

RFP for Leasing- office space own by ITI Ltd in Scope Minar, Laxmi Nagar, Delhi.



ITI LIMITED

Scope Complex
Lodhi Road- New Delhi
Website: www.italtd.in

EOI / Tender No:XXXXXXX Dated – XX/09/2023

EOI / RFP for Leasing- office space own by ITI Ltd in Scope Minar, Laxmi Nagar, Delhi.

Invited By:

ITI Limited
Core-6, 1st Floor
SCOPE Complex
Lodhi Road
New Delhi-110003
Website: www.italtd.in

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Nandini Aggarwal

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Proposal in the form of EOI / RFP is requested in complete accordance with the documents/attachments as per following guidelines.

This is an EOI/RFP for Leasing- office Space owned by ITI Ltd in Scope Minar,Laxmi Nagar.EOI / RFP is hereby invited in two bid system from reputed , only reputed Govt/ PSU/ State Govt organizations, are eligible to participate in the bid.

Proposed lease of office Space only in the as-is-where-is' condition. However the bidder may visit the site to access the condition of office space before quoting the rates. No claim on account of lack of knowledge will be entertained later on. Financial bid shall be opened only of those bidders who qualify in Eligibility and Technical bid.

Proposer may refer instruction, proposed lease terms and submit proposals as per format. ITIL reserves itself the right to reject any of received proposals / offers. ITIL also reserve the right to add or remove items proposed for leasing out in a later stage.

ITIL may, for any reason carry out amendment(s) to this EOI document at any time before or after submission of EOI. Amendments including extension of due date if any will be made available in website **www.itiltd.in** Interested parties are advised to visit website regularly until proposals are opened.

Guidelines / Instructions to Bidder:-

- This bid has been invited through e-tendering mode only.
- Bids complete in all respects should be submitted on or before the BIDDUE DATE.
- Bidder shall provide clause by clause compliance as per Annexure-I. Please spell out any unavoidable deviations, Clause/Article wise in your bid under the heading Deviations.
- Once quoted and submitted the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- The commercial bid of only those bidders shall be opened which meet all the eligibility and technical criteria as per format asked in EOI/RFP.
- Bids shall remain valid for 180 Days after the date of opening of Commercial Bid. A Bid valid for a shorter period shall be rejected as non-responsive
- Submission of Bids shall be only through e-tendering process onwhich is mandatory for this Tender.
- Tender Type: Two bids i.e., Technical and Financial Bids shall be submitted by the bidder at the same time on the above mentioned tendering portal.
- **Note-** It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before online submission. Price Bid (Excel Format) as per Annexure – II may be downloaded and rates may be filled appropriately. For any portal related issues contact:.....

EOI / RFP for Leasing- office space own by ITI Ltd in Scope Minar,Laxmi Nagar,Delhi.		
1	Pre-bid meeting	27/09/2023, from 11.00 A.M (tentatively) onwards
2	Bid Due date	10/10/2023 upto 5.00 P.M
3	Date & Time of opening of Technical Bid	11/10/2023 by 11.00 A.M
4	Venue of opening of Technical & Commercial Bid/s	ITI Limited Core-6, 1 st Floor SCOPE Complex Lodhi Road New Delhi-110003
5	EMD	Rs. 10 Lacs
6	Contact Person	SUNIL DOBHIAL AGM (Debr) ITI Ltd, SCOPE Complex New Delhi-3, ms + 6307131468

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1. Introduction

ITI Ltd. has following strong product and service offering, which shall be utilized to become equal partner in this growth track of the nation by bidding for various tenders, published by various govt. agencies.

1.1 Products:

- Smart energy meters, GPON OLT and ONT, PCM multiplexers
- Smart cards and banking cards, Hand held terminals for smart card authentication
- Set top boxes, Wi-Fi equipment, Multiple types of encryption devices for defence
- Solar power module, Switched mode power supply system
- Internet of things (IOT) products, Radio modems, AN Rack hardware
- Mini personal computers, Bank automation products, Optical Fiber Cable
- Permanently Lubricated HDPE Telecom Duct

1.2 Services:

- Installation, Commissioning and Maintenance services for Telecom and other supplied equipment
- Contract manufacturing services, Component screening services, Data Centre hosting services etc.

