

ADMINISTRATION DEPARTMENT



CIN- U10102MP1985GOI003160

An ISO: 9001, ISO: 14001 & OHSAS: 18001 Certified Company

पोस्ट- सिंगरौली कोलियरी, जिला- सिंगरौली, म.प्र., पिन 486889/ Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

Phone: 07805- 266808, (FAX) 266640 email: gmadmin.ncl@coalindia.in website : www.nclcil.in

No. NCL/SGR/Pers/Admn/2018/1719

Date: 11.10.2018

**Northern Coalfields Limited
(A Miniratna Company)
(A subsidiary of Coal India Limited)**

REQUIRED TRANSIT OFFICE ON RENTAL BASIS AT VARANASI

Northern Coalfields Limited, Singrauli invites offer for a transit office on rental basis at Varansi from the owners of the building/apartment. The offerer must be the owner of the building/apartment.

The total contract period shall be for 33(Thirty three) months with a provision to renew after lapse of each 11(Eleven) months period duration. During this period no rent escalation shall be paid. However, if required, it may be extended further through negotiation basis on mutual agreement.

The minimum requirements of premises are given below:-

1. The property should have minimum six rooms. (At least three rooms must have attached wash room/toilet), one common toilet, drawing room, dining room and kitchen room.
2. It should be an independent house or a bungalow (Single storied/Double storied) or an apartment/group of apartments in a single block having lift facilities. (where the property is not in the ground floor)
3. Two drivers rest room with Wash room/Toilet facilities, common or attached (will be treated as an optional requirement).
4. The property should be situated within a distance of around 25 km from Varanasi Airport towards the main Varanasi City end.
5. There should be parking facility for at least two vehicles inside the compound of the building/Apartment.

NOTE: - The offer shall not be considered, if the property does not have the above minimum requirement. Hence the owners meeting the above requirements only need to apply.

Procedure of offer:-

The offer is invited off-line in two bid system called Part-I & Part-II. Offerer need to keep both the part in **separate sealed envelop** and both the sealed envelopes shall be kept inside a **bigger sealed envelop** and send it to the address given below within 21days (on or before 09/11/2018) through registered post only.

नार्दनकोलफील्डसलिमिटेड
(मिनीरत्नकंपनी)
कोलइण्डियालिमिटेड की अनुषंगीकंपनी



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Address:-

To,

The General Manager (Pers/Admin)
Room No-18
Northern Coalfields Limited, HQ, Singrauli
P.O.:-Singrauli, District:-Singrauli-486889
State:-Madhya Pradesh
Contact No.- 9406965009, 9406711677

Offers received after the scheduled date & time shall not be considered. The Part-I bid shall be opened on 16/11/2018 in the same office where the offers are sent in presence of committee members. The offerer may also witness the opening either himself/through their authorised representative. No separate individual notice for opening of part-I shall be sent to offerer. Offerer may visit our website for any corrigendum / ammendment.

The company reserves the right to accept or reject any/all offers without assigning any reason whatsoever.

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PART-I

ANNEXURE -"A"

Instructions for filling Part-I offer: - In this part, the owner shall be provided discription of property, address of property, location of property, offerer details, additional facilities and amenities (Please fill it correctly & legibly). Before filling please read "Other terms & conditions" carefully which is enclosed in "Annexure-C".

With reference to your advertisement, I/We hereby offer the property owned by me/us for hiring of premises to you with the following details:-

A. Description of Property :- (Tick in appropriate detail) **(Remarks if any)**

1.

- a.) Is it an Individual Home : If yes, then Single Storied/Double Storied _____
- b.) Is it an Individual Banglow: If yes, then Single Storied/Double Storied _____
- c.) Is it an Apartment : If yes, in which floor. Does it have lift facility? _____

2.

- a.) No of Rooms : _____
- b.) No of Rooms having Washroom/Toilet-facilities : _____
- c.) Whether there is Common Toilets : Yes / No _____
- d.) Drawing Room : Yes / No _____
- e.) Dining Room : Yes / No _____
- f.) Kitchen Room : Yes / No _____

3.

- a.) Whether there is Parking facility for atleast two vehicles inside the compound Of building/apartment : Yes / No _____

4.

- a.) Whether there are two driver rest rooms with Washroom/Toilet facilities: If yes, How many rooms available? (Will be treated as an optional requirement) _____

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5.

a.) Distance from Varansi to
Airport (In Km.) :

B. Location of the Property :- (With complete postal address)

a.) Name of the Building if any :

b.) Door No. :

c.) Name of the Street :

d.) Place with Pincode :

C. Owner's Profile : (With complete postal address)

a.) Name :

b.) Correspondence Address : _____

c.) Contact No (Mobile) :

d.) Contact No (Landline) :

e.) E-mail ID :

D. Facilities Available in the property as on date :- (Additional information)

a.) Room's flooring : Mosaic/Granite/Marble etc. _____

b.) Kitchen's flooring : Mosaic/Granite/Marble etc. _____

c.) Bathroom's flooring : Mosaic/Granite/Marble etc. _____

d.) Watchmen/Guard services : If any, Yes/No _____

e.) List of available furnitures : _____
(Please give detail)

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f.) Availability of Fixtures i.e. AC/Fan /Tube light/Led light/Invertor/Water pump

/DG set etc. (Please give detail) : _____

g.) Whether any Lawn/
Garden in the property : Yes / No _____

h.) Any other points : _____

SIGNATURE OF THE OWNER

Fill this part after reading the 'other terms and conditions' carefully which is enclosed in "Annexure-C". After filling all the detail, please enclose in envelop, seal it and write as "Part-I for Transit House at Varanasi" on top of envelop.

