



# Central Sanskrit University

## GanganathJha Campus

Azad Park, Prayagraj

### Tender Form

Tender No. 2022/04

Date: 04.04.2022

### **Tender for hiring building for expansion of premises**

For the expansion of the campus in Prayagraj, this campus of Central Sanskrit University is inviting sealed tenders in prescribed format for hiring building. The stipulations regarding construction are as follows:-

1. The building should have covered area ranging between 16000 sq.ft. and 25000 sq.ft.
2. The building should be located within 1 km (Approx.) from Gate No. 04 of Chandrashekhar Azad park.
3. 22 to 27 rooms, each of which should measure approximately from 150 to 200 sq. ft. accompanied by adequate toilet and other facilities.
4. 6 halls, each of which should measure approximately from 500 to 1000 sq. ft.
5. 2 halls, each of which should measure approximately from 1200 to 1500 sq. ft.
6. There should be sufficient open space, parking space, bathroom, toilets and other facilities.
7. Income tax/G.S.T. etc will be applicable.

The Tender form can be downloaded from the official website of the campus - <http://www.csu-prayagraj.res.in>.

Completely filled forms are required to be submitted latest by 25.04.2022 until 05:00 PM to Central Sanskrit University, Ganganath Jha Campus, Azad Park, Prayagraj - 211002. The tender forms thus received will be opened on 26.04.2022 at 11:00 AM in the presence of present bidders. The concerned committee will duly take the decision after inspecting the buildings informed in the tender form. A tender is liable to be rejected at any stage and in this respect all rights are reserved by Central Sanskrit University.

The sealed envelope must be super scribed as "**Tender for renting out office building for Central Sanskrit University, Ganganath Jha Campus, Prayagraj**". For other information, you can contact at the above address or at the office Telephone No. 0532 - 2460957 during office hours.

Director

**Building on Rent for Central Sanskrit University, Ganganath Jha Campus, Prayagraj  
Technical Bid**

1	Complete address of the building proposed for being taken on rent.	
2	Show the plot area including Width X Length of the proposed building to be taken on rent.	.....Sq. ft.
3	State the Built up covered area of the proposed building to be taken on rent.	..... Sq. ft.
4	Open area available in the proposed building to be taken on rent.	..... Sq. ft.
5	Complete address & name of the bidder (Landlord) 1. Telephone / Mobile / Fax No. 2. E-mail ID	
6	PAN number of the bidder (if any) issued by the Income Tax Department.	
7	Clear blue print of the proposed building to be taken on rent.	Enclosed Yes/No
8	Number of Toilets	Male Toilets ..... Female Toilets.....
9	Documents relating to ownership of the Building (Lease deed / Agreement/will/ Self attested copy of Municipal Corporation Khasra)	
10	State the details of Power supply arrangement with the approved power load.	
11	State whether the Electricity connection is domestic or commercial or both.	
12	Does the building have adequate electrical earthing/ fitting/ fixtures power plugs and switches?	Yes/No
13	Is underground/ overhead water storage tank with sufficient supply of drinking water and stored water available in the building?	Yes/No
14	Are there adequate sanitary and water supply equipments available in the building?	Yes/No
15	Whether the parking space for vehicles is sufficient in the building? Please mention the area of parking.	Yes/No
16	Details of other facilities such as power backup utilities/ fire safety plants etc. of the proposed building, if available.	
17	Width of the road on which the building is situated and average distance from the Railway Station / Bus stand.	
18	Whether the possession of the building can be readily given within 30 days from the acceptance of the proposal?	..... Feet ..... Kilometer ..... Kilometer
19	Ready to do agreement as per S.L.A. prescribed by Government of India.	

### **Declaration**

I/We have read and understood all the terms and conditions enclosed with the tender form and agree to these conditions. I ..... Son/Daughter of Shri ..... certify that all the information and documents given above are true to the best of my knowledge. Also, I certify that there is no any dispute pending in respect of the proposed building with any court or other State/Private person and there is no bar / legal barrier for renting the said building to the campus. I am willing to let out the building on lease for 01 to 03 years to Central Sanskrit University, Ganganath Jha Campus as per their requirements. I would have no objection to the installation of cable/ wiring and equipments for computer networking by Central Sanskrit University, Ganganath Jha Campus in the building. Proposal of tender will be valid for 04 months.

Owner of the Building .....

Name .....

Date .....

Place .....

