Bid Number: GEM/2025/B/6747563
Dated: 16-10-2025

Bid Corrigendum

GEM/2025/B/6747563-C1

Following terms and conditions supersede all existing “Buyer added Bid Specific Terms and conditions” given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

Buyer Added Bid Specific Additional Terms and Conditions

1. OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration
2. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
3. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
4. File Attachment Click here to view the file.
5. Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name
   IGNOU Grant Account
   Account No.
   0543104000028079
   IFSC Code
   IBKL0000543
   Bank Name
   IDBI Bank
   Branch address
   Dharampeth, Nagpur
   .
   Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.
6. Buyer Added text based ATC clauses

   Please, also read BID document for detailed terms and conditions which is uploaded in GeM

   The required carpet area of the building (contiguous floors of building, in case of a multistory buil ding) is tentatively 2800 to 3000 sq. ft.

   The building should be well maintained and not older than 25 years. The building must have suffic ient parking space around it for visitors and staffs.

   As per GeM process, Price quoted on GeM portal by bidder shall be all inclusive price and inclusive of all taxes including GST against the “OFFER PRICE” field while creating their response against th e tender in GeM portal.

   Payment of property tax, house tax, water tax, sub-lease charges/fee/tax and municipal/corporati on tax/statutory charges, if any, shall be the responsibility of the lessor. Electricity and water char ges as per actual consumption shall be paid by IGNOU, the lessee. The lessor shall provide separa te electric and water meters in the building for this purpose.

All bidders are required to submit revised “Annexure VII (Revised)”. This revised annexure is atta ched in the corrigendum document. All bidders are requested to ignore earlier Annexure-VII.

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7. Buyer uploaded ATC document Click here to view the file.
8. File Attachment Click here to view the file.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

This Bid is also governed by the General Terms and Conditions

E-TENDER FOR HIRING OF OFFICE BUILDING FOR IGNOU REGIONAL CENTRE, NAGPUR

BID DOCUMENT

NOTICE INVITING E-TENDER

The Indira Gandhi National Open University, Regional Centre, Nagpur invites online tender (e-tender) in two parts (Technical and Financial bids) for hiring of office Building for IGNOU Regional Centre, Nagpur under Nagpur Municipal Corporation area including adjoining areas from the legal owners / power of attorney holders of suitable buildings as detailed in the terms & conditions of this tender document. The office space intended to be hired shall be used by the IGNOU for coordinating academic activities in different areas of the country to pursue the objectives of the 'Indira Gandhi National Open University Act-1985'. The details of space requirement, terms & conditions and other documents are outlined in the Annexure to this e-tender as under.

Annexure-I	Instructions to Bidders	To be uploaded as technical bid (along with other documents as mentioned in the technical bid form)
Annexure-II	Terms & Conditions	
Annexure-III	Technical Bid	
Annexure –IV	Certificate from a Lawyer/CA	
Annexure-V	Affidavit from the Owner	
Annexure-VI	Certificate from the Architect/civil engineer	
Annexure-VII	Financial/Price Bid	To be uploaded as Financial bid
Annexure-VIII	Standard Lease Agreement	Not to be uploaded. To be signed by successful bidder after acceptance of the bid.

Document Download: The interested bidders may download the Tender Documents from the GEM Portal https://gem.gov.in or www.ignou.ac.in / www.rcnagpur.ignou.ac.in as per the schedule as given in the CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

e-published Date	*As per GEM Bid Document*
Bid Submission Start Date	*As per GEM Bid Document*
Bid Submission End Date	*As per GEM Bid Document*
Technical Bid Opening Date	*As per GEM Bid Document*
Financial Bid Opening	*As per GEM Bid Document*

Bidder who has downloaded the tender from the GEM Portal portal: https://gem.gov.in/ . Bidder shall not tamper/modify the tender form including downloaded price bid form in any manner.

Bids will be opened as per date/time as mentioned in the critical date sheet of Tender. After evaluation of technical bids and premises verification. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the portal.

