

THE INSTITUTE OF ROAD TRANSPORT

**100 FEET ROAD, TARAMANI,
CHENNAI 600 113**

TENDER FOR

**RENTING OUT THE CENTRALIZED AIR
CONDITIONED BUILDING WITH
DATA CABLE ARRANGEMENTS
AT 100 FEET ROAD,
TARAMANI, CHENNAI**

LAST DATE FOR RECEIPT OF THE TENDER

DATE : 29.06.2022

TIME : 3.00 PM

(THIS TENDER DOCUMENT IS NOT TRANSFERABLE)

TENDER DOCUMENT

Name of Work : RENTING OUT THE AIR CONDITIONED
BUILDING WITH DATA CABLE
ARRANGEMENTS AT IRT, 100 FEET
ROAD, TARAMANI, CHENNAI – 600 113.

Year : 2011

Cost of Tender Document : Rs.15,000/-

GST 18 % : Rs.2,700/-

Total Tender Document Cost : Rs.17,700/-

Last Date and Time for submission : **3.00 P.M. on 29.06.2022**
of tender

This tender is sold to

.....

Director,
Institute of Road Transport
100 Feet Road, Taramani
Chennai – 600 113.

THE INSTITUTE OF ROAD TRANSPORT, TARAMANI, CHENNAI- 113

1. ABOUT THE INSTITUTE OF ROAD TRANSPORT

The Institute of Road Transport is an autonomous society registered under the Societies Registration Act 1860, and is functioning under the overall control of Transport Department, Government of Tamilnadu. This institute has been set up to cater to the Training, Research, Testing and Developmental needs of the State Road Transport Corporations. The institute is governed by a 14 member Governing Council with Secretary to Government, Transport Department as its Chairman. The day-to-day activities of the institute are looked after by the Director.

2. INVITATION TO TENDER

- (a) The Director, IRT invites sealed and superscribed tenders for renting out the Air-conditioned building with Data cable arrangements at IRT, Taramani. The Floor wise Plinth Area of the building, vacant area proposed to be rented, Floor and site plan is given in **ANNEXURE – 1.**
- (b) The total Plinth area proposed to be rented out is 19,541 Sq. Ft.
The total area to be rented out may be increased / decreased at the discretion of IRT.
- (c) The lease is offered to the successful Tenderer on “as is where is” basis.
- (d) The Tender shall be furnished to the Director, Institute of Road Transport, 100 Feet Road, Taramani, Chennai-600113 in sealed cover containing Technical bid along with all enclosures in one cover and Financial Bid in the separate cover and ledge them in the outer cover duly superscribed as “Tender for renting out the air conditioned building with data cable arrangements at Institute of Road Transport, Taramani and dropped in the tender box kept in the office of the Director, Institute of Road Transport, Taramani,

Chennai - 600113 upto 3.00 P.M. on 29.06.2022. If both the bids are submitted in single cover such tender is liable for rejection.

- (e) **3294** Sq.ft in the ground floor is furnished with executive type partitions, cupboards, tables & Chairs.
- (f) The Tender shall be accompanied by a covering letter in the letter Head of the tenderer as per the format given in **ANNEXURE – 3** and the same shall be furnished either separately or along with the Technical Bid.
- (g) The Tenderer shall enclose an Affidavit in the applicable format given in Form **A OR B** as per **ANNEXURE – 4** along with the Technical Bid.
- (h) The Tenderer shall also enclose the Power Attorney issued by his/her management authorizing him/her to participate in the tender in the Format given in **ANNEXURE – 5** along with the Technical Bid.
- (i) The Tenderers who download the tender document from the website should enclose the tender document cost of **Rs.17,700/-** (inclusive of GST 18%) in the form of Pay Order / Demand Draft drawn from a Scheduled Bank drawn in favour of “The Director, Institute of Road Transport, Chennai” payable at Chennai along with the tender failing which the tender will be summarily rejected.
- (j) Only one participant representing each tender will be allowed to participate in the opening of tender. The participants who attend the tender opening should bring necessary authorization letter issued by the Official or Proprietor or Manager or Managing Director or Director or Partner who has signed in the tender document.
- (k) Only the tenders purchased in their name will be considered. This tender document is not transferable.

