

The Indira Gandhi National Open University(IGNOU) was established by an Act of Parliament in 1985. The University serves the educational aspirants of over 4 million students in India and other countries through 21 school of studies and a network of 67 Regional Centres.

### Terms and Conditions

1. The accommodation should have a carpet area of about 4000-5000 sq, ft. with the following features and amenities.
  - a. 3 Phase electricity connection with adequate electrical fixtures and power back up with provision for installation of independent meters/sub-meters.
  - b. Regular water supply with pipes connected in all bathrooms and toilets.
  - c. Separate toilet for male and female
  - d. Sufficient parking space for the officers and visitors
  - e. Adequate space for securities
  - f. Fire safety system.
2. The building should preferably be within the confined area between A-Sector and Barapani bridge and adjacent area of Naharlagun Helipad.
3. In case the bidder is willing to offer furnished accommodation, he/she should separately quote for that.
4. Interest parties should send their proposal in sealed covers super-scribing **“Quotation for Office Accommodation of IGNOU Regional Centre Itanagar”**, addressed to the Regional Director, IGNOU Regional Centre, Itanagar, Vivek Vihar, Rajiv Gandhi Polytechnic Campus, Itanagar on or before the last date.
5. The proposal should be submitted in two envelopes. The first envelope should contain the **“technical Bid”** consisting of technical parameters like design type etc, and second envelope should be super scribed as **“financial Bid”** containing the commercial aspects such as the rent proposed to be charged and other financial terms and conditions. Both envelopes should be put in one envelope super-scribed as **“Quotation for office Accommodation of IGNOU Regional Centre Itanagar”**
6. The technical bid should be submitted in the following format,

**Technical Bid form (Part-I)****Annexure-I**

Sl.No.	Description	Bidder to fill in the details
1.	Ownership of the land and the building thereon	
2.	Location and address of the offered accommodation	
3.	Distance from Hati Matha point	
4.	Super built up area (in Square feet)	
5.	Plinth area (in Square feet)	
6.	Carpet area (in Square feet)	
7.	Floor (in case multi-storey building)	
8.	Availability of lift(if any)	
9.	Lay-out sketch of approved plan of the accommodation on offer	
10.	State clearly if the office use is legally permissible or not by municipality	
11.	Whether adequate Fire Fighting Equipment have been installed in the building/proposed area	
12.	Availability of Parking facility	
13.	Clearance/NOC from the relevant state municipal Authorities and fire department for use as office premises	
14.	Furnishing status with details	
15.	Accommodation of Security Personnel	
16.	Whether Electrical Fixtures and LAN wiring is installed	
17.	Flooring(vitrified/ wooden/ carpet etc)	
18.	Documentary proof of ownership of office space(payment of taxes, water bill, electricity charges, telephone bill must be submitted)	

Date:

Place:

(Signature).....

(Name).....

(Designation).....

(Common Seal).....

7. The Financial bid will inter-alia include:

**PRICE BID (Part-II)****Annexure-II**

Tender No..... Date .....

1. Bidder's Name & Address:
2. Owner of Properties name & Address:
3. Carpet area offered for rent by the Bidder:..... Sq ft.
4. Rental charges for the hired space including other charges also:

Sl.No	Unit (per Month)	Total rent per month inclusive of all taxes/ and service tax	
1.	Rs. Per sq. ft. area offered on rent to RC Itanagar Office(As per Registry)	In Figures	In Words

Date:

Place:

(Signature).....

(Name) .....

(Designation).....

(Common Seal).....

8. The above quoted price is inclusive of all municipal taxes and levies, land, water, sewage, property & commercial tax, maintenance charges and Service Tax etc. as applicable on the date of Price Bid opening.
9. The Monthly rent shall be fixed for a period of 5 years subjected to the approval of competent Authority of IGNOU Headquarters.
10. Electricity charges shall be paid by IGNOU Regional Centre Itanagar based on the actual consumption of electricity and therefore, the electricity charges are not required to be quoted here. Any outstanding payment should be cleared by the owner before letting the building to IGNOU.
11. If any dispute arises, it will be subject to the jurisdiction of Itanagar/Naharlagun court.

**NOTE:**

1. I/We further noted that IGNOU Regional Centre Itanagar shall not pay any brokerage amount for facilitating the requirement/finalization of office space.
2. I/we have read and examined the tender documents for hiring of office space by IGNOU Regional Centre Itanagar issued under reference no.....  
Dtd..... copy of tender documents duly signed on each page are attached herewith.

3. I/we hereby submit our bid and undertake to keep our Bid valid for a period of 5 years from the date of bid submission. I/we hereby further undertake that during the said period I/we shall not vary/alter or revoke my/our Bid during the validity period of the Bid and enter into the contract after the award is made by IGNOU Regional Centre Itanagar to the Bidder.
4. I/we hereby undertake to obtain and submit the clearances and rent permission from the appropriate authorities as may be necessary for letting out our premises to IGNOU Regional Centre Itanagar before execution of lease agreement and offer the space to be occupied by the IGNOU Regional Centre Itanagar within the stipulated time period.
5. This offer is in consideration of IGNOU Regional Centre Itanagar agreeing to open my/our Bid, consider and evaluate the same for the purposes of award of services in terms of Bid documents.
6. I/we have read all Terms and Conditions of the tender documents and confirm that the all Terms and Conditions are acceptable to us.
7. Should this Bid be accepted by IGNOU Regional Centre Itanagar, I/we also agree to abide by and fulfill and comply with all the terms, conditions and provisions of the above mentioned tender documents.
8. I/We also represent that the building/office space offered by us is free from all encumbrance, claims and disputes etc. and also undertake to indemnify IGNOU Regional Centre Itanagar for the loss whatsoever against any dispute, claims or encumbrances.

Date:

Place:

(Signature).....

(Name).....

(Designation).....

(Common Seal).....