



## **NATIONAL INSTITUTE OF ANIMAL BIOTECHNOLOGY (NIAB)**

Aryabhata Block, C.R. Rao Advanced Institute of Mathematics, Statistics and Computer Science  
(AIMSCS), UoH Campus, Gachibowli, Hyderabad-500 046

### **TENDER NOTICE**

No. NIAB/Tender Notice/Lease/2012

Date: 3-11-2012

NIAB requires about 30,000 sft fully furnished R&D Laboratory-cum-Office Space as per the specifications, terms and conditions given in the tender documents in an approved commercial building within a radius of 10-15 kms from Gachibowli, Hyderabad. The interested owners may submit their bids at the above address on or before **19<sup>th</sup> November, 2012** in two separate sealed covers super scribed ("Techno Commercial bid" and "Financial bid"). These two sealed covers should be further put in one sealed envelope super scribed with Tender Number, due date. Please visit our website at [www.niab.org.in](http://www.niab.org.in) or our office at the above address for the tender documents. NIAB reserves the right to reject any or all offers without assigning any reasons.



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### **TENDER NOTICE**

No. NIAB/Tender Notice/Lease/2012

Date: 3-11-2012

Sealed Tenders are invited on behalf of the Officer-on-Special Duty (OSD), NIAB in **Two BID SYSTEM** for providing 30,000 sft **fully furnished as per the requirements of NIAB** for its R&D Laboratory-cum-Office use on lease in an approved commercial building within a radius of 10-15 kms from Gachibowli, Hyderabad.

#### **Instructions to the Tenderers:**

1. Tender documents consisting of Techno Commercial Bid document and Financial Bid documents can be downloaded from the website.
2. The above tender will be dealt with under “TWO BID SYSTEM”. Techno Commercial Bid (Part-I) and Financial Bid (Part-II).
3. Both Part-I and Part-II duly sealed in separate covers and then be placed in a bigger cover bearing the Tender Notice Number on the top, date and time of opening the tender.
4. The Techno Commercial bid shall contain the following:
  - i. Complete tender document each page duly signed by the Bidder as token of acceptance.
  - ii. Form of Tender – Techno Commercial bid duly filled in.
  - iii. EMD in the form of demand draft drawn in favour of NIAB, Hyderabad
  - iv. Other Information of the premises / documents as per the instruction to Tenderers, terms and conditions and as indicated in the form of tender.
  - v. Copy of the bidders price bid without prices mentioned.

- vi. If any deviation is proposed by the bidder, the same must be clearly indicated and enclosed as deviation list as annexure but Tenders with significant deviations list may be liable for rejection.
5. The Financial Bid shall contain the Form of Tender – Price Bid duly filled in with prices.
  6. Sealed tenders signed in each page are to be submitted to the office of **OSD, National Institute of Animal Biotechnology**, Aryabhata Block, C.R. Rao AIMSCS, University of Hyderabad Campus, Gachibowli, Hyderabad-500 046 before the prescribed last date.
  7. NIAB does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are liable to be summarily rejected.
  8. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document.
  9. OSD, NIAB reserves the right to postpone the tender issue date, submission /opening date and to accept or reject any or all tenders without assigning any reasons.
  10. Any tender received without Earnest Money Deposit in the form as specified shall be summarily rejected.
  11. **The tenderer should ensure that rates / amounts quoted should appear only in the Financial Bid document ( Part II ) and no where else, otherwise, the tender is liable to be rejected.**
  12. Techno commercial bid and Financial bid shall be submitted simultaneously as above within the due date. Only Techno Commercial Bids shall be opened on the due date and the Financial Bids shall be kept sealed.  
  
