



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

National Institute of Animal Biotechnology (NIAB), D.No 1-121/1,  
4<sup>th</sup> and 5<sup>th</sup> Floor Axis Clinicals Building, Miyapur, Hyderabad-500 049  
Email – [admin@niab.org.in](mailto:admin@niab.org.in) phone : 04023049402

### **TENDER NOTICE**

No. NIAB/Tender Notice/SubLease/2015

Date: 3-1-2015

NIAB intends to Sub Lease one floor of 10660 sft semi furnished, centrally Air-Conditioned area for commercial purpose out of about 32,000 sft fully furnished R&D Laboratory-cum-Office Space in two floors that has been taken on lease by NIAB from Axis Clinicals Limited, Miyapur . Terms and conditions are given below. Interested parties may visit on 12-13 Jan 2015 with prior telephonic / email approval and may submit their bids at the above address on or before **30<sup>th</sup> January, 2015** in a 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.

(Harjit Singh)  
Sr Manager



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### **TENDER NOTICE**

No. NIAB/Tender Notice/sublease/2015

Date: 3-1-2015

Sealed Tenders are invited on behalf of the Director-In-Charge, NIAB for sub leasing 10,660 sft semi furnished and centrally air conditioned area on 5<sup>th</sup> floor of Axis Clinical Building located opposite to Talkie Town theatre at Miyapur, Hyderabad.

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

1. The premises will be offered for Office use only.
2. All furniture should be used without damage.
3. The lease term shall be for a period of 2 years with a provision to vacate or get the premises vacated with three months' notice on either side. The lease period shall commence from the date of handing over the premises.
4. Free car parking space for six cars shall be provided.
5. The monthly rent shall be payable on or before 10<sup>th</sup> day of each calendar month.
6. An interest free advance amounting to 3 months rent shall be deposited with NIAB payable towards security deposit. The security deposit shall be refundable without interest at the time of vacating the premises.
7. The premises offered have the following amenities / facilities.
  - i. One Passenger Lift
  - ii. Adequate power supply with 100% DG Power standby arrangements .
  - iii. Adequate water supply provision to connect to Municipal Sewerage.
  - iv. Adequate open space surrounding the building
  - v. Centralised Air-conditioning.
  - vi. Separate toilets for Gents & Ladies.
  - vii. Fire detection and fire fighting system.
  - viii. Housekeeping
  - ix. 2209 sft common area
  - x. Security at main gate

8. No structural changes or changes to fittings and fixtures without lessor's written prior approval. Temporary partitions and furniture are permitted at the cost of the lessee.
9. The Lease may be terminated by NIAB during the lease period of this Lease Deed by giving 3 months notice in writing to the Lessee.
10. In the event Lessee failing 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. In such case the Deposit will be adjusted against the rent payable.
11. All taxes as applicable at present and in future shall be payable by the Lessor of the premises. Service Tax if applicable will be paid by lessee.
12. All stamp duty and registration charges for registration of Lease Deed shall be borne by the Lessee.
13. The lease rent stands increased 5% annually.
14. Lessee shall bear actual charges for consumption of electricity & municipal water. The lessee shall pay separate electricity / water charges to NIAB in a proportional manner. However if there is no provision for meter proportionate charges will be levied in consultation with bidder later
15. The Tender shall be valid for a period of 60 days from the due date of tender.

**Instructions to the Tenderers:**

1. Tender documents can be obtained from the office of Service & Maintenance Engineer on payment of Rs 500/-. Tenders can be downloaded from the website also. In such case tender fee of Rs 500/- in the form of a Demand Draft drawn in favour of the Director, NIAB should be submitted along with tenders.
2. Financial Bid should be submitted as per the attached format on the letter head of the interested party in a sealed envelope.
3. Sealed tenders signed in each page are to be submitted to the office of **Service & Maintenance Engineer, National Institute of Animal Biotechnology**, D.No:1-121/1,5<sup>TH</sup> floor, Axis clinicals Building, Miyapur, Hyderabad-500 049 before the prescribed last date.

4. 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.
5. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document.
6. **Director-in-charge**, 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.
7. Any tender received without Earnest Money Deposit in the form as specified shall be summarily rejected.
8. **The tenderer should ensure that rates / amounts quoted should appear only in the Financial Bid document and no where else, otherwise, the tender is liable to be rejected.**
9. Documents duly completed in all respects shall be submitted in the office of Service & maintenance Engineer, National Institute of Animal Biotechnology,D.No:1-121/1,5th floor, Axis clinicals Building, Miyapur, Hyderabad-500 049

I	Last Date for Receipt of Tender	<b>30 January, 2015</b> ; 3:00 P.M.
II	Opening of Tender	<b>30 January, 2015</b> ; 3:30 P.M.

10. 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.
11. NIAB is not bound to accept lowest or any Tender or to assign reasons for non-acceptance of any Tender.
12. 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 Director, NIAB decides to withdraw or cancel the Tender.
13. Unsealed Tenders, unsigned Tenders, incomplete Tenders, or Tenders otherwise considered defective are liable to be rejected.

14. Director-in-charge, 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 Director, NIAB.
15. 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 Bidder.
16. If it is detected that the person so signing the Tender has no authority to do so, the Director-in-charge, NIAB may, without prejudice to other civil and criminal remedies, not consider the Tender and hold the signatory liable for all costs and damages.
17. 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.
18. 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.25,000/- (Rupees Twenty five 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 **Director-in-charge, NIAB**, the earnest money shall be liable to be forfeited.
19. **Tenders not accompanied by EMD shall be liable for rejection at the sole discretion of the Director-in-charge, NIAB.**
20. The Earnest Money will be returned without any interest to the unsuccessful bidders after the finalisation of the order with the successful bidder.
21. The earnest money shall be returned to the successful bidder after signing the lease deed.

## Form of Tender – Financial Bid

(To be placed in a sealed envelope and submitted separate from the EMD amount)

To

Date:

**The Director-in-charge**

National Institute of Animal Biotechnology (NIAB)  
D.No 1-121/1,5<sup>th</sup> Floor Axis Clinicals Building,  
Miyapur,  
Hyderabad-500 049

Sub: Financial bid for office space on sublease – Reg.

Dear Sir,

Having examined the tender documents, terms and conditions. I / we hereby accept your premises for sublease. I agree to the following rates:

I wish to take part / whole of the available premises\* representing..... Sft approx. of area at a rate of Rs ...../sft/month, amounting to a total lease rental of Rs ...../month

**\* Details of part of available premises is provided on attached sheet**

Name, Signature and Seal of the bidder