



Association of State Road Transport Undertakings  
ASRTU Bhawan, Plot No. 4A  
PSP Block, Pocket 14, Sector 8  
Dwarka, Delhi 110077

**Notice Inviting Tender for Renting out ASRTU Vijaya Building Office Space**

- |                                                       |                                   |
|-------------------------------------------------------|-----------------------------------|
| 1) Date of Issue                                      | : 20.06.2016                      |
| 2) Last Date & time for submission of Tender Document | : up to 1600 hours on 19.07.2016  |
| 3) Last date for pre –bid clarification               | : 10 .07.2016                     |
| 4) Date & time for opening of Tender Document:        |                                   |
| a) Technical bid                                      | : After 16:00 hours on 19.07.2016 |
| b) Commercial Bid of eligible Tenderers               | : To be intimated at a later date |



Association of State Road Transport Undertakings  
ASRTU Bhawan, Plot No. 4A  
PSP Block, Pocket 14, Sector 8  
Dwarka, Delhi 110077

**CONTENTS OF TENDER DOCUMENT**

<b>Sr. No.</b>	<b>Description of contents</b>	<b>Page No.</b>
<b>1</b>	Notice inviting Tender (NIT)	<b>01</b>
<b>2</b>	General Instructions for the bidders	<b>02-05</b>
<b>3</b>	Format for Technical Bid (Annexure A)	<b>06</b>
<b>4</b>	Format for Commercial Bid- (Annexure B)	<b>07</b>



Association of State Road Transport Undertakings  
ASRTU Bhawan, Plot No. 4A  
PSP Block, Pocket 14, Sector 8  
Dwarka, Delhi 110077

**Notice Inviting Tender for Renting out ASRTU Vijaya Building Office Space**

Association of State Road Transport Undertakings (ASRTU) is an apex body established in the year 1965 of all the State Road Transport Undertakings formed by members including, SPVs, Municipal Corporation Transport, Forest & Tourism Corporations. ASRTU has a fully furnished, ready to move commercial space admeasuring 4245 sqft super area at 17th Barakhambha Road, Vijaya Building, Connaught Place, New Delhi. The office is suitable for regional office, branch office of any reputed company, MNC & Govt Organigation.

The details of the tender along with format of technical & commercial bid can be downloaded from the website [www.asrtu.org](http://www.asrtu.org). The tender duly filled up in the prescribed format is to be submitted to The Executive Director, Association of State Road Transport Undertakings, ASRTU Bhawan, Plot No. 4-A, PSP Block, Pkt, 14, Sector 8, Dwarka, New Delhi 110077,



Association of State Road Transport Undertakings  
ASRTU Bhawan, Plot No. 4A  
PSP Block, Pocket 14, Sector 8  
Dwarka, Delhi 110077

### General Instructions to the Bidders

Please read the contents carefully and follow them while filling up and submitting the Tender.

The Format of Technical Bid and the Commercial Bid is given in Annexure - A and B respectively, are to be filled up along with the enclosures and sealed in separate covers and super-scribed as “Technical Bid” and “Commercial Bid” accordingly. Both the sealed covers are to be put in one cover super-scribed with “**Tender for Office Space of ASRTU at Vijaya Building, Delhi**” and submitted addressed to the Executive Director, Association of State Road Transport Undertakings, ASRTU Bhawan, Plot No. 4A, PSP Block, Pocket 14, Sector 9, Dwarka, Delhi 110077.

