



राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान
National Institute of Animal Biotechnology

An autonomous Institute of the Department of Biotechnology, Ministry of Science and Technology, Govt. of India
D. No. 1-121/1, 4th and 5th Floors, Axis Clinicals Building, Miyapur, Hyderabad, Telangana, India - 500 049
Web: www.niab.org.in



Tender Notice No. NIAB/01/Lease/2015



National Institute of Animal Biotechnology (NIAB) under Dept. of Biotechnology, Govt. of India is desirous of taking on lease **2 and/or 3 BHK apartments/houses** for residential purpose as per the specifications, terms and conditions given in the tender documents, in an approved residential area within a radius of 10 kms from NIAB office at D.No 1-121/1, 4th and 5th Floors, Axis Clinical Building, Miyapur, Hyderabad. The interested owners may submit their bids at the above address on or before **29 July 2015**. Please visit our website www.niab.org.in or our office at the above address for more information. NIAB reserves the right to reject any or all offers without assigning any reasons.



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Tender Notice No. NIAB/01/Lease/2015



No. NIAB/Tender Notice/Lease/2015

Date: 8th July 2015

Sealed Tenders are invited on behalf of the Director, NIAB in **Two BID SYSTEM** for **2 and/or 3 BHK apartments/houses** for residential purpose on lease in an approved commercial building within a radius of 10 kms from NIAB office at D No 1-121/1, 4th and 5th Floors, Axis Clinical Building, Miyapur, Hyderabad.

SPECIAL TERMS & CONDITIONS OF TENDER

1. The rooms are required for guest house purpose, with attached toilets.
2. Accommodation to be consolidated on one building, preferably
3. Minimum plinth area should be 1500 Sq Ft for 3 BHK and 1000 for 2 BHK appx.
4. Accommodation should be well connected by road
5. The premises shall be free from all encumbrances, lien or charge.
6. The bidder shall have clear & marketable title.
7. The lease term shall be for a period of 11 months initially extendable on mutual consent every time.
8. Availability of parking space.
9. The monthly rent shall be payable on or before 10th day of each calendar month.
10. The premises offered should have the following amenities / facilities.
 - i. Lifts (in case of multi storey building).
 - 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

Last date and opening of tenders

Documents duly completed in all respects shall be submitted in the office of **National Institute of Animal Biotechnology**, D No 1-121/1, Axis Clinical Building, Miyapur, Hyderabad-500049

i	Last Date for Receipt of Tender	29 July, 2015 ; 3:00 P.M.
ii	Opening of Techno -Commercial Bid	29 July, 2015 ; 3:30 P.M.

Earnest Money (Refundable)

1. The Tender must be accompanied by Earnest Money Deposit (EMD) in the form of a Demand Draft drawn in favour of **National Institute of Animal Biotechnology**, for an amount of Rs.5,000/- (Rupees Five thousands 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, NIAB**, the earnest money shall be liable to be forfeited.
2. **EMD should be kept along with the Technical bid in one envelope.** Tenders not accompanied by EMD shall be summarily rejected.
3. The Earnest Money will be returned without any interest to the unsuccessful bidders after the finalisation of the order with the successful bidder.
4. The earnest money shall be returned to the successful bidder after signing the lease deed.

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 bidder's 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 sent/submitted to SENIOR MANAGER, **National Institute of Animal Biotechnology**, D No 1-121/1, Axis Clinical Building, Miyapur, Hyderabad-500049 before the prescribed last date.

7. 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.

8. The Tender shall be valid for a period of 60 days from the due date of tender.

9. 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.

10. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document.

11. DIRECTOR, 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.

12. **The tenderer should ensure that rates quoted should appear only in the Financial Bid document (Part II) and no where else, otherwise, the tender is liable to be rejected.**

13. 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.

14. Documents duly completed in all respects shall be submitted in the office of **National Institute of Animal Biotechnology**, D No 1-121/1, Axis Clinical Building, Miyapur, Hyderabad-500049

15. 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.

16. Unsealed Tenders, unsigned Tenders, incomplete Tenders, or Tenders otherwise considered defective are liable to be rejected.

17. DIRECTOR, 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.

18. 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.

19. If it is detected that the person so signing the Tender has no authority to do so, the DIRECTOR, NIAB may, without prejudice to other civil and criminal remedies, not consider the Tender and hold the signatory liable for all costs and damages.

20. 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.

Form of Tender – Techno Commercial Bid

To

Date:

The Director

National Institute of Animal Biotechnology
4th and 5th Floors
D.No 1-121/1, Axis Clinical Building,
Miyapur, Hyderabad-500049

Sub: Tender for providing space on lease – Reg.

Dear Sir,

Having examined the tender documents, terms and conditions and the special requirements for **2 and/or 3 BHK apartments/houses** for residential purpose , on lease , 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	Details of the Accommodation	

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 THE BIDDER

Form of Tender – Financial Bid

To

Date:

The Director

National Institute of Animal Biotechnology
4th and 5th Floors
D.No 1-121/1, Axis Clinical Building,
Miyapur, Hyderabad- 500049

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 **2 and/or 3 BHK apartments/houses** for residential purpose on lease , 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	
1	Rent per month For 3 Bed Room For 2 Bed Room		

Place:

SIGNATURE OF THE BIDDER