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Part-II (Price Bid)

ANNEXURE - "B"

Instructions for filling Part-II (Price Bid) offer: - Before filling the Rent amount, please read "Other terms & conditions" carefully which is enclosed in "Annexure-C". You are also required to fill only the Expected Rent/Basic Rent excluding Tax.

TO,

DATE:

The General Manager (Pers/Admin)
Room No-18
Northern Coalfields Limited, HQ, Singrauli
P.O.-:Singrauli, District:-Singrauli-486889
State:-Madhya Pradesh
Contact No.- 9406965009, 9406711677

OFFER SUBMITTED FOR PRICE BID

With reference to your advertisement, I/We offer the following price for hiring out my property as mentioned below:-

Monthly Rent offered:-

In Figure Rs. _____

In Words Rupees _____

***Taxes shall be paid extra, hence kindly quote rent amount only. ***

SIGNATURE OF THE OWNER

In this envelop, please fill the expected Rent per month by the bidder. The price shall remain firm during 33 months period (contract period).

Fill this part after reading the 'other terms and conditions' carefully which is enclosed in "Annexure-C". After filling Part-II, please enclose in another envelop, seal it and write Part-II for transit house at Varansi on top of this envelop.

Note: - Please enclose price only in part-II envelop, otherwise this offer shall be rejected.

Final step:-Please enclose both envelops in a bigger envelop, seal it and write on top of envelop as "Transit House at Varanasi" and send it to address mentioned above by registered post only.

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Other terms & conditions

ANNEXURE -"C"

1. Building/Apartments offered should have clear marketable title deeds i.e. title free from any litigations.
2. Proper building plan approved by the authority concerned i.e. development Authority/Municipal Corporation.
3. The bidder is required to submit a **"No objection Certificate by the authority i.e. Development Authority/Municipal Corporation"** for renting out the property for Transit Office.

OR

The bidder will submit an undertaking that **"No objection Certificate by the authority concerned i.e. Development Authority/Municipal Corporation"** for renting out the property for Transit Office shall be submitted within 30 days from the receipt of the award of the contract failing to which the contract shall be liable to be terminated.

4. The owner shall provide the details and documents to the legal department when asked for verifying the genuinity/legality of the property & its owner before entering into an agreement.
5. The offer meeting the minimum requirement shall be considered. The additional information is only to know the facility available in the building/apartment.
6. All taxes i.e. Water taxes, Property taxes, Material taxes, Cess, & Levied etc. shall be borne by the owner. Society charge or any such charge shall be born by the owner.
7. The repair and maintenance works shall be done by the owner as and when necessary during the contract period.
8. TDS as per the rule shall be deducted.
9. Before handing over the property for hiring, white-washing/painting shall be done by the owner and later whenever necessary it shall be done by the owner.
10. Applicable GST shall be paid extra by NCL, however necessary documents/evidence as per the GST rules should be provided by owner.
11. Monthly electricity charges shall be borne by NCL, but for ensuring the actual power consumption, separate meter should be installed. The bills shall be claimed by owner to NCL for reimbursement.

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12. The furniture item/fixture/AC/TVs/Dining Table/Chair/or other items if not found suitable, then the owner should allow NCL to use his own furniture/fixture etc. and take back after closing of the hiring contract.
13. The owner shall allow/facilitate the NCL management representative to inspect the property and ask for any informations/documents regarding the property.
14. The quoted rate should be as per the property condition as on date. But the final rate shall be determined after inspection of the building and negotiation with management representatives/committee member.
15. White-washing/painting to be done before handing over the property.
16. **Evaluation of Technical Bid:** -The property which meets our minimum requirement shall be considered qualified bidder and shall be personally visited by the members/representative of NCL for inspection. If the minimum requirement submitted in Part-I, is not found during the inspection, that offer shall not be considered.
17. **Suitability and Inspection:** - The committee members/representatives shall physically inspect all the qualified properties and looking at different factors like location, approximate distance from airport, backup power facilities, backup water facilities, surroundings, cleanliness, approach road, sanitation, interiors, exteriors, type of flooring, quality of sanitary fittings, fixtures or any other factors to decide the suitability. The committee shall be empowered to decide the best suitable property out of the above in order to consider opening of part-II, i.e. price bid of that particular bidder only.
18. **Agreement:** -The successful offeror will have to execute the registered agreement for hiring, the draft of which will be finalized in consultation with the legal department of the company within a reasonable time to be mutually decided and agreed upon. The total contract period shall be 33(Thirty three) months with a provision to renew after lapse of each 11 months period duration. During this period no rent escalation shall be paid. However, if required, the contract may be extended further through negotiation basis on mutual agreement.
19. **Legal Jurisdiction:** The Court of Singrauli (Waidhan) in the State of M.P. only will have the jurisdiction to deal with and decide any legal matters what-so-ever arising out of this tender.
20. The committee shall reserve the right to even not recommend any property, if not found suitable after physical inspection as per requirement of NCL.

**** I/we have read the instructions before filling the offer.**

SIGNATURE OF THE OWNER