In the event of any of the above mentioned dates being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

Bid Submission:

All interested eligible bidders are requested to submit their bids online on GEM Portal: https://gem.gov.in/ with all the requisite documents as per the criteria given in this document. The tender shall be submitted online in two parts, viz. **(i) Technical Bid** and **(ii) Financial/ Price Bid** along with other documents as mentioned in the tender documents. The Financial bid should be according to the format given in the Tender Document. It should be ensured that no required value against an item is missed. If the bidder does not want to charge for an item the value must be filled as "0" (ZERO). All totals should be correct. **No tender shall be accepted / entertained by fax, e-mail or submitted in person or any other such means and beyond the specified date /time**.

It may be noted that, in case of non-uploading of copies of documents specified in the tender documents on the GEM, such technical bid, shall summarily be rejected. This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof.

In case a particular bidder owns more than one premises and he/she wishes to submit bids in respect of those premises, he/she should submit separate bids containing technical bid, financial bid and EMD in respect of each premises.

Intending bidders are advised to visit the GEM portal / IGNOU website regularly till closing date of submission of tenders for any corrigendum/addendum/amendment. For any further clarification bidders may contact Mr. C. H. Rajgure on Cell No. 9730012487, email Id: rcnagpur@ignou.ac.in

Annexure –I

INSTRUCTIONS TO THE BIDDERS

1. The Indira Gandhi National Open University, New Delhi (IGNOU), a central University, intends to hire office premises. The hired premises shall be used by the IGNOU for coordinating academic activities in different areas of the country to pursue the objectives the 'Indira Gandhi National Open University Act-1985'.
2. The invitation to bid is open to legal owners/power of attorney holders of properties located in the areas mentioned in the Tender document. The prospective bidders should submit their bids in online mode strictly in accordance with the procedure given in this bid document. Bid document consists of cover page notifying critical dates of tender process and Annexure-I to VIII as mentioned on the cover page.
3. The successful bidder will be declared as 'the lessor' who means and includes not only the bidder but also his legal heirs, successors, legal representatives, etc. The concerned Regional Director, IGNOU will be 'the lessee' for the current bidding.
4. The bidder is expected to read carefully all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
5. At any time prior to the deadline for submission of bids, the IGNOU may, for any reason, whether at his own initiative or in response to clarification requested by prospective bidder, modify the bidding document by a written amendment. The amendment which will be binding shall be available on the IGNOU website as well as on the GEM portal.
6. In order to allow prospective bidders reasonable time to take the amendment into account in preparing their bids, the IGNOU, at his discretion, may extend the deadline for the submission of bids.
7. The Technical Bid should be accompanied by the documents mentioned in the Technical Bid proforma failing which bid is liable to be rejected.
8. The bid prepared by the bidder as well as all correspondence and documents shall be written in English or Hindi and should be typed or written in indelible ink. All the columns of the tender document (Technical Bid Performa) must be filled in & no column should be left blank. "NIL" or "Not applicable" should be marked where there is nothing to report.
9. In case of co-owners/joint owners, the bid documents i.e. technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he/she should submit an Authorization/ Power of Attorney to do so from the remaining owners.
10. The bidders are required to quote in the financial bid rate per sq. ft. per month for the carpet area of the offered building. Bid which is found lowest with reference to circle rates / rent reasonable certificate shall be selected subject to fulfillment of technical and other conditions of the bid.
11. Except the agreed rent, the lessee shall not be liable for any other payment to the lessor.
12. The lease rent should be quoted in Indian rupees only in the financial bid and in the financial bid part of the tender document only.
13. The bid shall remain valid for six months from the last date of the submission of the bid. A bid valid for a shorter period may be rejected by the lessee as nonresponsive.
14. In exceptional circumstances, the IGNOU may require the successful bidder's consent for an extension of period of validity. The request and responses thereto shall be made in writing. The bidder may refuse the request without forfeiting the EMD. The bidder accepting the request will not be required/ permitted to modify the bid.
15. The bidder may modify or withdraw his/her bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.
16. Bids withdrawn after the opening of the technical bid will result in the forfeiture of bidder's EMD.
17. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders online on the GEM Portal itself. The IGNOU may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
18. During evaluation of the bids, the IGNOU may ask the bidder for clarification on their bid. Any misleading or false information in the bid documents will lead to disqualification of the bidder at any stage. The IGNOU reserves the right to seek any document in original related to the premises on hire for verification at any stage of tender process.
19. The Technical bids and Financial Bids must be submitted online on GEM Portal at appropriate link.

