

**Rehabilitation Council of India  
(A Statutory Body under the Ministry of  
Social Justice & Empowerment, Govt. of India)**

**Requirement of Office Accommodation on Lease/Rent (6000 sq. ft.)**

**1. INTRODUCTION**

Rehabilitation Council of India (RCI) is a Statutory Body under the Ministry of Social Justice & Empowerment, Govt. of India and is presently situated at B-22, Qutab Institutional Area, New Delhi- 110016. RCI seeks offers from property owners / dealers for providing office space of approx. 6000 sq. ft. in size within the radius of 0-2 Kms of RCI's Main office i.e. B-22, Qutab Institutional Area, New Delhi- 110016.

**2. FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER**

The owner should provide the office area as per the following details complete in all respect including complete furnishing etc.

<b>Office space :</b>	6000 Sq. Ft (Approximately)
<b>Reception/Waiting Lounge</b>	Desk, Sofa set for 5 persons, Place for Security, having facility for desktop, printer, intercom etc.
<b>Closed Cabin</b>	3 nos. of appropriate size, with premises for table, chairs, separate sitting arrangement with centre table etc.
<b>Work stations</b>	10 nos, each having provision of intercom, internet/broadband connection, electrical wiring for desktop/printers etc.
<b>Conference Room</b>	Enough for 25 persons with premises for conference table, 40 chairs, projector, screen, Audio system
<b>Record Rooms</b>	Premises for Full sized rooms created with partitions with lock & key arrangements of appropriate size.
<b>Kitchen / Pantry</b>	Appropriate size having provisions for Fridge, water purifier Microwave, Tea/Coffee vending machine etc.

- a) Assured and adequate free parking space for four wheelers and two wheelers be provided/made available to the official / staff of RCI as well as visitors. Generally, total 04 four wheeler parking & 04 two wheeler parking within the office building premises would be needed.
- b) The office space should have all required electrical fixtures such as switches, power points, fans, lights etc.
- c) There should be concealed wiring for power supply, LAN connections & telephone connections upto the respective cabins / workstations
- d) The office space must be centrally air conditioned or enough provisions for fixing window/split ACs.
- e) All glass doors and windows openings must be covered with blinds.
- f) The maintenance (civil, electrical, mechanical, plumbing including consumables etc.), as and when required, shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same.
- g) The building should have adequate toilets facilities with modern fittings separately for ladies and gents exclusive for the proposed area.

### **3. TERMS AND CONDITIONS FOR HIRING OFFICE SPACE**

- a) The Office Space should be ready to occupy (plug and play) from the effective date of lease agreement.
- b) Building/space offered must be free from all encumbrances, claims and legal disputes etc.
- c) Documentary proof of ownership of Building, payment of all Taxes, Duties, Dues, Telephone, Water, Electricity charges etc. must be submitted along with offer document.
- d) The property owners / dealers may please note that RCI shall not pay any brokerage to any party offering office space or facilitating the process of hiring of office space.
- e) The office area must have all Fire Fighting Equipment as per norms and owner must keep all such equipment in working conditions through the period of lease without any additional financial implications.
- f) A draft plan should be submitted accommodating all requirements as per annexure I and II.
- g) Selected party shall be required to execute a Lease Agreement with the RCI in accordance with the provisions of the law applicable.
- h) The lease period is 5 years and lock-in period is 3 years. During the lock-in period of 3 years, RCI alone can give notice for vacating office space after giving notice of 3 months,

however, owner of the office area can not give notice to RCI to vacate the premises upto a period of three years. After the lock-in period of 3 years, either party can give notice to vacate the office area after giving notice of three months in writing.