3. OPENING OF TENDER

- (a)** The tenders shall be opened by a committee constituted for this purpose by the Director, I RT or his authorized representatives in the presence of the Tenderers who choose to be present at the Institute of Road Transport, 100 Feet Road, Taramani, Chennai-600 113 **on 29.06. 2022 at 3.15 P.M.**
- (b)** The tender will not be accepted after closing date and time fixed for receipt of tenders. Fax/Telegraphic tenders will not be accepted under any circumstances.
- (c)** Due to unforeseen events, if the tender opening date happens to be a Holiday, the tender will be opened on the next working day at the same time.

4. SIGNATURE OF TENDERERS

- (a)** The tender must contain the name, address and place of business of the person or persons making the tender and must be signed and sealed by the tenderer under his signature. A tender by partnership must be furnished with the full name of all partners and their business and addresses and be signed with the partner's names, by one of the partners or by a legally authorized representative followed by the signature and designation of the person or persons signing.
- (b)** Tenders by Corporations / Companies must be with the legal name of the Corporation / Company by the President or by the Secretary, or other person or persons legally authorized to bind the Corporation / Company in the matter.
- (c)** The Tenderer shall enclose certificate of Registration of their Business entity.

5. DETAILS ABOUT THE TENDERER

- (a)** The details about the tenderer shall be furnished in the format given in **Annexure-2** along with the documentary evidences in support of data duly attested wherever necessary. Otherwise tender will be rejected.
- (b)** All the photocopies enclosed are required to be duly self attested.

6. QUALIFICATION OF TENDERER

The Tenderer who qualify the criteria given below are eligible to participate

- (a)** Government / Quasi Government entities
- (b)** Existing incorporated companies / firms
- (c)** Having a clear idea of the project they propose to develop and have submitted a detailed concept plan along with the tender document that shall subsequently be incorporated in the lease deed of the successful Tenderer.
- (d)** Financial capability in terms of NET WORTH

7. VALIDITY OF TENDER

The tender shall be firm and valid for **120 days** from the date of opening of the tender and may be extended on mutual basis it needed.

8. E.M.D:

- (a)** Each tender shall be accompanied by an EMD amount of **Rs.1,00,000/-** (Rupees One lakh only) in the form of Demand Draft / Pay Order drawn in favour of the Director, Institute of Road Transport, Taramani, Chennai - 600 113 from any Nationalized Bank / Scheduled Bank payable at Chennai. Any tender not accompanied by EMD or accompanied by EMD for a lesser amount shall be summarily rejected.
- (b)** No interest shall be payable on the EMD.
- (c)** The EMD submitted by the tenderer shall be forfeited, if the tenderer –
 - i. withdraws his tender during the validity of his tender,
 - ii. fails to accept the Letter of Award within Seven days of issue.
 - iii. fails to pay the required Security Deposit within seven day of letter of Award.
 - iv. fails to pay one month's Rent in advance within the stipulated time.
 - v. fails or refuses to execute the Agreement or where Agreement could not be executed in time after acceptance, fails to comply with the terms of this tender.

- (d) EMD of the unsuccessful tenderer will be returned without any interest on finalization of the contract with the successful tenderer.
- (e) On furnishing the prescribed Security Deposit EMD of the successful tenderer shall be refunded to him without any interest.

9. EVALUATION CRITERIA

- (a) For evaluation of tender, the provisions contained in the Tamilnadu Transparency in Tenders Act, 1998 and Tamilnadu Transparency in Tenders Rules, 2000 will be followed.
- (b) Technical capability: The Tenderer should submit with the tender a detailed and acceptable concept report of the work they propose to undertake in the Building proposed to be rented out along with the Technical Bid. This concept plan would subsequently be incorporated in the lease deed of the selected tenderer.
- (c) Details of Experience: The Tenderer should furnish the details of his / the firm's experience/ credentials as on the date of submission of the Tender.
- (d) Financial Capability for the purpose of Qualification, the Tenderer should be required to demonstrate the Minimum Financial Capability by meeting the criteria mentioned below:-
 - (i) A net - worth of minimum Rs.3.00 crore as on the last day of the financial year preceding the due date of submission of Bid.
 - (ii) The Tenderer should provide information regarding the above based on audited annual accounts/Statement of Chartered Accountant for the respective financial year.
 - (iii) The tender must be accompanied by the Audited Annual Report of the Tenderer for the past three (3) financial years.