Annexure-II

Terms and Conditions of the Tender

A) General Terms and Conditions:

1. Tenders shall be acceptable from the legal owners of the building or from those having valid power of attorney. The building must be free from all encumbrances.
2. Bids from Govt. Bodies/ PSUs shall be given preference.
3. No security deposit or advance rent shall be payable by the University in favour of 'the lessor'. The successful bidder with whom agreement of hiring of building will be signed will be 'the lessor'
4. The bidders are required to submit EMD of Rs. 10,000/- (Ten Thousand rupees only) alongwith the technical bid. No interest shall be payable on the EMD. Bids received without EMD shall be summarily rejected. **Bank A/C Name:** IGNOU Grant Account; **IDBI Bank,** Dharampeth, Nagpur; **Account No.**: 0543104000028079, **IFSC:** IBKL0000543
5. The EMD of successful bidder shall be retained until the expiry of the lease including extended validity or handing over the possession of the building to the lessee, whichever is later. The EMD is liable to be forfeited in case the lessor acts in violation of the terms of the lease agreement.
6. Bids only on GEM portal (https://gem.gov.in/) shall be accepted within prescribed timeline.
7. In case of technical bid found acceptable, selected bidders shall be required to furnish the original copy of the 'title deed' of the offered property or original evidence for lodgement of the deed with any bank with proof of identity of owner before financial bids are opened. The same shall be returned after decision is taken to open financial bid or otherwise.
8. The successful bidder (the lessor) shall be required to enter into lease agreement in the prescribed format annexed with this tender document. The stamp duty and registration charges, if any, shall be borne by 'the lessor'.
9. The IGNOU shall have the right to inspect the offered locations before finalization of bids. The bidders shall be required to extend all possible support during such inspection.
10. Payment of property tax, house tax, water tax, sub-lease charges/fee/tax and municipal/corporation tax/statutory charges, if any, shall be the responsibility of the lessor. Electricity and water charges as per actual consumption shall be paid by IGNOU, the lessee. The lessor shall provide separate electric and water meters in the building for this purpose.
11. The IGNOU, the lessee, shall not be responsible for payment of any amount beyond the agreed monthly rent as applicable rent in favour of the lessor.
12. The bid shall remain valid for six months from the last date of the submission of the bid. However, based up on the requirement/situation, the validity may be extended for a mutually agreed further period as per request of the IGNOU. A bid valid for a shorter period shall be liable for rejection by the IGNOU as nonresponsive.
13. The lessor, shall be required to handover the building to the lessee within 30 days from the date of issue of the letter for acceptance of the bid. However, where the lessor is required to carry out suitable modifications such as constructing four chambers, lobby, conference rooms, cubicles, store room, pantry, false ceiling and partitions as per the requirement of the lessee, this time shall stand extended to 90 days. Failure on part of successful bidder in meeting these timelines will entail a penalty of Rs. 5,000/- (rupees five thousand only) per day for the delay period. This penalty shall be adjusted against rent payable to the lessor subsequent to the possession of building.
14. The lessee shall have the right, during the lease period/extended lease period, to carry out further suitable alternations by way of partitions, office fixtures, fittings, placing of sign boards etc. for effective use of hired office space.
15. If at any stage it is found that any detail/document furnished by the bidder is not correct, his/her bid would be liable to be cancelled without intimation to the bidder.
16. The bids are liable to be rejected in case of any terms and conditions of the tender document not be fulfilled.
17. Rental circle rates/Rent Reasonable Certificate may be obtained along with the technical bids. However, this will not be a condition of technical bid. The lowest bidder will be required to submit rental circle rate certificate / Rent Reasonable Certificate after obtaining it from DM office/Tehsildar Office/PWD/CPWD/NIT/Municipal Corporation or from the office of the Registrar of the properties.
18. During the period of the lease agreement the lessor shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the lessee with any party affecting lessee's right of occupation and any of the terms of the lease without written consent of the lessee.
19. The lessee shall not be responsible for any damage to the property by way of fire or other natural calamities. The lessor should get the property insured at his own cost.
20. The lessee shall have the right to vacate the premises with three months' notice to the lessor however the lessor will not have any such right during the agreement period.
21. The IGNOU reserves the right to modify: 1) the terms and conditions of the bid document as per rule 173(iii) of the GFR-2017, 2) To reject all or any tender without assigning any reason thereof.
22. Selection criteria: Financial bids of the technically qualified bidders shall be opened. Government approved circle rate/ Rent Reasonable Certificate of the property shall be the benchmark rate. The bidder whose rates will be found to be lowest with reference to the government approved rates/rent reasonable certificate shall be selected as successful bidder.
23. Payment Terms: The lessor shall raise his monthly rental bill as per agreed rates and submit the same to the Regional Director, IGNOU (the local representative of the lessee). The payment of the bill shall be made within 07 working days from the date of receipt of the bill after deduction of TDS, penalty charges, if any.
24. Any dispute between the lessor and the lessee with respect of this bid/ contract shall be subject to settlement through the sole arbitrator appointed by the IGNOU. Decision of the arbitrator in this matter shall be binding on both the parties.