- i) The Monthly Rent shall be paid in advance (on or before 10th of every month). The annual escalation for second and subsequent years shall be @5% over first year's rent on compounding basis.
- j) All existing and future rates, taxes insurance fee including public liability insurance, including property taxes, assessment charges and other outgoings whatsoever in respect of the said premises payable by the owner thereof, shall be continued to be paid by landlord. RCI shall at no point of time and for any reason whatsoever, bear any other charges other than the rent, maintenance & electricity charges.
- k) RCI shall pay charges towards electricity used on the said premises during the lease period on actual consumption basis. Meters are to be installed by the owner, at his cost in working condition.
- l) Cost of deployment of outside security for building by Lessor. Maintenance of premises to be made (Externally) by owner.
- m) RCI may, during the lease period/extended Lease period, carry out such alterations to the existing buildings such as partitions, office fixtures and fittings as may be deemed necessary at its own cost however no additional payment towards rent shall be payable for such alterations.
- n) The building should be located on main road with easy access. It should be fit and approved for office use.
- o) There should be provision for 24 hours electricity supply with 100% power back up round the clock.
- p) The building should be in a ready to use condition (plug & play) fully furnished as per requirement electricity, water, lifts, sewerage and fire fighting equipment etc..
- q) **In the building to be rented/leased, there shall not be any barriers for a person with disability in entering it and using the facilities therein. Hence, there must be provision for steps and ramp, signage, alarm system, toilets and lifts etc. which are user friendly for the persons with disability. Lifts in the building should have Braille signage.**
- r) The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
- s) The area proposed to be given on rent should preferable be on the same floor.
- t) The building should have adequate security cover to protect the Government property.
- u) The owner shall hand over the office space after proper white wash / paint / polishing etc. and all such activities (white wash/paint/polishing etc.) will be carried out once in two years without any financial implications to RCI.

- v) Income tax will be deducted by RCI at source as per law and Tax Deduction at Source Certificate shall be issued to the owner of the property by RCI.
- w) RCI reserves the right to accept/reject any or all the bids without assigning any reason whatsoever.
- x) The office Space should have facility of service water system along with sufficient water for wash basins, housekeeping, other cleaning purpose etc.
- y) RCI shall not pay any extra maintenance charge and cost of repair of the building other than the amount contracted. However, the electricity, telephone, internet charges shall be borne by RCI.
- z) Documentary proof of ownership of building, payment of taxes, dues etc. must be submitted along with all the documents.
- aa) Clearance Certificate for lifts installed and fire fighting systems to be furnished by the Bidder.
- ab) Insurance to all properties, equipment be arranged by the bidder.
- ac) All major repairs such as leakage in building, water pipes, cracks & other defects shall be attended by the owner at their own cost to the satisfaction of RCI upon such defects being notified by RCI.
- ad) Member Secretary will be the final authority for the operationilization of lease/rent contract and his decision in this regard including for any disputes shall be final and binding.
- ae) Preference shall be given to the premises situated close to the RCI main office.
- af) The facilities claimed by the bidder shall be physically verified by the Member Secretary, RCI or the officials deputed by him in this regard.
- ag) The offer shall be valid for a period of 120 days from the last date of bids/proposals submission.
- ah) The owner/bidder has to submit the attested copy of the following alongwith their proposals:-
- (i). Proof of property ownership.
  - (ii). Floor plan/drawing demonstrating the total carpet area offered.
  - (iii). PAN No. of the property owner.
  - (iv). Duly filled Annexure-I and II.

#### **4. SUBMISSION & OPENING OF PROPOSALS**

The offer shall be submitted in two parts, viz., “**Technical**” and “**Financial**”. The format for Technical and Financial offer is attached at **Annex-I** and **Annex-II**. The “Technical” and “Financial” proposals must be submitted in two separate sealed envelopes with covering letters along with relevant formats and transcribed in the following way:

##### **TECHNICAL PROPOSAL**

###### **“Technical Offer for providing office space to RCI”**

Name of the Property owner / dealer : .....

Due for Opening on ..... [insert date]..... [insert time]

##### **FINANCIAL PROPOSAL**

###### **“Financial offer for providing office space to RCI”**

Name of the Bidder: .....

