No. ACTREC/Admin/2020/ / 13th January, 2020

To,

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**Sub: Invitation to quote rates for hiring of flats on monthly rental basis-reg.**

Dear Sir,

I am directed to inform you that sealed quotations are invited for “Hiring of flats on monthly rental basis” at Kharghar, Navi Mumbai-410210.

The tender documents are also available on the website [www.actrec.gov.in](http://www.actrec.gov.in) or it can be obtained from the room 336, 3rd floor, PS building of the Institute. You are requested to quote your most competitive rates in the format and submit it in sealed envelope at room-336, 3rd floor, PS building, TMC-ACTREC, Sector-22, Kharghar, Navi Mumbai- 410210 on or before **27th January, 2020 by 01.00 pm.**

Please contact on phone no. 022-27405685. The sealed tender/quotation will be opened on same day i.e. on **27th January, 2020 at 3.00 pm.**

The right of acceptance or rejection of all or any offer has been reserved by the Centre.

Thanking You,

Yours Sincerely

Administrative Officer

ACTREC

**GENERAL TERMS AND CONDITIONS**

1. Sealed Quotations are invited for **“Hiring of flats on Monthly Rental basis”** at Kharghar, Navi Mumbai, **for a period of one year and extendable for two more years (Total Three Years)**. The sealed cover containing the quotations and superscribed with reference No. and complete in all respect should be submitted to ACTREC, Tata Memorial Centre, Kharghar, in room No. 336, 3rd floor, PS building, ACTREC, Kharghar, Navi Mumbai by 1.00 pm on 27/1/2020.
2. The tenders received will be opened at 3.00 p.m. on the 27/1/2020.
3. **Period:** The successful firm will be required to start allocating the flats immediately upon award of the contract for a period of one year from the date of signing of the contract. **The contract is extendable for two more years. Total three years.** The term of contract can be further extended if required and at mutually agreed rates.
4. The bidders are requested to go through the requirement mentioned in this documents.
5. ACTREC reserves the right to reduce or increase the quantity as per requirement.
6. **For payment of bills:** The bills would be submitted month-wise on the prescribed format along with the work report/user certificate duly signed by the users (if any). ACTREC will make payments on submission of bills by the bidder every month and after its due verification by Administration.
7. Erasing & overwriting in the quotation will render the same invalid.
8. The firms participating in the tender must possess valid G.S.T-TIN or PAN in the quotation along with a documentary proof of the same failing which the quotation will be liable to be rejected. The rates may be quoted as per on the letter head of the firm which shall be inclusive of all taxes. **There will be no security deposit that will be paid by ACTREC - TMC for any flat.**
9. The institute can terminate the contract at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this respect the decision of the institute will be final and binding on the contractor. The institute reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
10. It’s a pre –requisite to provide copy of all the statutory requirement documents, duly stamped and signed on each page of the document with numbering on it, such as:
11. Registration under the shops & Establishment Act/ Companies ACT/Society Act(If applicable)
12. PAN
13. GST No.
14. Proof of ownership or lease hold rights of the flats should be in the name of the firm/individual.
15. Occupancy Certificate copy
16. **The bidder must quote the monthly rental rate charges per flat for 03 BHK and 02 BHK flats separately on the Annexure II. Total built up area and carpet area to be mentioned.**
17. **The agreed/approved rates will be valid for one year.**
18. The Centre (ACTREC) shall not pay any compensation in respect of any injury or death caused to the deployed workers by the successful bidder or the contractor. It will be sole responsibility of the contractor.
19. **Debarment from bidding:** A bidder shall be debarred if he has been convicted of an offence under the prevention of corruption Act 1988 or the Indian Penal Code or any other law for the time being in force for causing any loss of life or property or causing a threat to public health as part of execution of public procurement contract.
20. A bidder debarred under clause no. 14 or any successor of the bidder shall not participate in a tendering process of this center for a period not exceeding three years commencing from the date of debarment.
21. The Centre may debar a bidder or any of its successors from participating in any Tendering process undertaken by the Centre, for a period not exceeding two years. If it determines that the bidders has breached the code of integrity.
22. If a firm/bidder quotes nil charge/considerations the bid shall be treated as responsive and will not be considered.
23. The resultant contract will be interpreted under Indian Laws.
24. In the event of any disputes arising out or in connection with this contract where during subsistence of the contract or thereafter the matter shall be referred to Director, TMC or any other officer nominated by the Director TMC for arbitration, whose decision shall be final and binding on the parties. The contractor should agree that the arbitrator could be an employee of the center and shall not have any objection in this regards. The proceeding before the arbitrator could be governed by the provision of the Indian Arbitration Act 1996 and amendment thereof. The place of such arbitration should be Mumbai or Navi Mumbai and cost of such arbitration will be equally shared by the both parties.
25. The bidder should provide either an affidavit or self-declaration that the agency is not black listed.