B) Technical Terms and Conditions of the tender:

1. Along with technical bid, the bidder is required to submit a certificate from an architect/structural engineer about the structural soundness and earthquake resistance of the building.
2. The building offered must be vacant, free from all encumbrances. Construction must be as per norms of the Local Authority. An affidavit (on Rs.100/-stamp paper) by the bidder in this regard along with the certificate from an Advocate/CA in this respect is required to be submitted with the technical bid.
3. The required carpet area of the building (contiguous floors of building, in case of a multistory building) is tentatively 2800 to 3000 sq. ft.
4. The area offered for rent should be preferably a standalone building (Institutional) for exclusive use for the IGNOU, RC. The building should be constructed as per the sanctioned/approved Plan of the Competent Development Authority. The building should be well maintained and not older than 25 years. The building must have sufficient parking space around it for visitors and staffs. The IGNOU (the lessee) shall have the right for usage of the total plot area within the boundary of the offered property. In case of floors being offered for rent the same must be contiguous & having lift facility.
5. Each floor of the building must have minimum two toilets separately for male and female. Ground floor must be accessible for persons with disability (differently able people) with a suitable toilet for them.
6. The premises should have proper connectivity with local transport. The building must be located in the identified areas as mentioned in the tender documents.
7. The building must have a power connection of not less than 12 KW with the provision of increasing it as per future requirement.
8. The building should have sufficient ventilation and natural lighting. Building must be complete in all respect. It should have sufficient electric fittings, lights, fans and LEDs and minimum 05 air conditioners with the provision for AC in each room. There must be arrangements of the power backup, water supply.
9. Maintenance of the building (civil and electrical, plumbing, sewage) shall be the responsibility of the successful bidder, the lessor. Operation and maintenance of power back up machines and equipments, maintenance of the lifts including payment of AMC, if any, shall also be included in this clause. Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provision of consumables for the same. Lighting of common area and provision of consumables for the same. The building shall be required to be painted in every 3 years.
10. The lessor shall ensure arranging for attending of the maintenance related complaints within 48 hours of being informed by the lessee. Failing which the IGNOU shall get the complaint attended from the market and the cost incurred shall be adjusted from the rent payable to the lessor.
11. Security and Housekeeping services shall be deployed and maintained by the lessee. This will be excluded from the scope of services of the lessor.
12. The bidder shall be required to provide sufficient number of fire extinguishers in the building as per norms and ensure timely refilling of the same to ensure their functionality. In case of multi-storey building (i.e. building having height of 15 mtrs and above) the bidder is required to upload certificate of fire safety issued by the District Fire Officer.
13. The building must have necessary cabling with adequate socket points for installation of CCTV cameras (4-5 cameras tentatively), internet connection, intercoms (5-12 instruments tentatively) & telephones (2-4 lines tentatively). Installation & subsequent maintenance of CCTVs, intercom, telephones & internet will be done by the lessee on its own cost.
14. The rates agreed shall not be revised in the first three year. If the rate contract is extended for another three year then 15% increase in the rent shall be admissible for each three yearly period extended subsequently.
15. Carpet area measurements: The carpet area measurements shall be the area or the premises which is covered but excluding a) Wall and columns b) Portico/canopy c) Sanitary shafts/toilets d) Stair cases e) Bon Louvre f) Lift walls g) Air conditioning ducts h) Balcony i) Portion below the window sills j) Lofts k) Parking space whether covered or not l) Open terrace.