- (iv) In case the annual accounts for the latest financial year are not audited and therefore not available, the Tenderer shall give an undertaking to the same effect and the statutory auditor shall certify the same in the such a case, the Tenderer can provide the unaudited Annual Accounts (with Schedules) for the latest financial year duly certified by the Statutory Auditor. In any case, except in the case of Individuals, the Audited Annual Reports for three years preceding the latest financial year have to be provided, failing which the tender may be rejected as non-responsive.
- (v) The Tenderer is requested to indicate the purpose for which the building is proposed to be rented out in their letter head along with the Technical Bid.
- (vi) The Tenderer shall not use the building leased for the purposes other than the above without the prior approval of the Director.
- (vii) The Tenderer shall furnish the financial capability as per the format given in **ANNEXURE - 3** duly certified by a Chartered Accountant along with the Technical Bid.

10. FURNISHING OF LEASE RENT

- (a) The Tenderers are requested to go through the terms and conditions thoroughly before making the offer.
- (b) The Tenderers shall quote the basic **rent per sq.ft.** The GST as applicable would be collected separately. The rate shall be quoted separately in the format given in **Annexure – 8.**
- (c) The rates shall be quoted both in figures and in words and in cases of discrepancy between the prices quoted in figures and in words, Higher of the two shall be considered and binding. All corrections made in the tender schedule must be authenticated.
- (d) The Tenderer quoting the highest Rent in terms of the **rate per Sq. Ft.** will be selected and issued letter of Award for renting out the newly constructed building.

- (e) Any remarks offered must be typewritten on paper bearing the letter head of the tenderer and all such documents / annexures must bear the full signature of the authorized signatory on each and every page.
- (f) The rental rate quoted in the Financial Bid is valid for 11 months and there after an increase of **5% of lease rent every year** over the preceding period will be collected.
- (g) The contractor shall use the premises only for the approved activities and purpose and for the services as may be permitted from time to time by Institute of Road Transport in writing and shall not use the same for any other purpose whatsoever without the prior written consent of the Institute.

11. SECURITY DEPOSIT

- (a) An interest free, refundable Security Deposit equivalent to Ten Months Rent shall be remitted by the successful tenderer within 7 (Seven) days from the date of Letter of Award by Demand Draft drawn on a Scheduled Bank in favour of the Director, Institute of Road Transport., payable at Chennai.
- (b) Alternatively the successful tenderer can remit three months Rent by means of Demand Draft and the remaining seven months Rent by means of Bank Guarantee which shall be valid for the period of contract (i.e., three years).
- (c) The Rent shall be paid by the contractor before the **5th day of every month** in advance.

12. LEASE PERIOD

- (a) The lease will initially be awarded for a period of three years and can be extended for a further period of three years subject to mutually agreed terms and conditions.
- (b) In case the contractor is not willing for renewal after the end of the initial term of three years, he shall intimate the same to the Institute in writing at least three months prior to the end of the term.

13. TERMINATION OF LEASE

- (a) The Institute of Road Transport has the right to renew or terminate the contract at the end of **three years**. However, if the contractor wishes to vacate during the lock in period of **36 months**, the entire security deposit paid by the contractor will be forfeited by Institute of Road Transport. If either of the party wishes to terminate the lease, three months notice will be required from either side in writing.

14. DISQUALIFICATION

Decision on individual tender is in nature of collective responsibility of the institute and any tenderer attempting to influence any member of the committee will be liable for disqualification or blacklisting as the committee may deem fit.

15. AMENITIES CHARGES

- (a) Electricity charges shall be paid by the contractor for the actual consumption at the rates intimated by the Institute of Road Transport from time to time.
- (b) The Contractor shall make own arrangement for water.
- (c) The contractor shall make own arrangements for the cleanliness of the building.
- (d) The Contractor shall make own arrangements for maintenance of building such as Electrical, Air conditioner, plumbing, sewages etc., and the same shall be handed over after the contract period in good working condition.
- (e) The contractor shall make own arrangements for developing landscape after getting prior permission from Director IRT.