1. The last date and time for submission of the Bids is 19.07.2016 upto 1600 hours.
2. The tenderer will be required to furnish **Earnest Money Deposit (EMD)** worth Rs. 10,000/- (Rs. Ten thousand only) to be placed in the Technical Bid envelope, in the form of Demand Draft in favour of **Executive Director, ASRTU**, payable at New Delhi. Without the earnest money the tender shall be outrightly rejected.
3. The Bids will be opened in the presence of the representatives of the Bidders who are present at the time prescribed. The Covers containing the **Technical Bid** will be opened on 19.07.2016 after 1600 hours. **The Commercial Bid** of the Technically qualified Bidders will be intimated at a later date. The qualified Bidders will be informed through post/e-mail. Bidders therefore shall provide the necessary information for communication.
4. It is to be ensured that complete information is filled up by the Bidders so as to enable evaluation. Typed offers will be accepted. Overwriting, alterations will not be considered. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
5. The Bid documents are to be signed by the authorized signatories only.
6. The rates are to be quoted in Indian Rupees only and have to be valid up to 120 days.
7. No tender will be accepted by fax, e-mail, telex or any other such means.
8. The lease will be for an initial period of three years.

9. The standard government terms and conditions for signing of the agreement will be applicable on acceptance of the Offer.
10. The credential of Bidders will be evaluated by the committee constituted for this purpose. Consecutive previous three years balance sheets & operational details of organization along with technical bid to be furnished. Physical inspection/ verification if deemed fit by the evaluation committee may be done before acceptance of bid.
11. On evaluating the credential of bidders, Govt. / Semi Govt. organization, MNCs, PSUs or renowned blue chip limited companies would be preferred.
12. Tender shall be rejected because of non-fulfilment of any of the above terms.
13. ASRTU shall be under no obligation to accept the lowest quotation and also reserves the right to reject all or any tender without assigning any reason thereof.
14. All disputes will lie within the jurisdiction of Delhi.

## Requirement of Office Space in Delhi

### FORMAT FOR TECHNICAL BID

ASRTU premises at Vijaya Building

(i) 1970 sq ft super area

(ii) 2275 sq ft super area

Total 4245 sq ft super area

Sl. No.	Description	Offered By Bidder
1	Name of the Organization (In case of the Joint ownership, please specify all the names, with whom the agreement would be signed and monthly rental would be received).	
2	Postal address of the organization from where its operates:	
3	Telephone no. with STD code (b) Mobile No. (c) Fax No. (d) e-mail.	
4	Registered Address, Copy of incorporation certificate	
5	PAN No. 3 years audited balance sheets & Printed brochures, literature of company business	
6	The tender is submitted by company representative & not by broker.	
7	Brokers please excuse. if any	

- i. Preference would be given to government entity, Ministry, Public Sector Undertakings/ Government Departments and other Government bodies/ others.
- ii. The other premises will be visited for shortlisting and a preliminary list will be prepared to limit the premises to the suitably best 1 or 2 or 3 premises.
- iii. The sealed corresponding valuation reports for rental purpose will be opened by the same Committee, which opens the Commercial Bids. The comparative statement after Commercial bid opening would be prepared and the highest bidder from the short listed bidders would be ascertained.
- iv. Negotiations with H1 bidder may be carried out as per approved guidelines to increase the rent.

Name of the signatory : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Enclosures to be submitted :

Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever.

1. Demand draft of Rs. 10,000/- (Rupees ten thousand only) on account of Earnest Money Deposit – EMD in favour of Executive Director, ASRTU
2. Attested photocopies of previous three years balance Sheet along with company brief profile

## Requirement of Office Space in Delhi

### FORMAT FOR COMMERCIAL BID

ASRTU premises at Vijaya Building

(i) 1970 sq ft super area

(ii) 2275 sq ft super area

Total 4245 sq ft super area

Sl.No.	Description	Offered by Bidder
	Name of the Organization (In case of the Joint ownership, please specify all the names, with whom the agreement would be signed and monthly rental would be received).	
	Offered Rent Per sq ft on super area basis	Rs.
	Net monthly payable rent	Rs.
	Service Tax	@ 15%
	Total	Rs.
	Escalation	Percentage @ ____ at every 3 years
	Stamp Duty	50:50
	Maintenance Charges	As per Building maintenance norms
<b>A</b>	<b>Car Parking</b>	<b>Pay &amp; Park</b>
	i) No. of Car parks provided	
<b>B</b>	<b>Scooter Parking</b>	<b>Pay &amp; Park</b>

Name of the signatory : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_