Enclosure -

1. Map of Building (Blue Print)
2. Self-attested photocopy of documents related to building ownership
3. Self-attested photocopy of the available last month's Electricity Bill
4. Self-attested copy of the available last month's Water Bill
5. Self-attested photocopy of PAN card issued by Income Tax Department
6. Self attested photocopy of Aadhar Card

**Form - B**

Building on rent for Central Sanskrit University, Ganganath Jha Campus, Prayagraj

(Financial Bid)

1	Complete address of the building proposed for being taken on rent	
2	Built up covered area of the proposed building to be taken on rent	.....Sq. ft.
3	Per square feet rental rate (in Rupee) of the Built up covered area	In Figure .....per Sq. ft. In words .....per Sq. ft.
4	Any other fee to be paid (in Rupee)	
5	Total Monthly rent (in Rupee) (Present and future Property taxes, Municipal taxes, Local taxes and other government charges which are leviable on building will be payable by building owner)	
6	Consent to let out the building on rent to be fixed by the CPWD	Yes/No

**Declaration**

I/We have read and understood all the terms and conditions enclosed with the tender form and agree with these conditions. I ..... Son/Daughter of Shri ..... certify that all the information and documents given above are true to the best of my knowledge. The actual built up area determined by the CPWD as per the terms given in the tender is accepted.

Signature of Building owner .....

Name .....

Date.....

Place .....

Mobile Number .....

Telephone No. ....

E-mail ID.....

## **Terms and Conditions of the Bid**

1. Only Signed copy of the tender form will be acceptable. Photocopy thereof will not be acceptable. The bidder has to put his/her complete signature on all the pages of the tender form. Do not OVERWRITE / do not use White correction fluid to makeover words or figures in the tender form, even when it is so, should be attested duly; otherwise tender can be cancelled.
2. If the proposal is in respect of more than one building, then please submit separate filled in tender forms.
3. Two separate envelopes have to be submitted under the Two Bid system.
  - i) In the first sealed envelope, technical tender (Form-A) will contain the details of the technical parameters of the building, which should be filled in fully. In this envelope, it will be necessary to attach photocopy of PAN/TAN Card, map of the building, photocopy of documents related to the ownership of the building, photocopies of the last month's available bill of electricity and water. On the technical bid envelope, it will be necessary to write "For hiring building for Central Sanskrit University, Ganganath Jha Campus, Azad Park, Prayagraj". Be sure to write your name and address on the Application. Please keep in mind that financial details such as rent or other charges are not to be mentioned in this Technical Tender Form A.
  - ii) In Second Sealed Envelope of Financial Tender, the charges for the proposed building and other financial points such as maintenance charges, taxes, rent renewal etc. will be mentioned. On financial bid envelop, it will be necessary to write "For hiring building for Central Sanskrit University, Ganganath Jha Campus, Azad Park, Prayagraj". Be sure to write your name and address on the Application.
4. Answer all the points mentioned in both the forms for Technical and Financial bids.
5. The bidder who accepted the fair rent, assessed by the PWD/CPWD, in case of clear yes, in respect of point number 06 of the Financial Bid, the minimum rent regarding point number 05 & 06 of financial Bid will be payable.
6. Since the tender has a two bid system, three envelopes should be used for submission of tender as follows:
  - i) First envelope - For technical tender, which is to be prepared according to serial number 3(1).
  - ii) The second envelope is for financial tender, which is to be prepared according to serial number 3(2).
  - iii) The third envelope is to contain both the above envelopes inside it and this sealed envelope should also be in proper manner. On this envelop, it will be necessary to write "For hiring building for Central Sanskrit University, Ganganath Jha Campus, Azad Park, Prayagraj." Be sure to write your name and address on the envelope.
7. As mentioned above, the tenders should reach the Central Sanskrit University, Ganganath Jha Campus, Azad Park, Prayagraj 211002 on or before the date and

time given in advertisements either personally or through messenger. The tenders received after the scheduled time and date will be cancelled.