We are writing to express our interest in leasing out Office Space own by ITI Limited at Scope Minar with all utilities.

ITI Ltd
Core-1, 11th Floor
Scope Minar
Laxmi Nagar
New delhi-1100092

We believe that this leasing out arrangement would be mutually beneficial for both of us and we are confident that the Office Space will meet your requirements.

2. Properties

- 2.1 Total Office area - 855.53 Sq meter
- 2.2 Furniture - As available in the office.
- 2.3 Air Conditioners - Centralized
- 2.4 Pantries - 2 Nos
- 2.5 Wash Rooms - Separate for Ladies & Gents
- 2.6 Fans & Lights - As available in the office.

Note:- The Property is at 11th Floor, Lifts & Service Lifts are available, Biometric Machine model No eSSL Security and Fingerprints is also available.

 Neeraj Aggarwal





3. Eligibility Criteria :-

- 3.1 Only reputed Govt/ PSU/ State Govt bodies are eligible
- 3.2 The bidder should have valid PAN number (Copy to be submitted along with the bid).
- 3.3 The bidder should have valid GSTIN registration number (Copy to be submitted along with the bid). There should not be any GST default in the name of the party/Organization.
- 3.4 Annual Turnover of the bidder for the previous financial year should not be less than Rs. 10 Cr. Relevant document shall be submitted by the party along with the technical bid.

4. Financial Bid

- The bidder shall quote the monthly rent proposed (Excluding electricity & water charges) in Proforma given as Annexure-II.

Instruction to Bidders:

- i) Interested parties are invited to submit their offer along with details of their organization enclosing all relevant supporting documents .
- ii) Proposed terms of lease are enclosed.
- iii) An EMD 10 Lacs shall be submitted by the bidder in favour of M/s ITI Limited , Scope Building form of DD/ Banker cheque / NEFT/ RTGS.
- iv) Unsuccessful Bidder's EMD will be refunded within thirty (30) days from the date of award of work to the successful bidder on a written request.
- v) The successful Bidder's EMD will be discharged upon the Bidder signing the Contract/Agreement and furnishing the Performance Bank Guarantee.
- vi) The successful bidder shall sign lease agreement separately within 15 days of the acceptance of their bid.
- vii) The authorized signatory should sign the EOI with date.
- viii) Interested parties can visit Scope Minar before quoting the rates on any working days between 10 AM to 4 PM to inspect the site and gather information.

Contact person in this regard

Mr Arun Kumar- AGM (Mob-9315760364)/

Mr Raghavendra Kumar – Manager (Mob- 6264074301)

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5. Proposed Terms & Conditions of lease