16. SUBMISSION OF TENDER DOCUMENTS

- (a) The Tenderer shall submit the tender documents in two separate covers one for Technical Bid and other for Commercial Bid. .

17. REJECTION OF TENDER(S)

- (a) The Institute of Road Transport reserves the right to reject any or all of the Bids submitted at any stage without assigning any reasons whatsoever.
- (b) The Institute of Road Transport reserves the right to change the area of the building proposed for rent or any provisions of this Tender document. Such change would be intimated to all the parties procuring this Tender Document/ published in the website.
- (c) The Institute of Road Transport reserves the right to change, modify, add to or alter the Bidding process including inclusion of additional evaluation criteria for further short listing of tenderer at later stages. Any change in the Bidding process shall be intimated to all the parties concerned.
- (d) Mere submission of information does not entitle the tenderer to meet the eligibility criteria. The Institute of Road Transport reserves the right to verify any or all the information submitted by the tenderer.
- (e) If any claim made or information provided by the tenderer in the tenderer or any information provided by the Tenderer in response to any subsequent query or clarification by The Institute of Road Transport, is found to be incorrect or is a material mis-representation of the facts, the tenderer will be liable for rejection and further action as deemed fit. Mere clerical error or Bonafide mistake may be treated as an exception at the sole discretion of, The Institute of Road Transport provided The Institute of Road Transport is adequately satisfied about the nature of the error or mistake.

18. ACCEPTANCE OF TENDER

Notification of acceptance of tender shall be made in writing to the successful tenderer.

19. COST OF TENDERING

- (a) The Tenderer shall be responsible for all costs associated with the preparation of the tender. The Institute of Road Transport shall not be responsible in any way for such costs regardless of the conduct or outcome of this Bidding process.
- (b) IRT will not defray expenses incurred by tenderer in tendering.

20. CANCELLATION OF LEASE AND PENALTY

If the tenderer violates any of the conditions stipulated in the Lease Deed, the Institute shall be at liberty to cancel the agreement in which case, the loss suffered by the Institute will be recovered from their security deposit.

21. LEASE DEED

- (a) The successful tenderer shall be required to execute Deed in the format prescribed by the Institute within **fifteen** days of the receipt of notification of acceptance of the tender, failing which the EMD furnished by him shall be forfeited.
- (b) It shall be incumbent on the successful tenderer to pay stamp duty on the contract and legal charges for the preparation of Lease Deed as per rules.
- (c) Contract Documents: The term "Contract Document" shall mean the following documents which shall be deemed to form an integral part of this contract:-
 - (i) Tender Document,
 - (ii) Contractor's proposal including the letters of clarifications thereto between the contractor and IRT prior to the award of the contract,
 - (iii) Letter of Award, and
 - (iv) Acceptance Letter.

22. IMPORTANT INFORMATION

- (a) Though adequate care has been taken in the preparation of this tender Document, the tenderer should satisfy himself that the document is complete in all respects. Intimation of discrepancies, if any, should be given to the Director, Institute of Road Transport, 100 Feet Road, Taramani, Chennai – 600 113.
- (b) Neither the Institute nor its employees make any warranty as to the accuracy, reliability or completeness of the information in this Tender Document and it is not possible for the Institute to consider the investment objectives, financial situation and particular needs of each party, who reads or uses this Tender Document. Each prospective tenderer should conduct his own investigation and analysis and cross check the accuracy, reliability and completeness of the information in this Tender Document and obtain independent advice from appropriate sources.
- (c) Neither the Institute nor their employees will have any liability to any prospective tenderer or any other person under the Law of Contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Tender Document, any matter deemed to form part of this Tender Document, the grant of order for cost of leasing of air conditioned building with data cable arrangements. The information and any other information supplied by or on behalf of the Institute or their employees or otherwise arising in any way from the selection process for grant of order for lease the leasing of newly constructed air conditioned building with data cable arrangements.

23. FORCE MAJEURE

The contractor shall not be liable for any liquidated damages for delay or failure to perform the contract for reasons of force majeure such as acts of God, acts of public enemy, acts of Governments, fires, floods, epidemics, strikes, affecting

production over duration of more than seven consecutive days and provided that the contractor shall within ten (10) days from the beginning of such delay notify the Director, IRT in writing of the cause of delay. The Director shall verify the facts and grant such extension as facts justify.