Both the sealed Technical proposal and financial proposal envelopes should again be placed in a single sealed cover

Each page of the Technical & Financial proposal should be signed by the Authorised Representative of Property owner / dealer.

Proposals shall be received in the office of the **Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi- 110016, up to 1600 hours of 13.02.2017 (upto 1600 hrs)**. Offers received late, on any account and for any reason whatsoever, will not be considered.

#### **5. OPENING OF PROPOSAL:**

The proposals (First Envelope containing **Technical Proposal** only) will be opened at 1630 Hrs. (1ST) on the same day i.e. 13.02.2017 in the presence of such Property owner / dealer or their authorized representative who would like to attend the Opening. It may be noted that the Second Envelope containing the Detailed Price Offer will be opened only for those Property owners / dealers whose technical proposals are found to be meeting the required facilities.

RCI reserves the right to accept/reject any or all the offers/proposals without assigning any reason thereof.

#### **ADDRESS FOR SUBMISSION OF BIDS**

##### **Rehabilitation Council of India**

B-22, Qutab Institutional Area,

New Delhi- 110016

Phone: 011- 91-11-26532816, 26534287, 26532384, 26532408, 26511618

Fax: 91-11-26534291

**Format for Technical Bids**

<b>Sl. No.</b>	<b>Description</b>	<b>Bidder to fill in the details</b>
1	Complete Address of the Property	
2	Road distance of the proposed office space from RCI main office	
3	Road distance of the proposed office space from nearest metro station	
4	Immediate approach road to the office building ( 2 lane or 4 lane)	
5	Facility of Reception with Visitors lounge for atleast 10 persons available (Yes/No)	
6	Anticipated date of readiness / handing over of office space	
7	Floor No. of the Property offered	
8	Property Area in Sq. Ft.	
9	Name of the Property Owner with Address	
10	Parking Area : Four wheeler / Two Wheeler Requirement : Car Parking -01, Two Wheeler - 4	
11	Whether Electric Fixtures and LAN Wiring is installed	
12	Quantum of Power backup for the proposed area	
13	Air-conditioning – Central or Split with details	
14	Flooring (Vitrified / Wooden / Carpet etc.)	
15	Provision for Toilets exclusively for the proposed area	
16	Whether exclusive toilets for Gents and ladies are available ? (Yes or No)	
17	Whether adequate Fire Fighting Equipment have been installed in the building / proposed area	

<b>18</b>	Whether security of the premises being provided by the owner	
<b>19</b>	Canteen Service in the premises (Yes/No) if yes, then can this facility be availed by RCI employees?	
<b>20</b>	Documentary proof of ownership of office space (payment of taxes, water bill, electricity charges, telephone bill must be submitted )	
<b>21</b>	Documentary proof of NOC for leasing the property from the concerned government agency/agencies	
<b>22</b>	Whether facilities of steps and ramp, toilets, lifts etc. which are user friendly for the persons with disability are available in the building offered for lease/rent (Yes/No)	

Signature of Authorized Person :.....

Stamp

Date :

Place :

**Format for Financial Bids**

Sl. No.	Description	Total Amount (in rupees)
1	Area of office space (in sq. ft.)	
2	Monthly Rent per sq. ft.	
3	Monthly rent for total office space (including all maintenance charges)	
4	<b>Taxes, as applicable</b>	
5	<b>Total Annual Rent including maintenance and other charges, if applicable (3+4)</b>	

Note:

1. The monthly rent for a period of first year shall be as per rates quoted under Sl. No. '5' above. The annual escalation for second and subsequent years shall be @5% over first year's rent on compounding basis.
2. Property owners / dealers may please note that the electricity, water, telephone and internet charges shall be paid by RCI based on the actual consumption.
3. The property owners / dealers may please further note that RCI shall not pay any brokerage amount for facilitating the requirement / finalisation of office space.

Signature of Authorized Person : .....

Stamp

Date :

Place :