8. Technical tenders will be opened in the presence of the bidder (wishing to be present) by \_\_\_\_\_ pm on \_\_\_\_\_
9. After opening and evaluating technical tenders, they will be shortlisted. The buildings of the bidders kept in this list will be inspected by the Committee members constituted by the Director, Ganganath Jha Campus.
10. The financial tenders will be opened later and the date of opening of which will be informed to the bidders separately over mobile/ telephone or by means of e-mail / fax, according as it is mentioned in the tender form. Only those Financial Tenders, whose technical tender has been shortlisted, will be opened. Also those tender forms in respect of whose the proposed building has been inspected by committee constituted by Director, Ganganath Jha Campus and are marked suitable for opening financial bid, will be opened.
11. The following facilities should be available in the proposed building to be rented out:-
  - i) Sufficient water (including drinking water) and electricity facilities, with proper earthing.
  - ii) Ample parking space for the students and the staff.
  - iii) Adequate venting place for the students to sit in.
  - iv) All rooms have enough light and air.
  - v) Separate toilets for men and women.
  - vi) Proper boundary wall and the main gate for ensuring security.
  - vii) Access to the main building is free from obstructions.
  - viii) Construction should be according to fire-safety standards with emergency door.
12. The proposed building has been duly approved by the government / local authorities. As such in future, if any repairs and improvements are required, the owner will be able to get the desired wherewithal with the permission of the respective government / local authorities.
13. The proposed building should be fully prepared and available for being taken on rent in maximum 15 days (from the date of acceptance of the proposal). The desired alteration / partition etc. (if necessary) is included. Any type of court case should not be pending on the building.
14. Proposed building should be located within 1 km from the area of Ganganath Jha campus, Azad Park, Prayagraj.
15. If the building has more than one floor then all the floors should be connected continuous and the owner of the building should have explicit ownership thereof, the owner must have unhampered possession of the building.
16. The proposed building should not be given on lease or living nowhere and the owner of the building should have explicit ownership. The organization will not hire building from any middle man and/or broker.

17. No advance will be given to the building owner by the Campus.
18. Two photographs (one close up and one long shed) of the proposed building along with the proposal must be attached and the rented areas have to be clearly marked, and its built up covered area and the meaning of marked built up covered area is as under :
  - Built up covered area does not include the following
    - i) Open Chabutara and chabutara not surrounded by walls.
    - ii) Portico / porch.
    - iii) Uncovered staircase inside building.
    - iv) Area covered by chajja of door /windows.
  - However following will be included in the Built up area:
    - i) Inside covered staircase
    - ii) 1/2 area of uncovered balcony.
    - iii) Verandah covered by Top (Roof)
    - iv) Canopy of covered balcony with parapets and railing around the balcony
19. The building owner will ensure the desired Alteration / Partition (if required) regarding the building within 15 days.
20. For smooth operation, the office IT / Computer networking and fixtures, air conditioners will be set up by campus at its expense in the building. Therefore, the building owner should not have any objection to establishing the said equipment.
21. The building owner will have to sign the lease agreement in the lease proforma (as per the attachment) and the building owner will have to bear the cost of making / executing it. The rent of the building will be the same for the first three years which has fixed at the time of the agreement.
22. All IT installations, fittings and fixtures that will be installed by the CAMPUS in the building will be the property solely of Central Sanskrit University, Ganganath Jha Campus, Prayagraj and the University will be free to withdraw their properties from lease for shifting elsewhere at their discretion and convenience upon the termination of the lease.
23. The amount of water expenditure will be paid to the building owner by the Campus.
24. No amount other than the proposed rent amount mentioned in tender will be accepted by the CAMPUS. The CAMPUS shall not be responsible for any government / private / semi-governmental dues other than the fixed amount of rent in respect of the building. CAMPUS will be free to operate in the building during the lease period. If the service tax is payable on fixed rent, then, the payment will be done by the CAMPUS as per the rules.
25. The Director, Ganganath Jha Campus, Prayagraj will have the right to accept or reject any proposal or all the proposals (including the lowest rate tender) without assigning any reason thereof.
26. During the lease period, the building owner will not be able to give this building on lease to others/allow others to live/sell or transfer to anyone else without the prior written permission of the undersigned.

27. Present and future Property taxes, Municipal taxes, Local taxes and other government charges which are leviable on building will be payable by building owner
28. The following documents are required to attach with the technical bid :
- A clear map of the building proposed to be taken on rent.
  - Self-attested documents in respect of building ownership.
  - Xerox copy of the PAN card issued by the Income Tax Department.
  - Xerox copy of available Electricity and Water bill of the last month.
29. If the TDS is payable under the Income Tax Act, it will be deducted accordingly from the rent amount as per the rules.
30. All bidders must check, before the submission of their tender, that the information/ documents provided by them are correct.

Director,  
Ganganath Jha Campus, Prayagraj

I/We have read / understood all the above conditions and I / We agree with them.

Signature of building owner.....  
Name.....  
Place.....  
Date.....