- 5.1 All the property, Furniture, AC, Fans & Lights & utility items will be allotted on lease agreement will be covered under lease. However, the lessor will retain ownership for the items covered under the lease and has the right to cancel the lease agreement if the lessee contravenes the terms of the agreement or engages in an illegal activity.
- 5.2 Lessee will be permitted to install electrical, Electronics items provided it is accepted to Scope Minar Authority
- 5.3 Proposed lease of office space will be only in the 'as-is-where-is' condition.
- 5.4 No modification in office space will be allowed without prior permission of competent authority of ITIL.
- 5.5 No structural changes / modification in the existing space will be allowed without prior permission of competent authority of ITIL.
- 5.6 Renovation of building / machineries shall be carried out by Lessee at their own cost after obtaining written clearance from Lessor and the buildings and machineries in working condition shall be handed over to Lessor at the end of lease period.
- 5.7 Any additional items required for running the office shall be in the scope of Lessee only. However, the same can be taken back by the Lessee at the end of lease period.
- 5.8 ITIL has the right to constitute any inspection committee, comprising of competent persons, to inspect the office for ensuring satisfactorily performance of the Lessee.
- 5.9 The lease of the subject items shall be initially for a period of two (02) years.
- 5.10 After the initial two (02) year period of contract, the contract can be reviewed and continued for a period of two (02) more years with a minimum increase of 10 % per year of the offered rates. This renewal is not a right of the Lessee; however, such renewal is on satisfactory completion of the previous two (02) year period. Monthly rent shall be paid in advance by the lessee.
- 5.11 Payment Terms:-
- a) Monthly rent shall be paid by the party through NEFT/RTGS to ITIL's account between 1st to 7th day of the month after signing of Lease Agreement.
 - b) In default of payment on due date, interest at 3% per month on each installment due would be charged on the outstanding amount.
- 5.12 Security deposit in the form of Security deposit/FD/NEFT/RTGS BG of value Rs 50 lakhs (Fifty Lakhs Only) only shall be submitted by the Lessee. BG shall remain valid for period of lease plus 3 months. The BG should be issued from nationalized bank. The BG will be invoked by ITIL in case of non-payment of lease rent or any other dues payable to ITIL in stipulated time or in case of breach of any terms and conditions of the agreement by Lessee.
- 5.13 Either of Lessor or Lessee have to give three (03) months notice to terminate the contract. Any loss incurred to ITIL will be taken from the security deposit.
- 5.14 The activity proposed shall not cause any adverse impact on the bio-diversity in the surrounding area and shall not cause any pollution. Quick, day-to-day disposal of waste material and refuse shall be

- maintained at their own cost.
- 5.15 List of items handed over to Lessee will be a part of lease agreement and Lessee shall handover the same at the cost and expense of the lessee in good condition subject to normal wear & tear to Lessor at the end of lease period or in case of default on termination of the lease by the lessor.
- 5.16 Total Electricity bill (both common and occupied area), Annual maintenance charges of scope, water charges and any other charges as applicable, as per actual consumption bill directly paid to the appropriate authorities with intimation to ITI Limited.
- 5.17 The routine preventive and breakdown maintenance including required spares and consumables of all the items in possession of the Lessee shall be in the scope of lessee only. The lessee will, however, be entitled to the benefits of the running AMC (if any) in respect of the utilities. However, after completion of warranty / AMC period, the Lessee shall be responsible for its preventive or breakdown maintenance.
- 5.18 Proper maintenance of Lighting / Fan in the office area shall be responsibility of Lessee.
- 5.19 During the term of lease, the lessee shall furnish to the lessor Annual Audited Accounts duly reflecting the said office taken on lease and the lease rentals payable for same.
- 5.20 The lessee shall bear and pay all extra or additional or new taxes or levies in relation to office space on leasing out the same to the lessee
- 5.21 The Lessee will not be entitled to assign sub-let, transfer or part with the possession.
- 5.22 During the period of lease, any damage in whichever form it is made to the property and machinery in use or to the adjoining property caused by the Lessee, will have to be made good by the Lessee. The decision of ITI will be final in this regard.
- 5.23 The Lessee shall be bound by the rules and regulations made by ITI for day-to-day administration and Lessee shall co-operate with ITI to smooth running of the affairs.
- 5.24 No unlawful/illegal activities shall be allowed inside the office.
- 5.25 The place of the arbitration shall be within Jurisdiction of Delhi only
- 5.26 Bid splitting will not be allowed.
- 5.27 Process Waste shall be the property of Bidder for which disposal shall be the responsibility of bidder as per Govt. guideline/ Procedure. If any environmental clearance certification is required then it will be the responsibility of Lessee.
- 5.28 Pre-contract Integrity Pact (As per Annexure-III Format attached) on Plain Paper duly signed should be submitted along with Technical Bid/ Tender Documents.
- 5.29 All the above terms and conditions are intended only to be part of initial proposal and the same may be altered/ modified at the time of finalizing the agreement post award of order.
- 5.30 The compliance reports in respect of Bid shall be duly filled and signed by the bidder as per the attached Annexure-I


