

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION::ASSAM**  
**SIXMILE, KHANAPARA:: GUWAHATI-22**

No. DME/PMU/138/2021/ 2290

Date: 11-02-2022

**TENDER NOTICE**

The Director of Medical Education, Assam on behalf of the Project Director, Assam Health Infrastructure Development and Management society (AHIDMS) invites sealed tender **affixing non-refundable Court Fee Stamp of Rs. 8.25** (Rupees eight and paisa twenty five) only from interested house owners for renting their building space near Dispur for the purpose of setting up office of the society. The space required will be between 2000- 3000 sq ft. (carpet area) for an initial period of 6 months, which may be required to be extended further to 4500- 5000sq ft. after 6 months. The Detailed Tender Document along with terms and conditions may be obtained from the Office of the Director of Medical Education, Assam, Six Mile, Khanapara, Guwahati – 781022 on working days from 10.2.2022 onwards or may be obtained from official website of the DME Assam ([www.dme.assam.gov.in](http://www.dme.assam.gov.in))

An amount of **Rs. 100 (Rupees One Hundred Only)** is to be paid as **Bid Document Fee (non refundable)** in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favor of "Director of Medical Education, Assam" payable at Guwahati must be submitted along with the Tender Document.

The tender documents should be sealed in a separate cover super scribed as "**EOI FOR OFFICE ACCOMMODATION for AHIDM society, ASSAM due on 24.2.2022**" and addressed to the Project Director, AHIDM, office of Director of Medical Education, Assam, Six Mile, Khanapara, Guwahati – 781022. If the day of receiving tender in the office happens to be a holiday or a-non working day, bandh etc. for an unforeseen reason, the next working day will be considered as the last date (at the same time) of receiving the tender. AHIDM Society will not be responsible for any damage or 'lost in transit' in case of delivery.

The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Pre-Bid	:	23-02-2022 at 12:00 Noon at o/o the Directorate of Medical Education Assam, Sixmile, Khanapara, Guwahati
Last date of submission of Tender	:	02.3.2022 up to 2:00 PM
Opening of Technical Bids	:	02.03.2022 at 11.00 AM

Memo No. DME/PMU/138/2021 2291-94

Director of Medical Education, Assam

Date: 11-02-2022

Copy to:

1. The Principal Secretary to the Government of Assam, Health & Family Welfare Department, Dispur Guwahati-06.
2. The Commissioner & Secretary to the Government of Assam, Health & Family Welfare Department, Dispur, Guwahati-06.
3. The DIPR Assam, for wide publication in newspapers, in one English (The Assam Tribune), and in two Assamese Language newspapers.
4. DME website.

Director of Medical Education, Assam



**GOVERNMENT OF ASSAM**  
**DIRECTORATE OF MEDICAL EDUCATION, ASSAM,**  
**SIXMILE, KHANAPARA, GUWAHATI-781022.**

**INVITATION FOR BIDS (IFB)**  
**BIDDING DOCUMENT**  
**FOR**

Building space for the purpose of setting up office of the Assam Health Infrastructure Development and Management society (AHIDMS)

**Due for opening on 25.2.2022**

**at 11.00am**

*Bidding Document issued to M/S.....  
on date.....against the receipt of **Rs.100/-**(Rupees One Hundred only in the form  
of Bank Draft/Bankers' Cheque No.....  
Dated.....*

*Sd/-  
Director of Medical Education, Assam.*

## **TERMS AND CONDITIONS TO BE SATISFIED:**

1. The successful party will be declared as ' the lessor' which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives.
2. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
3. In case a particular party owns more than one premises and he wishes to submit Eol in respect of those premises, he should submit separate Eol containing technical document and price quotation in respect of each premises.
4. In case of co-owners/joint owners, the technical document & Price quotation should be signed by all the co-owners/joint owners. In case anyone of the owners chooses to sign the Eol documents; he should invariably submit an authorization to do so from the remaining owners.
5. Accommodation offered should not be more than 15 years old building and should be located in within a distance of 1.00 K.M to 3.00 K. M from of Janata Bhawan , Dispur, preferably on the main road.
6. The building in which office space is offered should have all basic amenities like proper electricity and water connection/facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity and water connections. Sufficient wiring and metres should be in place to take up electricity load for air conditioning of the premises and to run computers and other equipments.

7. The building should have adequate provision for lifts/ staircases parking and backup power provision. There should not be any water logging problem, in the premises of the building.
8. In case of damage to the leased property due to any natural calamities, rioting etc, AHIDM Society, Assam will not undertake to compensate the loss or damage incurred by the owner of the property.
9. The EOI will be acceptable from the original owner/ leaseholder/ power of attorney holder of the building/ property or their authorized agents. The lease deed would however be executed by the original owner / lease holder. The lease deed would be executed after the verification of documents by AHIDM Society.
10. The AHIDM Society, Assam will not make any security deposit or any brokerage for the offered property under any circumstances.
11. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force.
12. For the carpet area measurement a certificate from the registered architect or any government authority should be submitted along with the technical document.
13. The premises should be clean, airy termite/rodent free.
14. EOI not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.