Annexure-III

TECHNICAL BID

Hiring of Office Building for IGNOU Regional Centre Nagpur under **Nagpur Municipal Area <u>including adjoining areas</u>**

Name of the bidder: …….

Status (Individual/HUF/PSU/Govt. Organization): ……

Whether owner of the property or PoA holder: …….

Address: ……

Contact No.: … E-mail Id: …….

Whether standalone building or a multi-storey building: ……..

Plot size of the offered building (in square feet area): ……

Carpet Area of the Building

(Required tentatively 2800 to 3000 square feet). Mention Carpet Area of the Building in square feet..……
Address of offered Property: ……

S. No.	Required Technical qualifications	Documents to be annexed	Documents attached Yes/No
1	Legal ownership/PoA	Certified copy of the title deed.	
2	Institutional/Commercial plot	Certified copy of the allotment letter or any other document showing the category of plot.	
3	Location within 15 Kms. of railway station/DM office & accessibility through public transport or the building must be located in the identified areas as stated above.	Certified copy of Google Map.	
4	Compliance to the local authority norms	A certificate from an Advocate/CA and an affidavit from the bidder (on Rs.100/- non judicial stamp paper)	
5	Clear title/free from any encumbrance		
6	Power connection of required load (12 KW)	Certified copy of the approved power load from the Electricity board.	
7	Structurally sound standalone building with maximum G+2 storeys or contiguous floors with lift facility in case of multi-story complex, with adequate parking space	1) Certificate from an Architect/civil engineer along with the drawing showing required carpet area and certifying that the building is structurally sound and fulfils the technical requirements mentioned at point no. 7, 8, 9 &10 of this table. 2) Certificate of fire safety from Distt. Fire Officer in case of a multi-story building having height of 15 metres and above.	
8	Building complete in all respect having Sufficient ventilation, Natural lighting, power backup, electrical fitting including LEDs, fans, minimum 05 ACs with provision for AC in each room and sufficient arrangement of water supply.		
9	Complete building with the required carpet area as prescribed in the tender document		
10	Accessibility to ground floor by persons with disability.		
11	Payment of EMD as required under Terms & Conditions of tender document	Copy of the receipt (UTR No etc.) of online payment of EMD	

*carpet area to be calculated in accordance with the method given in condition no.15 of technical terms and conditions of the tender document.

<u>Declaration</u>

I declare that the particular given above are true. I understand that in the event of non-fulfilling of any of the above technical qualification or non submission of any of the above required document or/and in case of any of the information provided by me is found to be incorrect, my tender is liable to be cancelled. I have calculated carpet area of the building as prescribed in condition no.15 of the technical terms& conditions of the tender document. I agree to accept all the terms & conditions of the tender document.

Signature of the bidder:…….....

Seal (if any)

Annexure-IV

Certificate from a Lawyer or Chartered Accountant

(to be submitted on the letter head of the Lawyer/CA)

This is to certify that the building constructed at Plot No..... location……..... which is in the legal ownership of Mr./Mrs..... has been constructed in accordance with the plan approved by the local development authority. The property is clear from all encumbrances. The property can be used for the office purpose of the Indira Gandhi National Open University, Regional Centre, Nagpur.