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6. Criteria to Finalize the Bid

1. Bids with EMD remittance will only be considered.
2. Commercial Bid of only technically qualified Bidders will be opened.
3. Only Highest Bidder (H1) appearing in commercial offer will be consider further processing the Bid.
4. ITI reserves the right to alter/cancel Bid Document at any stage of the bidding process

----- END OF DOCUMENT -----


Neeraj Aggarwal




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Check List Eligibility Criteria	
Clause	Documentary Evidence if any needed to be Annexed
1 Only reputed Govt/ PSU/State Govt bodies are eligible	
2. The bidder should have valid PAN number (Copy to be submitted along with the bid).	
3 The bidder should have valid GSTIN registration number (Copy to be submitted along with the bid). There should not be any GST default in the name of the party/Organization.	
4 Annual Turnover of the bidder for the previous financial year should not be less than 10 Cr Relevant document shall be submitted by the party along with the technical bid.	
5. Integrity Pact duly Signed and Stamped	
6. Proof of EMD remittance	





Compliance Report-Performa Annexure-1

Clause	Compliance	Remarks (Documentary if Any)
5.1 At the property, Furniture, AC, Fans & lights & utility items will be allotted on lease agreement will be covered under lease. However, the lessor will retain ownership for the items covered under the lease and has the right to cancel the lease agreement if the lessee contravenes the terms of the agreement or engages in an illegal activity.		
5.2 Lessee will be permitted to install electrical, Electronics items provided it is accepted to (Scope Minar Authority)		
5.3 Proposed lease of office space will be only in the as-is-where-is' condition.		
5.4 No modification in office space will be allowed without prior permission of competent authority of ITIL.		
5.5 No structural changes / modification in the existing space will be allowed without prior permission of competent authority of ITIL.		
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5.7 Any additional items required for running the office shall be in the scope of Lessee only. However, the same can be taken back by the Lessee at the end of lease period.		
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5.9 The lease of the subject items shall be initially for a period of two (02) years.		
5.10 After the initial two (02) year period of contract, the contract can be reviewed and continued for a period of two (02) more years with a minimum increase of 10 % per year of the offered rates. This renewal is not a right of the Lessee; however such renewal is on satisfactory completion of the previous two (02) year period. Monthly rent shall be paid in advance by the lessee		
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5.13 Either of Lessor or Lessee have to give three (03) months notice to terminate the contract. Any loss incurred to ITIL will be taken from the security deposit.		
5.14 The activity proposed shall not cause any adverse impact on the bio-diversity in the surrounding area and shall not cause any pollution Quick day-to-day disposal of waste material and refuse shall be maintained at their own cost.		
5.15 Use of items handed over to Lessee will be a part of lease agreement and Lessee shall handover the same at the cost and expense of the lessee in good condition subject to normal wear & tears to Lessor at the end of lease period or in case of default on termination of the lease by the Lessor.		

for necessary signed

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5.16	The electricity and water charges shall be paid by the Lessee at actual on monthly basis to M/s ITI Limited. Separate meters shall be provided for the same. Total Electricity bill (both common and occupied area), Annual maintenance charges of scope, water charges and any other charges as applicable, as per actual consumption bill directly paid to the appropriate authorities with intimation to ITI Limited.		
5.17	The routine preventive and breakdown maintenance including required spares and consumables of all the items in possession of the Lessee shall be in the scope of Lessee only. The Lessee will, however, be entitled to the benefits of the running AMC (if any) in respect of the utilities. However, after completion of warranty / AMC period, the Lessee shall be responsible for its preventive or breakdown maintenance.		
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5.19	During the term of lease, the Lessee shall furnish to the lessor Annual Audited Accounts duly reflecting the said office taken on lease and the lease rentals payable for same.		
5.20	The Lessee shall bear and pay all extra or additional or new taxes or levies in relation to office space on leasing out the same to the Lessee.		
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Neeraj Aggarwal

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