24. NON ASSIGNMENT

The contractor shall not assign or transfer the contract or any part thereof without the prior approval of the Director, IRT in writing.

25. OTHER CONDITIONS

- (a) The Contractor shall examine the instructions to the Tenderers and the specifications to satisfy himself as to all the terms and conditions and circumstances affecting the rental. He shall quote the Rent according to his own views on these matters and understand that no additional deductions except as otherwise provided therein will be allowed.
- (b) The Tender Inviting Authority shall not be responsible for any misunderstanding or incorrect information obtained by the contractor other than the information given to the contractor in writing.
- (c) The Tenderer shall submit the complete tender documents along with tender consisting of:-

(i). Technical Bid:

- 1. All the pages of the tender forms and Annexures duly signed filled up completely, except commercial Bid as per ANNEXURE – 8.
- 2. Acceptance of Building Specification, as per Annexure-1
- 3. EMD of **Rs. 1,00,000/-**
- 4. Tender cost of **Rs.17,700/-** (in case of downloaded tenders)
- 5. The Declaration duly filled and authenticated the prescribed format as per Annexure – 9.
- 6. Details about the Tenderer as per Annexure - 2 duly filled in and authenticated along with the Documentary Evidences for the same.

7. The language of the tender shall be in English.
 8. Before tendering, the bidders are advised to visit the site premises and familiarize themselves with all local and site conditions. Ignorance of the site conditions shall not be accepted by the Institute of Road Transport as a basis for any claim for compensation later.
- (d)** The successful Tenderer has to submit a detailed proposal with the details of new equipments, type of interiors etc., to be carried out for Institute of Road Transport's approval.
- (e)** The successful Tenderer shall not sublet or use the space provided for the purposes other than the purpose for which contract has been awarded and shall not allow anybody to reside in the licensed premises and shall not use the same or any part of it for stocking or keeping articles other than those needed for use for the contract awarded nor shall be made or permit to be made any structural additions and alterations to the same without the written sanction of the Institute of Road Transport.
- The successful Tenderer shall confine his activities to the space assigned only and not encroach in other areas. Such violations will be viewed seriously.
- (f)** The Institute of Road Transport will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor in the leased building.
- (g)** The successful Tenderer shall vacate the premises peacefully after the expiry of the rent period and/or earlier if desired by the Institute and shall hand over the same to the authorised officer along with all furniture, fittings and other articles as may have been provided by Institute of Road Transport, from time to time and the decision of the Institute shall be final and binding upon the Contractor.
- (h)** The successful Tenderer shall be free to remove without any damage to the Institute property, the equipments and other articles that might have been brought by the Contractor.

- (i) The successful Tenderer shall be responsible for all damages or losses to Institute's property during the lease period.
- (j) The successful Tenderer has a bare permission only to utilize the leased building in the Institute premises during the Contract period and nothing contained in this document shall be construed as demise in law of the said Institute premises or any part thereof and shall not give any legal title or interest to the Contractor.
- (k) The successful Tenderer on the grant of the Letter of Award shall execute Deed with the Institute on the above terms and other correspondences exchanged between the Contractor and the Institute.
- (l) Not with standing that the Deed has not been concluded between, the Institute and the Contractor, the acceptance of the tender shall constitute a binding agreement between the Institute of and the successful tenderer.

26. CHANGES IN CONSTITUTION

Where the successful Tenderer is an individual or business concern or a Hindu Undivided Family business concern or a partnership firm or a private limited company or a public limited company, the prior approval in writing of the Director, IRT shall be obtained before any change is made in the constitution of such business concern.

27. SETTLEMENT OF DISPUTES

- (a) Except as otherwise specifically provided in the contract, all disputes concerning question of fact arising under the contract shall be decided by the Director, IRT whose decision shall be final to the parties hereto.
- (b) Any dispute or differences including those considered as such by only one of the parties arising out of or in connection with this contract shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached, then all disputed issues shall be settled by Arbitration.