I understand that the IGNOU is a Central university created by an Act of Parliament, therefore, is a 'State' within the meaning of Article 12 of the Constitution of India. I understand that furnishing of this certificate has the implication of submitting a certificate before a government authority. This certificate is based on the facts ascertained by the undersigned through relevant documents presented by the legal owner of this property.

Name of the Lawyer/ CA.....

Signature.....

Bar Council Registration No./ICAI Registration No.

Date.....

Annexure-V

Affidavit from the owner/ PoA holder of the property

(to be submitted on Rs. 100/- non-judicial stamp paper duly notarized)

I, ... S/oD/o,W/o of ..... R/o……

……hereby solemnly affirm that:

1. I am the legal owner/PoA holder of the building in respect of which I am submitting the bid in response to the NIT of the IGNOU, Regional Centre, Nagpur.

2. The building construction has been done in accordance with the rules of the local development authority/municipal corporation.

3. The building is free from all encumbrances and I hold clear title of the proposed property.

4. The Certificates obtained from the Advocate/CA and Civil Engineer/Architect is based on the facts presented by the undersigned. I understand that I will be personally responsible for the accuracy of the facts furnished by the undersigned to obtain certificates required for submission of bid documents in response to the NIT of the Regional Centre, Nagpur.

5. I also understand that in case of any of the information/facts/documents provided by the undersigned are found to be incorrect/ misleading; the bid is likely to be cancelled without prejudice to the any other legal action as may be required under law by the Regional Centre, Nagpur.

6. I have read the entire tender document and agree to accept terms & conditions of the tender document.

Signature.....

Name the owner/ PoA holder of the property

Date.....

Annexure – VI

Certificate from the civil engineer/architect
(to be submitted on the letter head of the Civil Engineer/Architect)

This is to certify that the building constructed at Plot No..... location……..... which is in the legal ownership of Mr./Mrs..... is structurally safe for its usage as a office premises by the Indira Gandhi National Open University, Regional Centre, Nagpur. I certify that :

1. The building is structurally sound and earthquake resistant.
2. The carpet area* of the building is..... sqft. Construction of the building has been found in accordance with the drawing of the building which is enclosed herewith.
3. It's a standalone building with G+2/contiguous floor in a multi-storey complex.
4. I have seen that the multi-storey building having contiguous floors has got a clearance from the fire department (required only in case of multi-storey building).
5. The building has adequate parking space for staff and visitors.
6. The building has sufficient ventilation, natural lighting, and provision for necessary electrical fitting as required under tender document.
7. The Ground floor of the building is accessible for Persons with Disability (Divyangjan). The building has/has provision for minimum two toilets on each floor. On Ground Floor one additional toilet is available for Persons with Disability (Divyangjan).

I understand that the IGNOU is a Central university created by an Act of Parliament, therefore, is a 'State' within the meaning of Article 12 of the Constitution of India. I understand that furnishing of this certificate has the implication of submitting a certificate before a government authority. This certificate is issued after ascertaining the facts by the undersigned through relevant documents presented by the legal owner of this property and after physically visiting the premises.

Name of the Civil Engineer/Architect.....

Signature.....

Registration No.....

Date.....

*** The carpet area is to be calculated in accordance with the point no. 15 of the technical terms & conditions in Annexure-II of the tender document.**

Annexure-VII (Revised)

FINANCIAL BID

Hiring of Office building for IGNOU Regional Centre Nagpur

Name and Address of offered building of the bidder:- _____

_____

Quoted rental charges per month/per square feet: 2800 to 3000 square feet Carpet area

Description	Quoted rate per square feet per month of Carpet area in rupees (all inclusive price and inclusive of all taxes including GST)
1	**2**
Rental charges (all inclusive price and inclusive of all taxes including GST) for the proposed building.	Rs.____/- per sq. ft. per month

Most Important Documents required:

1. Approved drawings of layout plan, building plan elevation section.
2. Plinth Area calculation sheet to be hired portion along with its sketches.
3. Total Plinth Area of building, Building Completion Certificate & Plot Area.
4. Year of construction, FAR Achieved and FAR Allowed
5. Central Air Conditioning plant & its capacity.
6. Standby DG sets & its capacity if any.
7. Number of lifts and their capacity if any.
8. Overhead tanks, Pump and their capacity.
9. Fire Clearance certificate issued by competent authority.
10. Certified copy of property Tax Payment receipt for the current financial year (Duly signed by owner).

