	400 Sft
Senior Management (C-suite levels/ Level 5)-7	100 Sft	8	800 Sft
Board room	400 Sft	1	400 Sft
Meeting Room-1	150 Sft	1	150 Sft

Meeting Room-2	250 Sft	1	250 Sft
Server Room	200 Sft	1	200 Sft
UPS Room	100 Sft	1	100 Sft
Reception	100 Sft	1	100 Sft
Pantry -1	100 Sft	1	100 Sft
Wash rooms-8	80 Sft		640 Sft
Record room-1	200 Sft	1	200 Sft
Printer-2	50 Sft	2	100 Sft
	Total		3440 Sft

(End of Document)