28. ARBITRATION

- (a)** All disputes, differences, questions and claims either by way of specific performance or damages or in respect of the performance or breach of the obligations on the part of the parties into this contract in connection with or in relation to or in any way arising out of or under the terms and provisions of this contract shall be referred to arbitration, determinable at Chennai consisting of two arbitrators, one to be appointed by each party.
- (b)** The arbitration proceedings shall be held at such place or places as the arbitrators may decide from time to time and they shall in accordance with and under the provisions of the Indian Arbitration Act, 10 of 1996 or any statutory modifications thereof, for the time being in force and the arbitrators shall have the power to make an interim award or awards and the obtaining of such be an award or awards as a result of such arbitration shall be a condition precedent to the obtaining of any relief in any court of law.
- (c)** In the event of disagreement between the two arbitrators, such disputes and differences shall be determined by an Umpire who shall have been appointed by the arbitrators as provided in the said Act. The language of arbitrations shall be in English.

29. LAWS GOVERNING CONTRACT

The contract shall be construed according to and subject to the laws of India and jurisdiction of courts of Chennai.

ANNEXURE – 1

SPECIFICATION OF BUILDING PROPOSED TO BE RENTED OUT

Provisions available in the newly constructed Building at Institute of Road Transport, Taramani, Chennai – 113 are given below:-

1. Standard False Ceiling
2. Standard Light Fittings
3. A/c Duct and Distribution
4. Fire Alarm
5. Vitrified Tile Flooring
6. Data Cable / Networking
7. Standby 250 KVA Generator with controls.
8. HT Service Connection – 500 KVA Transformer, Substation with control panel Board. P.F. correction panel Board and sub panel
9. Board in each floor.
10. Sump of 24,000 Ltrs Capacity with Two Syntex over head tank - 2 X 5,000 Lit Capacity.
11. Car Parking Area
12. Adequate Vacant land available around the building.
13. Building Plinth Area :

Ground Floor	-	4388.00 Sq. Feet.
First Floor	-	7576.50 Sq. Feet.
Second Floor	-	7576.50 Sq. Feet.
14. Ground floor –
Office furniture & Partitions are provided in 3264 Sq.ft.

S.No	Particulars	Qty
1	Wooden table of size 5' x 3' x 2' 6" with 18mm thickness of prelaminated particle board with one drawer and one cupboard on both side with neat finishing	4 Nos
2	Computer table of size 2' 6" x 1' 6" x 2' 6" with 18 mm prelaminated particle board with neat finishing.	4 Nos
3	Wooden side rack of size 2' 6" x 1' 6" x 4' ht with four inner shelves arrangements with 18mm thick pl board and double door arrangements with lock and neat finishing.	9 Nos
4	Office table 4' x 2' 3" x 2' 6" with 18mm thick pl board with one drawer and cupboard with neat finishing	6 Nos
5	Plastic chairs with arm best approved quality	20 Nos.
6	Executive upholstery sofa set with neat finishing three seater = 1no, single seater = 2 nos.	1 No.
7	Teak wood "M" sofa set neat finishing three seater = 1no, single seater = 2nos.	1 No.
8	Conference hall table of size 8' x 4' x 2' 6" with teak wood base / frame and teak plywood top with neat finishing.	1 No
9	Executive chair with steel frame with seat and backrest wire knitted	4 Nos
10	"S" type chair with steel frame and wire knitted	6 Nos.
11	Steel Almirah of size 3' x 1' 6" x 6' 6" with 4 shelves with 20 & 22-G- ms sheet and locking arrangements	2 Nos
12	Conference hall chair steel frame with cushion for seat and back rest.	10 Nos
13	Computer revolving chair with cushion type model	2 Nos

15. And Modular Honey comb type partition
(Removable and refixable)

- 1150 Sq.ft

16. Glass Partition

- 160 Sq.ft

ANNEXURE – 2

DETAILS ABOUT THE TENDERER (To be furnished in the Technical Bid Cover)