Later on, a date shall be fixed and intimated for opening of Financial Bids of only of those bidders whose Techno Commercial Bids are found technically suitable by NIAB.
  13. Documents duly completed in all respects shall be submitted in the office of **National Institute of Animal Biotechnology**, Aryabhata Block, C.R. Rao

I	Last Date for Receipt of Tender	<b>19<sup>th</sup> November, 2012 ; 3:00 P.M.</b>
II	Opening of Techno Commercial Bid	<b>19<sup>th</sup> November, 2012 ; 3:30 P.M.</b>

14. Tenders received after the date and time fixed for receipt of Tenders as indicated above are liable to be rejected. NIAB takes no responsibility for delay, loss or non-receipt of Tender documents sent by Post / Courier. Telex / Telegraphic / Fax / Email offers will not be accepted.
15. NIAB is not bound to accept lowest or any Tender or to assign reasons for non-acceptance of any Tender.
16. The bidder shall not be entitled to claim any costs, charges, expenses incidental to or incurred by him through or in connection with his submission of Tender, even if the OSD, NIAB decides to withdraw or cancel the Tender.
17. Unsealed Tenders, unsigned Tenders, incomplete Tenders, or Tenders otherwise considered defective are liable to be rejected.
18. OSD, NIAB reserves the right to accept the Tender either in whole or in part and the rates quoted by the bidder shall be deemed to hold good even if the Tender is accepted in part by the OSD, NIAB.
19. Any person signing a Tender shall submit documentary evidence that his Signature on the Tender, submitted by him, is legally binding upon himself, his firm. Agents / Brokers submitting tenders on behalf of owner of premises shall submit authorization letter / General Power of Attorney (GPA) from the owner of the building.

20. If it is detected that the person so signing the Tender has no authority to do so, the OSD, **NIAB** may, without prejudice to other civil and criminal remedies, not consider the Tender and hold the signatory liable for all costs and damages.
21. The bidder is required to carefully examine the documents contained in this Tender document and fully inform himself as to all conditions and matters which may in any way affect the works or the cost therefore, before submitting his offer.
22. The Tender must be accompanied by Earnest Money Deposit (EMD) in the form of a Demand Draft drawn on the State Bank of India or any Nationalised Bank in favour of **National Institute of Animal Biotechnology**, for an amount of Rs.50,000/- ( Rupees Fifty thousand only), payable at Hyderabad. If the bidder after submitting his Tender revises or withdraws his offer or modifies the terms and conditions thereof in a manner not acceptable to the OSD, **NIAB**, the earnest money shall be liable to be forfeited.
23. **EMD should be kept along with the Technical bid in one envelope. Tenders not accompanied by EMD shall be liable for rejection at the sole discretion of the OSD, NIAB.**
24. The Earnest Money will be returned without any interest to the unsuccessful bidders after the finalisation of the order with the successful bidder.
25. The earnest money shall be returned to the successful bidder after signing the lease deed.

#### **SPECIAL TERMS & CONDITIONS OF TENDER**

1. The premises are required for R&D Lab-cum-Office use of NIAB.
2. The premises shall be free from all encumbrances, lien or charge.
3. The bidder shall have clear & marketable title.
4. The lease term shall be for a period of 5 years with a lock-in-period of 3 years extendable for further period at mutually agreed terms.

5. The lease period shall commence from the date of handing over the premises after completing the finishing and furnishing works as per the requirements of NIAB.
6. Free car parking space for 15 cars shall be provided.
7. The monthly rent shall be payable on or before 10<sup>th</sup> day of each calendar month.
8. An interest free advance amounting to 3 months rent shall be payable towards security deposit on submission of Bank Guarantee by the owner of the premises for equal amount from an Schedule Bank as per the format given by NIAB. The security deposit shall be refundable without interest at the time of vacating the premises.
9. The finishing and furnishing works of the premises like laboratory benches with cupboards, reagent racks, working chairs, board rooms, conference rooms with furniture as per the specifications shall be completed within 3 months as per the layout drawings, specifications and schedule of quantities issued by NIAB.
10. The premises offered should have the following amenities / facilities.
  - i. Lifts (both Passenger and service of reputed make have adequate capacity).
  - ii. Adequate power supply with 100% standby arrangements.
  - iii. Adequate water supply provision to connect to Municipal Sewerage.
  - iv. Adequate open space surrounding the building
  - v. Air-conditioning, Telephone & Networking facility.
  - vi. Separate toilets for Gents & Ladies.
  - vii. Fire detection and fire fighting system.
11. The Lease may be terminated by NIAB during the lease period of this Lease Deed by giving 3 months notice in writing to the Lessor, however subject to lock-in period of 3 years.
12. In the event NIAB fails to pay the rent for three consecutive months, the owner shall be entitled to terminate this Lease after issuing one month's clear written notice. Termination under such notice shall become effective provided that even after the said notice is issued, the Lessee fails to pay the arrears of rent within one month of receipt of such notice.

13. Both the parties have an option to renew the Lease period for a further period with the terms and conditions mutually agreed upon. First right of refusal will be for the lessee.
14. All taxes as applicable at present and in future excluding service tax shall be payable by the owner of the premises. Service Tax if applicable will be paid by NIAB.
15. All stamp duty and registration charges for registration of Lease Deed shall be borne by the owner of the premises.
16. The owner shall insure the premises as well as furniture provided by them. NIAB shall insure all the assets owned by them.
17. The monthly lease rent stands increased 5% annually.
18. The owner shall deploy dedicated staff required for round the clock operations and maintenance of water, air-conditioning, electrical and other services.
19. NIAB shall bear actual charges for consumption of electricity & municipal water. The owner shall provide separate electricity / water meters for this purpose.
20. The rent shall be calculated as per the carpet area / common area which will be measured jointly after completing the works in all respects as per the requirement of NIAB.
21. The Tender shall be valid for a period of 60 days from the due date of tender.
22. In case bidder wants to offer more than one premises, then the separate bid shall be submitted for each premises.
23. Carpet area does not include the areas of toilets, staircase, veranda, lift lobby, balcony, entrance lobby, passage etc., these areas shall be considered as common areas for which separate rate is to be quoted.

## Form of Tender – Techno Commercial Bid

To

Date:

**Officer-on-Special Duty (OSD)**

National Institute of Animal Biotechnology (NIAB)  
Aryabhata Block, C.R. Rao AIMSCS  
University of Hyderabad Campus  
Gachibowli, Hyderabad-500 046

Sub: Tender for providing space on lease – Reg.

Dear Sir,

Having examined the tender documents, terms and conditions and the special requirements of space required for your R&D-cum-Office use. I / we hereby offer our premises for hiring by NIAB. The details of the premises are as under:

S.No.	Particulars	
1	Address and Location of the premises	
2	Name of the owner with address and phone numbers	
3	Whether the owners has clear title (photocopy of the relevant papers to be enclosed)	
4	Whether the premises is approved for commercial use. (NOC clearance from Municipal Authorities and completion certificate of the building to be submitted)	
5	Area offered Carpet Area – Sft Common Area – Sft	
6	Direct access and frontage	
7	Electricity / existing load enhancement	
8	Parking space	
9	Time required for completion of construction and handing over the premises	
10	Details of other services / facilities	



I / we declare that I am / we are the absolute owner / authorized agent of the premises offered.

I / we confirm that this offer shall be valid for 60 days for acceptance by NIAB.

I / we confirm that EMD as per the instructions is enclosed herewith.

I / we understand that you are not bound to accept the lowest or any tender you may receive.

I / we solemnly declare that to the best of my knowledge and belief, the information given above are in the enclosures accompanying it is correct.

**Place:**

**SIGNATURE OF BIDDER**

**Date:**

## Form of Tender – Financial Bid

To

Date:

**Officer-on-Special Duty (OSD)**

National Institute of Animal Biotechnology (NIAB)  
Aryabhata Block, C.R. Rao AIMSCS  
University of Hyderabad Campus  
Gachibowli, Hyderabad-500 046

Sub: Tender for providing space on lease – Reg.

Dear Sir,

Having examined the tender documents, terms and conditions and the special requirements of space required for your R&D-cum-Office use. I / we hereby offer our premises for hiring by NIAB. The details of the lease rent and other charges are as under:

S.No.	Particulars	Rate per month per sft
1	Rent per month	
	Carpet Area	₹
	Common Area	₹
2	Maintenance Charges	
3	Charges per additional parking space	

Place:

**SIGNATURE OF THE BIDDER**

Date: