

TENDER SPECIFICATION

ANNEXURE I

(Tender no.: NRL/SMT/ADM/2020-21/A-01)

Name of Work: 01 (One) number of Property for Office Space for outright purchase at Siliguri

Due date of submission: 04.01.2021 Upto 15.00 P.M

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A. Requirements:

Numaligarh Refinery Limited is looking for purchase of Property to be used as Office space at Siliguri.

Details of the requirements are as follows:

1. Location: Matigara and Sivmandir area.
2. Office Area:

Category	No of Rooms	No of Office Space
3000 to 4000 sq ft Super builtup area	Open Hall For Office Space	1 (One)

3. Prices will be evaluated on Per Square Feet Cost basis which shall be arrived at by dividing the total financial implication by the total floor area for the offered space.
4. Car parking facilities: Property must have at least 4 dedicated car parking spaces available out of which minimum 2 car parking space should be available to for sale to the Company. The parking space should be within the campus (preferably in the basement of the Office Space).
5. DG power back up: 24 hours uninterrupted supply to run an office. Provision for AC duct shall be made available.
6. Lift: Complete functional lift arrangement (If offered premise is above ground floor)
7. Water Supply: 24 hours uninterrupted supply.
8. Fire & Safety: Necessary license valid as on date of submission of offer to be provided.
9. Wash Room: Separate wash room shall be made available within the offered office space.
10. Pantry Room: Space shall be available to set up a pantry room
11. The Property should have adequate arrangements for security and maintenance.
12. Office Spaces shall be ready for occupation by January 2021. Bidder shall mention the estimated date of delivery of the property in their technical bid.
13. Evaluation by the Technical Team of NRL shall be final and binding on all.

Properties must have the construction permission from the concerned statutory bodies. Disputed properties or properties under litigation or mortgage will not be considered for further evaluation.

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B. Submission of Technical Bid (Part-I):

1. Bidder should submit their offer giving details of the property covering Location, building details, sq.ft area offered, age of the property, parking space availability, electrical load availability, water availability, security & maintenance availability, estimated date of delivery of property etc. along with few photographs or drawings of the property.
2. Bidder shall have to submit the following documents related to offered property required for registration purpose along with the Technical Bid:

In case of New Property: Shall be ready for occupation by January 2021.

- Title Deed
- LR Khatian Copy
- Land Rent Tax up to date
- Panchayat Tax up to date
- Approved Building Plan Copy
- Trace map
- Court Information certificate
- Non-encumbrance certificate

In Case of Old (Resale) Property: Existing Office Space in good condition not more than 12 years old shall be considered.

- Title Deed
- LR Khatian Copy
- Land Rent Tax up to date
- Panchayat Tax up to date
- Approved Building Plan Copy
- Outstanding Maintenance Charge if any up to date
- Declaration that the property is not under any Hypothecation or mortgage. (Property under any Hypothecation or mortgage shall not be considered).

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- Outstanding Electricity/Water Payment if any up to date.
 - Trace map
 - Court Information certificate
 - Non-encumbrance certificate
3. **Bidder should submit one copy of price bid keeping the price blank along with the technical bid.**

C. Submission of Price Bid (Part-II):

1. Bidder should quote the rate in Rupees for the above mentioned category of Office Space.

Bidder shall clearly mention applicability of GST in their price bid and offer shall be evaluated accordingly. Bidder should note that,

- Purchase of properties construction of which is complete and the 'completion certificate' has been received: GST not applicable.
 - Purchase of properties which are under construction or ready for occupancy property where 'completion certificate' has not been issued/received: GST applicable.
2. The bidder/bidders shall have to obtain "Sale permission from DL & LRO" (In case of lease hold properties) and he has to declare that "Sale permission from DL & LRO" will be provided after finalization of the bid.
3. Govt. Stamp Duty and Registration Fees shall be paid extra at actual by NRL.

D. Other Informations:

Both Technical and Price Bids should be sealed in two separate envelopes and put inside another bigger envelope. The two envelopes should be superscripted as "**Technical Bid**" and "**Price Bid**". The bigger envelope containing the Technical Bid and Price Bid should be superscripted as "**Quotation for 01 (One) number of Property for Office Space for outright purchase at Siliguri**" and to be submitted in Tender Box within **04.01.2021 Upto 15.00 P.M** to the following address.

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**CHIEF GENERAL MANAGER (HR),
Numaligarh Refinery Limited
Siliguri Marketing Terminal (SMT), Rangapani,
Dist: Darjeeling, West Bengal, PIN-734434**

- E.** The offers received will be evaluated by a committee and site visits will be made by the committee to shortlist the properties. Evaluation by the Technical Team of NRL shall be final and binding on all.

PROCEDURE

- a) NIT shall be published in Local News Papers.
- b) Bidder has to collect the “Tender Specifications” from NRL website www.nl.co.in or from the office of Siliguri Marketing Terminal.
- c) Bidder has to submit the offer within 04.01.2021 Upto 15.00 P.M of the Advertisement if otherwise not extended.
- d) The offers received will be technically evaluated by a committee consisting of members from User, HR & Finance Department and site visits will be made by the committee to the offered properties.
- e) Title Verification (Ownership of the title to the property) shall be carried out by engaging Legal Expert.
- f) Valuation of technically acceptable offers shall be carried out through Government approved valuer.
- g) Price bid for the technically acceptable offers shall be opened and shall be evaluated on overall cost basis further by a committee consisting of members from User, HR & Finance Department. If need arises, negotiation shall be carried out.
- h) Evaluation will be done on Per Square Feet Cost basis which shall be arrived at by dividing the total financial implication by the total floor area for the offered space.
- i) After finalization of L1, approval shall be obtained from competent authority for purchase of Property for Office space by NRL from the L1 bidder as per provision of HR DOA.
- j) The bidder will be required to produce the original Title Deed as and when required.