- i) a. Name of the tenderer :
 - b. Address of the Registered Office :
 - c. Telephone No. :
 - d. Telegraphic Code :
 - e. Fax No. :
- ii) a. Factory / Work Address :
 - b. Telephone No. :
 - c. Telegraphic Code :
 - d. Fax No. :
- iii) Weekly off day of the factory :
- iv). Capital employed in Rupees :
- v). No. of employees :
- vi). Whether currently valid income tax clearance certificate :
 - (a) Enclosed
 - (b) Not enclosed
 - (c) Applied for
 - (d) Exempted
 - (e) Assessment nature will be produced later.
- vii). Turn over during previous three financial year in Rupees. :
 - (a) 2019 - 2020
 - (b) 2020 - 2021
 - (c) 2021 - 2022
- viii). Whether Audited Annual Report and Sheet for the above period enclosed :
 - (a) Yes
 - (b) No
- ix). Status of The Tenderer :
 - (a) Government /Quasi Govt.
 - (b)Proprietor
 - (c) Partnership
 - (d) Pvt.Ltd.
 - (e) Public Ltd.
 - (f) Undertaking
 - (g) Co-Operative
- x). TIN No.
- xi). PAN No.

ANNEXURE – 3

FINANCIAL CAPABILITY OF THE TENDERER # (To be furnished in the Technical Bid Cover)

(Equivalent Rs.)

Description	FY 2018 –2019	FY 2019–2020	FY 2020 -2021	FY 2021 –2022 (Audited / unaudited)
Annual Turnover				
Net Worth				
Net Cash Accruals				
Total Cash Accruals				

- # The Tenderer should provide the Financial Capability based on its own financial statements. Financial Capability of the tenderer parent company or its subsidiary or any associate company (who are not Members of the Consortium) will not be considered for computation of the Financial Capability of the Tenderer, unless the parent company holds 100% stake in the Bidder and guarantees performance of the tenderer.

Instructions :

1. Turnover = Operating Income + Other Income
2. Net Cash Accruals = Profit After Tax + Depreciation
3. The tenderer shall provide audited Annual Reports for the last three (3) years.

Signature of the Tenderer with Official Seal

Certificate of Chartered Accountant

On the basis of the relevant documents, We, M/s _____ hereby certify that the information regarding the net worth is true.

Signature and seal of the Chartered
Accountant
Registration No.

ANNEXURE – 4
FORMAT FOR COVERING LETTER
(To be furnished in the Technical Bid Cover)

On the Letter head of the Tenderer

To

The Director,
Institute of Road Transport
Taramani,
Chennai - 600 113.

Ref: Renting out the newly constructed air conditioned building with data cable
arrangements at Institute of Road Transport

Sir,

Being duly authorized to represent and act on behalf of
(Hereinafter referred to as “the Tenderer”), and having reviewed and fully understood all
the requirements of the Tender document and information provided, the undersigned
hereby apply for renting out the building. We are enclosing our Tender including Key
Submissions, Qualification Information, Technical Bid and the Financial Bid, with the
details as per the requirements of the Tender document, for your evaluation.

We also certify that we offer to keep our tender valid for a period of 120 days
starting from the due date for submission of tender i.e.2022 and may extend the
validity, if so desired by the institute.

Dated thisDay of, 2022

Name of the Tenderer

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

ANNEXURE – 5

FORMAT FOR AFFIDAVIT IN SUPPORT OF TENDER (To be furnished in the Technical Bid Cover)

FORM A

(Proforma of affidavit to be filed along with the consent letter by the tenderers other than Firm/ Company/Society/Consortium).

I, _____ (name of the Tenderer) S/o or Husband of Shri _____ aged _____ years, Resident of (Complete address) _____ (place of business) _____ do hereby solemnly declare on oath that I am not disqualified from participating in the tender. I have read the conditions of the tender and I shall abide by the terms of the bid. I have enclosed complete details of the earnest money. In case of deviation from my offer / tender, I agree to surrender my earnest money and I bind myself to indemnify Institute of Road Transport for the loss caused due to any such re auction/ tender which can be recovered from me as arrears of land revenue.

Signature _____

Place _____

Date _____

VERIFICATION BY NOTARY PUBLIC

I, _____, S/o. _____ aged _____ years, resident of _____ do hereby verify that the information given the above affidavit are true and correct from my personal knowledge.

Place: _____

Signature: _____

Date: _____

ANNEXURE – 5

FORMAT FOR AFFIDAVIT IN SUPPORT OF AGREEMENT (GOVERNMENT /QUASI GOVERNMENT /FIRMS)

(To be furnished in the Technical Bid Cover)

FORM B

(Proforma of affidavit to be filed along with the consent letter by the Firm/ Company/ Society/).