15. After opening of the technical document and before evaluation of the same, the Committee constituted by the lessee (AHIDM Society, Assam) shall inspect the premises and ascertain its suitability for the purpose of setting up the office. In case the committee finds the premises not suitable for the purpose of setting up of the office, the technical document submitted by such owner will not be evaluated and the Price quotation of the owner will not be opened. The decision of the committee in this matter will be final.

16. AHIDM Society, Assam reserves the right to shortlist any offer or reject any offer or cancel the requirement altogether without assigning any reason thereof.

17. Overwriting, alterations, if any, in the document should be signed by the authorized signatory.

18. Possession of the accommodation in the ready-to-move-in condition will be handed over to AHIDM Society, Assam within 10 days from the date of signing the contract. The rent would be payable from the date of actual possession of the hired property.

**A. The Following documents should be submitted along with EOI Document:**

i) Documents in support of ownership of building/Land and construction thereon.

ii) Copy of PAN No. of original owner of premises.

iii) Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.

iv) Certificate of authorized signatory from CEO, if the owner is a firm, Society etc.

v) An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there is no pending payments against the same.

vi) No Objection Certificate/ clearance certificate from all relevant Central/ State Government and Municipal authorities, including Fire Department, for commercial/ institutional/ office / dual use of the property.

- vii) Copies of approved plan of the accommodation offered.
- viii) Attested/ self-certified copy of completion certificate issued by the competent authority.
- ix) Proof / certificate from the authorized registered architect certifying the carpet area of the space offered for hiring.
- x) Updated copies of all Municipal/other applicable tax receipts.
- xi) Municipality Holding No

**B. Instructions to bidders and evaluation criteria:**

- 1) Building offered must be free from all encumbrances, claims and legal disputes etc. Documentary Proof of ownership of Building, payment of all Taxes, Duties, Dues, etc. must be submitted along with this EOI Document.
- 2) For the initial period of 6 months, an area between 1800-2000sq ft. (carpet area) will be required, which may be expanded to 4500-5000 sq ft. after 6 months, subject to requirement of the society.
- 3) The building should be fully furnished and should be equipped with workstation for minimum 10 persons with provisions for further expansion to minimum 20-25 persons. The same should also be equipped with minimum 3 chambers for the senior personnel of the society.
- 4) The office premise should have a well-equipped conference hall and availability of Air Conditioner in the entire office is mandatory.
- 5) Selected party shall be required to sign a Rent Agreement with the AHIDM Society, Assam, in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of two years and renewed further as per the requirements of the user and with mutual consent. However AHIDM Society reserves the right to terminate the agreement earlier too by giving a notice two month in advance.
- 6) Monthly rent should be quoted initially on a fixed basis for a

period of two years. Incremental/ Decremental rates of rent for the extended period may also be indicated in percentage terms.

- 7) Intending Parties may furnish complete details in the Questionnaire given in **Annexure-I** and details as per **Annexure-III** of this document.
- 8) All existing and future rates, taxes including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the landlord.
- 9) Matters relating to external electrification, such as transformer, load sanction, security etc. shall be the responsibility of the owner. AHIDM Society, Assam shall be responsible for internal electrification only.
- 10) AHIDM Society, Assam shall pay charges in respect of electric power used on the said premises during the lease period.
- 11) AHIDM Society may, at any time during the period of the rent /extended rent Period make such internal alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.

1. **TECHNO-COMMERCIAL BID-**

Interested parties should submit the complete Expression of Interest document, including *Annexure - I and II* duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. These documents as well as additional



information and the documents called for in EOI document should be sealed in an envelope superscripted: **TECHNICAL DOCUMENT FOR OFFICE ACCOMMODATION UNDER AHIDM Society, ASSAM.**

2. **PRICE BID**

Price Quotation for monthly rent (both in figures and words), in lump sum strictly as per *Annexure-III*, may be put in second envelop duly sealed and superscripted: **PRICE QUOTATION FOR MONTHLY RENT FOR OFFICE ACCOMMODATION FOR AHIDMS, ASSAM.**

Both this envelopes may then be put in another bigger separate cover.