Declaration

I declare that the particular given above are true. I have read the tender document carefully therefore submitting this financial bid after assuring myself/ourselves that I/we fulfil the conditions of the tender document. I have calculated carpet area of the building as prescribed in condition no.15 of the technical terms& conditions of the tender document. I agree to accept all the terms & conditions of the tender document.

Name & Signature

Seal, if any….
Date:…..

Annexure-VIII

Standard Lease Agreement

(to be executed on Rs. 100/- non-judicial stamp paper)

AN AGRREMENT MADE ON…… DAY …….…. OF TWO THOUSAND TWENTY

between…….. herein after called 'The Lessor' (Which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the INDIRA GANDI NATIONAL OPEN UNIVERSITY, NEW DELHI (hereinafter referred as 'the Lessee') of the other part in respect of the premises bearing municipal number……..consisting of …… situated at…….. measuring carpet area of …….. sq. ft. being leased by 'the lessor' in favor of 'the lessee' pursuant to acceptance of his bid by 'the lessee'.

WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the land covenants and premises known as ……..together with all buildings and erections, fixtures and fittings.
2. That the Lessor agrees to lease out the premises mentioned in para no.1 above to the lessee for purpose of coordinating academic activities in the area as per IGNOU Act, 1985. The lessor being aware of the avowed objective of the lessee shall not create any situation post leasing, which is detrimental to pursue this objective by the lessee.
3. The lease shall commence on the …….. Day of …. ……. two thousand twenty five i.e. the date of taking over the premises by the lessee from the lessor and shall, subject to the terms hereof, continue for a term of 03 year(s) with an option to extend the period of lease for a further term as set out in clause 14 of technical terms and conditions of annexure-II of the tender document.
4. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs…… per month. In the first three year of the lease no escalation in the rent shall be considered by the 'Lessee'. Subsequent increase shall be in accordance with the clause 14 of technical terms and conditions of annexure-II of the tender document. The Lessee shall not be liable for any other payment over and above the rent agreed under this clause.
5. The lessee agrees to pay monthly rent as agreed herein on regular basis. The lessor shall raise a monthly bill on the lessee which will be paid generally within seven working days after the receipt of such bill. The lessee while making payment shall be authorized to make necessary deduction towards TDS and charges, as applicable.
6. The lessee shall not sublet any part of the leased premises and shall nor use it for any purpose other than that mentioned in clause 2 above. The lessee also agrees to pay electric, water charges on regular basis for actual consumption and to keep the lessor indemnified towards these charges.
7. The 'Lessor' agrees to accept all the terms and conditions of the general and technical terms & conditions as mentioned in annexure-II of the tender document which will be treated as the part of this agreement (reproduced here as annexure-I of this agreement).
8. The lessor agrees to ensure regular Civil/Electrical maintenance and maintenance of services (sewage, water supply, power back-up etc.) of the building in accordance with the terms and conditions of the tender document (reproduced here as annexure-I of this agreement). The lessor shall not claim extra amount for this purpose.
9. The lessor agrees to maintain the leased premises and to make payment of municipal and other statutory taxes/loan on time during the entire lease period to ensure that no encumbrance is created on the leased property conflicting with the interests of the lessee in the leased property.
10. If any doubt arises as to the interpretation of the provisions of the lease deed or to the matter not provided therein, the parties to this lease deed shall consult with each other for each instance and resolve such doubts in good faith, mutually.
11. Any dispute between the lesser and the lessee with respect of this bid/ lease agreement shall be subject to settlement through the sole arbitrator appointed by the IGNOU. Decision of the arbitrator in this matter shall be binding on both the parties i.e. 'the Lessor' and 'the Lessee'

On behalf of the IGNOU, the Lessee

On behalf of the Mr..... , the Lessor

Witness: