

Govt. of India,
Ministry of Finance
DEBTS RECOVERY TRIBUNAL ,Cuttack
C-71,Sector-7, CDA, Cuttack-753014
Ph:0671-2970301/2970303, Mail Id: drtcuttak-dfs@nic.in

No.

Date : 14/06/2019

Tender Notice for Hiring 25KW silent Diesel Gen set

The office of Debts Recovery Tribunal, Cuttack, under the Govt. of India, Ministry of Finance, Department of Financial Services, New Delhi, invites bids from the legal owners of Gen Set office at Cuttack, initially for a period of three year, extendable by mutual consent for any further period.

The offer in sealed cover comprising technical bid and financial bid (each in separate sealed cover super-scribed as "Technical bid for hiring of office space for Debts Recovery Tribunal, Cuttack" and "Financial bid for hiring of 25 KW silent Gen set for Debts Recovery Tribunal,

Cuttack") complete in all respect may be submitted to "O/o Registrar, Debts Recovery Tribunal, C-71, Sector-7, CDA, Cuttack -753014 latest by 15/07/2019 up to 05.30 PM. The Technical Bids shall be opened on 16/07/2019 at 4.30 PM. The Financial Bids of the bidders who qualify in technical bid shall be opened on designated date and time to be notified by the office. Incomplete and conditional tenders will be summarily rejected. Debts Recovery Tribunal, Cuttack reserves the right to reject any or all the tenders without assigning any reasons thereof.

The tender documents will be available on official Website www.drt.gov.in, drt.tribunals.gov.in/drtlive/pubnotice & <https://eprocure.gov.in/eprocure/app> from 14.6.19..... and the bid forms and other details can be obtained from there.

Tenders received from Property Dealers/Brokers/Associations will not be entertained.



Registrar,
Debts Recovery Tribunal, Cuttack

Tender documents for hiring of 25 KW silent Gen Set

The tender consists of three parts:

Part A - Terms and Conditions

Part B - Technical Bid - (Annexure —I)

Part C - Financial Bid - (Annexure-II)

Both Part B & C should be sealed in separate envelopes and super-scribed in bold letters:

- a) Technical bids for hiring of Gen Set for Debts Recovery Tribunal, Cuttack
- b) Financial bid for hiring of Gen Set for Debts Recovery Tribunal, Cuttack

Both these envelopes should be placed in a single sealed cover super-scribed as

"Tender for hiring of 25 KW silent Gen set for Debts Recovery Tribunal, Cuttack"

Tenders (Technical bid only) will be opened on 11/07/2019 at 04.30 PM in the office of Registrar, Debts Recovery Tribunal, Cuttack by the Selection Committee appointed by the Presiding Officer, DRT, Cuttack in the presence of bidders/representatives of the bidders, present, if any. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall only be opened.

Part A: Terms and Conditions:

1. The terms and conditions shall form part of tender to be submitted by the bidder to the Registrar, Debts Recovery Tribunal, Cuttack.
2. All bidders are requested to submit the tender documents (Technical and Financial bids) duly filled in with relevant information supported by relevant documents to the following address:-

Registrar
Debts Recovery Tribunal
C-71, Sector-7, CDA, Cuttack-753014

3. All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not Applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his authorized power of attorney holder. Any cutting, over writing, use of white ink etc should be duly signed by the bidder. Debts Recovery Tribunal, Cuttack reserves the right to reject incomplete tender or in case information submitted is found to be incorrect.
4. In case space in the tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
5. Tender documents received by Debts Recovery Tribunal, Cuttack after due date and time i.e 05.30 PM on 15/07/2019 / incomplete tenders shall be rejected summarily. No correspondence in this regard shall be entertained.
6. The offer should remain valid for six months from the closing date of tender. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms of area and price and other terms and conditions quoted in the technical/financial bids.
7. There should not be any deviation in the terms and conditions as has been stipulated in the tender document.
8. The tender will be acceptable only from original owner or the person having valid power of attorney. The Gen Set offered should be free from all encumbrances/claims and disputes/any liabilities and litigations with respect to its ownerships, lease/renting and pending payments against the offered item.
9. The item offered should be ready for immediate installation. The DG set installation and its connection to the power supply point of this tribunal with material including required change over to be born and carried out by the firm.
10. Consumption/Requirement of Diesel shall be specified in the bid document which shall be reimbursed by this tribunal on monthly basis on submission of bill.
11. Preference will be given to the new Gen Set.
12. The owner shall provide operator at his own expenses round the clock.
13. Break down of said DG set, if any, during the period of non-supply of power will be deducted from monthly hiring charges.
14. Technical bid is required to be submitted along with certified copies of relevant documents. Technical bids received without these documents are liable to rejection without any reference to the party whatsoever.
15. The Tender Selection Committee reserves the right to verify the documents and reject it out rightly, if these are not according to the specification required by the Debts Recovery Tribunal, Cuttack. The shortlisted bidders will be informed to participate in the selection process.

16. No security deposit/advance will be paid by Debts Recovery Tribunal, Cuttack.
17. The major maintenance works (mechanical, electrical etc.) shall be provided by the owner.
18. The rates should be quoted in Indian Rupees only.
19. All disputes would lie within the Jurisdiction of Cuttack only. The Tender Selection Committee reserves the right to reject all or any tender without assigning any reasons thereof.
20. Procedure for submission of tender:
 - i. Both the bids (Technical and Financial) duly signed by the owner or his authorized signatories should be sealed in two separate envelopes as described below:-
 - (a) **Envelope - 1** containing Technical Bid and Annexure - I duly completed in all respects along with all relevant documents and Demand Draft towards EMD. b) **Envelope - 2** containing the Financial Bid as prescribed in Annexure - II showing rates, financial terms and conditions etc.
 - ii. Both the envelopes should be super-scribed in bold letters with the statement "**Technical Bid for Office Space for Debts Recovery Tribunal, Cuttack**" and "**Financial Bid for Office Space for Debts Recovery Tribunal, Cuttack**" respectively.
 - iii. The abovementioned two envelopes should be sealed in a single cover and addressed to the Registrar, Debts Recovery Tribunal, Cuttack, C-71, Sector-7, CDA, Cuttack-753014 super-scribed as "**TENDER FOR HIRING OF 25 KW SILENT DG SET** " and must be submitted at the counter before the closing time and date indicated in the beginning of this document.
21. The Technical Bid should be accompanied by the copy of this tender document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidder's acceptance of terms and conditions of the tender.
22. The selected party shall be required to sign a Standard Lease Agreement with the department, as per the format approved by the Govt. of India. The Lease agreement will be executed after verification of all documents related to the documents to the entire satisfaction of Lessee. The Registration charges, stamp duty for registration of lease deed to be borne by the owner.
23. The participation in the tender process does not entail any commitment from the department and it reserves right to reject any / all offers including that of the lowest bidder, without assigning any reasons. The department also reserves the right to amend / modify / alter any or all of the terms and conditions / dates of the tender at any time before the tendering process is finalized.
24. For any pre bid queries, submission queries, the prospective bidders may contact the

O/o Debts Recovery Tribunal, Cuttack.

25. Queries if any, raised by the Debts Recovery Tribunal, Cuttack, subsequent to opening of the Technical Bid should be answered by the bidder within the prescribed date. In case no reply is received from the bidders, the bid shall be rejected
26. Procedure for opening of tender:
- i While opening the tender, the envelope containing the technical bid as called for shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Tender Selection Committee will open Financial Bid after evaluation of the technical bids. Financial Bids of only the technically qualified bidders will be opened.
 - ii The date, time and place of the opening of the Financial Bids would be informed to the bidders whose technical bids are found acceptable.

42. Bid Evaluation

- i The bid evaluation will be two stage process i.e 'Technical' and 'Financial'. First stage will be technical evaluation that shall be done on the basis of information asked in Annexure —I. The bidders that are technically qualified (First stage) shall be considered for financial evaluation i.e Stage-II in accordance of Annexure-II.

43. Payments

- i. The payment of rent will be made on monthly basis in favour of the Owner after deduction of TDS/GST as applicable from time to time.

44. Terms of the Lease

The period of Lease should be minimum three years with provision for extension of the lease on mutually agreed terms.

- i. The lease can be terminated by either parties by giving a notice of not less than six months.

45. Arbitration

All disputes in connection with the execution of the contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and Rules framed thereunder and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at Cuttack only.

46. Miscellaneous

- i. The offer should be valid up to six months after closing date of tender.
- ii. The Selection Committee shall be under no obligation to accept the lowest quotation.
- iii. Non-fulfilment of any of the above terms shall result in rejection of the bid.
- iv. The Selection Committee reserves the right to reject all or any tender without assigning any reasons thereof.

47. List of enclosures

Bidders should number the pages of technical bid and provide an Index indicating the page number of each document submitted. The Index should be placed on the top of the technical bid. Each page and all details provided should be duly signed by the authorized signatory. All undertakings provided shall be on the Letter Head duly signed and stamped by the authorized signatory.

**TENDER DOCUMENT - HIRING OF OFFICE SPACE FOR O/O DEBTS RECOVERY
TRIBUNAL, CUTTACK.**

TECHNICAL BID

TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS		
S.no.	Particulars	Details
1.	Date of Advertisement	
2.	Full particular of the legal owner of the 25KW silent Gen Set. (i). Name (ii). Address of office & Residence (iii). Telephone no./ Mobile no./ Tele Fax (iv). Email Address: (v). PAN No.	
3.	Status of the applicant with regard to the experience for hiring DG set to various offices (enclose details of experience on the field)	
4.	Is the said Gen Set is ready to use?	Yes/No,
5.	Date & Month of manufacturing	
6.	Details of Fire Safety Mechanism	

7.	Whether the item is zero tolerance in sound?	
8.	Whether Gen set offered for hiring is free from litigation including any encumbrances, disputes in regard to ownership, pending taxes/dues or like (enclose copy of affidavit form owner or Power of Attorney holder)	
9.	Clearances/no-objection certificate from all the Relevant central/sate/municipal authorities and fire Department for use as office/commercial premises confirming the municipality laws, if any.	
10.	State of Operator arrangements being provided .	
26	Any other salient aspect of the said Gen set, which the party may like to mention:	

Signature of Legal Owner/ Power of Attorney Holder

Declaration

- i. I/we have read and understood the detailed terms and conditions applicable to the subject as supplied with the bid documents and agree to abide by the same in totality.**
- ii. It is hereby declared 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 same being found to be false, I/we Shall be liable to Such consequences/lawful action as Dy Director General of Foreign Trade may wish to take.**

Dated :Signature _____

Name: _____

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Designation _____

Seal:

Annexure-II

**TENDER DOCUMENT – HIRING OF OFFICE SPACE FOR OFFICE OF DEBTS
RECOVERY TRIBUNAL, CUTTACK - FINANCIAL BID**

S.n	Particular	Details
1.	Full particulars of the legal owner of the premises : (a). Name: (b). Address: (c). Telephone & Mobile no. (d). Email ID (e). PAN & TAN No.	
2.	Total Area Offered in (a). Sq. Ft. Carpet Area (b). Built up Area	
3.	Complete details of building viz postal address of the location	
4.	Rent in Rs. Per month per sq. ft. carpet area (During the initial lease period of five years)	
5.	Maintenance charges per month (if chargeable)	

6.	Electro mechanical charges per month (if chargeable)	
7.	Electricity for common Area per month (if chargeable)	
8.	Any other charges per month (please specify)	
9.	Total (rent + charges) per month in INR (4 to 8 above)	
10.	GST (Inclusive of swatch Bharat Cass)	
11.	Total Amount per sq. ft. carpet area per month	(a). In Figures (b). In words
12.	Percentage of rent revision proposed (after five years)	(c).

Note :

Rates should be quoted in figures and words without any errors, overwriting or Corrections and should include all applicable taxes, etc. in case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

Date:

**Signature Of The Legal
Owner/Power Of Attorney
Holder**

Name:

Designation