This third cover may also be sealed and bear superscription:

**"EOI FOR OFFICE ACCOMMODATION FOR AHIDM SOCIETY, ASSAM."**

1) The EOI offer should be sent either by speed post or may be submitted in drop box so as to reach the Office of the Director of Medical Education, Assam, Six Mile, Khanapara, Guwahati – 781022 on or before 2PM on 24.2.2022

2) Requests received against the EOI shall be processed in two parts. All information and documents furnished in response to this invitation including *Annexure-I* shall be deemed to be a technical offer. In the event prices are indicated by the party in the Technical document, the EOI request shall stand rejected. Details furnished in the Technical Offer shall be assessed/ evaluated. Price quotation of only those bidders/Parties shall be opened on a later date whose Technical Offers are found acceptable and suitable by the committee.

3) Rent charges shall be paid at the fixed rate as per the Lease Agreement entered into with the party on the Terms & conditions mutually agreed.

4) In the event of Technical offer being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the Property along with proof of identity of the owner along with photograph(s) before the price bids are opened. Original Documents shall be returned after decision is taken to open price bids or otherwise.

5) Quoting parties may keep their offer valid for a period of 90 days. Offers with a shorter validity or inconsistent with the requirements set out in this EOI shall be ignored summarily and no representation in this regard shall be entertained by this Society.

- 6) The "Price quotations for monthly rent for accommodation of office under AHIDM Society, of the selected technical offers only will be opened.
- 7) The decision of the Project Director, AHIDM Society will be final and cannot be challenged.
- 8) If any special offers, additional facilities are there from the owner's side that may be mentioned as separate attachment.

## Annexure-I

1. Name of Person / Party holding Title to the Property:

2. Nationality of the Owner:

3. Full Postal Address of Property with PIN code:

4. Total Carpet Area in Sq feet (Floor wise)

5. Contact Details Name:

Mobile No:

Fax:

E-mail:

6. Essential Documents Furnished ( please tick mark the correct option)

Copy of **TITLE DEED OF THE PROPOSED PROPERTY:** YES /NO

Copy of building plan: YES /NO

- i) Location : (within a distance of 1.00 K.M to 3.00 K. M from of Janata Bhawan , Dispur) preferable near main road. YES/NO
- ii) PLEASE INDICATE: Whether it is an Independent Building for exclusive use of office purpose under AHIDM Society without sharing YES/NO
- iii) Area Required: 1800-2000sq ft. further extendable to 4000 to 5000 sq.ft (approx) carpet area in a single multi storied R.C.C building YES/NO
- iv) Number of Air Conditioners/ inbuilt central AC facilities YES/NO
- v) Having a fully equipped conference room YES/NO
- vi) Workstation for minimum 10 individual and provision for further extendable for 20-25 individual YES/NO
- vii) Provision of minimum 50kw dedicated electricity load. YES/NO
- viii) Having 24 hrs. electricity provisions (with 100% power back up) and running water facilities. YES/NO
- ix) Provision of both lift and staircase facilities. YES/NO

x) Parking area for 5 Nos vehicles and 10 Nos two wheelers. YES/NO

xi) Holding No. and Municipal tax paid receipt for last one year to be furnished. YES/NO

xii) Amenities/Toilets available on each floor: YES /NO

xiii) Number and Area Of Cabins/Rooms already built up: YES /NO

(if yes, please  
attach details)

Any Temporary Structure Built up with area of each such Structure:  
YES /NO

xiv) Whether proposed building is free from all Encumbrances, Claims,  
Litigations: YES/NO

xv) Whether proposed building is PHYSICALLY VACANT/ READY TO  
OCCUPY: YES /NO

xvi) Whether all Govt dues, (property) Taxes Electricity, Telephone, Water  
Bills are Paid up as on date of Application with: YES / NO  
(DOCUMENTARY PROOF should be furnished)

xvii) Water Storage Tanks fitted on the roof: YES / NO  
(If yes, Water storage capacity (In Liters)

xviii) Other Information which the Indenting Party wishes to furnish:

**Annexure -III**  
**(Price Quotations)**

- a) Name:  
b) Address (office & residence):  
c) Address of Property offered:

Sl. No	Brief Description	Total Carpet area	Rent quoted per square foot	Total amount /Month in Rs.
1	Property offered			
2	Taxes if any			
3	Any other charge			
	Total			

Total Monthly rental (in figures inclusive of every charge): Rs.

Total Monthly rental (in words inclusive of every charge): Rs.

Incremental/ Decremental rates of rent for the extended period in percentage:

Signatures:

Name:

Designation:

**Note:**

- a. Quote should be covering all taxes and duties.
- b. Total Monthly rental shall be the amount payable by AHIDM Society by monthly as rent.
- c. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

**Annexure-II**  
**DECLARATION**

I ..... s/o .....hereby offer the premises stated in the Annexure-I (Questionnaire) for rent to the AHIDM Society Whatever is stated in the EoI document is true to the best of my knowledge and ability. I have not changed the contents of the EoI document and have duly verified and signed the same.

Name & signature with stamp (if any) of party or  
Authorized Signatory

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