I, _____ (name of the authorized person / lead member of consortium) S/o or Husband of Shri _____ aged _____ years, Resident of (Complete address) _____ do hereby solemnly declare on oath as under:

1. I am holding letter of authority on behalf of firm/ company/ society/ (name _____)
2. All the partners/Directors/post bearers of my firm/ company/ society/ are not disqualified from participating in the tender.
3. I have read the conditions of the tender and I shall abide by the terms of the auction. I have enclosed complete details of the earnest money. In case of deviation from my offer/tender,
4. I agree to surrender my earnest money and I bind myself to indemnify Institute of Road Transport for the loss caused due to any such re-auction/tender which can be recovered from me as arrears of land revenue.

Place _____
Date _____

Signature _____

VERIFICATION BY NOTARY PUBLIC

I, _____, S/O. _____ aged _____ years, resident of _____ do hereby verify that the information given the above affidavit are true and correct from my personal knowledge.

Place: _____
Date: _____

Signature: _____

ANNEXURE – 6

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF TENDER POWER OF ATTORNEY (To be furnished in the Technical Bid Cover)

Know all men by these presents, We(name and address of the registered office of all concerned) do hereby constitute, appoint and authorize Mr/Mrs. (name and residential address) holding the position of as our or attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Tender for the Renting out the newly constructed air conditioned building with data cable arrangements at Institute of Road Transport including signing and submission of all documents and providing information / responses to representing us in all matters before Renting out the newly constructed air conditioned building with data cable arrangements at Institute of Road Transport, and generally dealing with Renting out the newly constructed air conditioned building with data cable arrangements at Institute of Road Transport, in all matters in connection with our Tender for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For _____

(Signature)

(Name, Title and Address)

Accepted

..... (Signature)

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. Also, if required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of Power hereunder on behalf of the Bidder.

ANNEXURE – 7

DECLARATION BY THE TENDERER

(To be furnished in the Technical Bid Cover)

To

The Director,
Institute of Road Transport,
Taramani,
Chennai – 600 113.

Sir,

I / We hereby offer our tender for renting out the building subject to the terms and conditions of this tender at the rent given by us in the Financial Bid as shown in the drawing and described in the specification deposited in the office of the Director, IRT, Taramani, Chennai – 113. I / We enclose herewith a Demand Draft for **Rs.1,00,000/-** towards Earnest Money Deposit which will not bear any interest. I / We have carefully read and understood the terms and conditions of the tender. I / We hereby agree to hold this tender for a period of 120 days from the date of Technical Bid.

I / We fully understand that on receipt on communication of acceptance of tender from the tender accepting authority there emerges a valid contract, between me / us and the Governing Council of IRT and tender documents (i.e.) tender notice, tender schedule, negotiation letter and communication of acceptance of tender shall constitute the contract for this purpose and be the foundation of rights and defined tender notice, provided that it shall be open to the tender accepting authority to insist on execution of any written agreement by the tenderer if administratively considered necessary or expedient.

I / We further agree to comply with the terms and conditions on the renting out the new building that may be awarded to me / us on the basis of this offer and in the event of my/our failing to rent the building, I / We agree for the forfeiture of the EMD of **Rs.1,00,000/-**.

ANNEXURE – 8

FINANCIAL BID

(To be furnished separately in the Financial Bid Cover)

To

The Director,
Institute of Road Transport,
100, Feet Road,
Taramani, Chennai – 113.

Dear Sir,

I am submitting my financial bid as under :

Financial Bid :

Affix a recent passport size photograph of the authorized signatory

Sl. No.	Fixed reserve value for land and place	Reserve Price per Sq.ft in Rs. P		
		Area	(In figures)	(In words)
1	Plinth Area of the building			
	Ground floor (3264 sq.ft furnished)	4388 Sq.ft		
	First Floor	7576.50 Sq.ft		
	Second Floor	7576.50 Sq.ft		

I have gone through the terms and conditions and guidelines as mentioned in the tender document and I shall abide by them.

Date Name of the authorized person Signature Seal.