**SPECIAL TERMS AND CONDITIONS FOR RENTAL ACCOMMODATION FOR MEDICAL DOCTOR’S/NURSES/PH.D STUDENTS**

1. The tenderer shall quote the rent and configurations with details of Location, Landmark and address of the properties along with connectivity details.
2. Tenderer shall quote for overall provision of accommodation of 2 BHK flats & 3 BHK flats on Twin or Triple sharing accommodation facility preferable at single location/building in nearby vicinity.
3. The location should be preferably within 03kms radius from ACTREC, Tata Memorial Centre, Sector 22, Kharghar, Navi Mumbai-410210
4. With having 24 hours water supply, 24 hours Electric supply with back up, ready for occupation with basic amenities.
5. Tenderer shall have the provision for ACTREC to provide services such as Housekeeping, Food, Security, etc. directly or through its authorized contractors.
6. Tenderer shall quote monthly rent for the Apartments/Flats on leave or Leave & Licenses agreement for a period of minimum 12 months, with lock in period of one year after which either party can terminate the contract with one month notice.
7. Tender shall quote the agency commission in explicit manner in writing in the tender bid.
8. Tenderer shall separately quote for Non-Furnished / Furnished Apartments/Flats, as per availability. ACTREC management will take decision selecting suitable alternative within available units.
9. The Agency/Broker/Property Dealer should quote separately the charges for registration of Lease/Leave and License Agreement including all the charges for legal documentation and registration with sub-registrar office, and completing all formalities such as submission of photocopies of agreement to local police stations or any other such legal bindings.
10. The selection criteria will be based on the different aspects such as distance from ACTREC, Kharghar, Navi Mumbai-410210. Location of site and surrounding locality for the concern with safety of females/girls hostel and unit configurations.
11. The tenderer can estimate the requirement for quoting of number of units housing for 40-50 staff (i.e. medical doctors/ nurses/ students) in 3 BHK self content units 5-6 sharing/in 2 BHK self content units – 4 sharing.
12. ACTREC is free to exercise multiple choices while selecting the units either from single agency/ broker/ property dealer or from multiple agents to suit our needs.
13. The tenderer will have to arrange for site visit of the committee from ACTREC at convenience of the committee at its own cost.
14. Upon selection of units the successful bidder agency shall be responsible to get the official letter of permission from the owner/managing committee of the society/ building, stating their concurrence/ approval for the sharing cum guest house facility provisions for students from ACTREC.
15. Director, ACTREC, reserves rights to select or reject any tender without assigning any reason thereof.

I hereby accept all terms and conditions above.

Signature and rubber stamp of bidder

**Tata Memorial Centre Annexure - 1**

**Advanced Centre for Treatment, Research & Education in Cancer (ACTREC),**

Sector-22, Kharghar, Navi Mumbai-410210

No. ACTREC/Admin/2019/ Date:

|  |  |
| --- | --- |
| Name of Work |  |
| Due date of the submission of the tender |  |
| Demand Draft/ Cash Receipt No. for EMD Amount, Date and drawn at |  |
| Name/Title of the Bidder |  |
| Full Address |  |
| Email : |
| Tel. no. & Mobile no. |
| Fax : |
| 1. Registration No.   (i) under shop/Estt. Act  (ii) Companies Act:    (iii) Society Act | 1. Authority with whom registered   (i) License No.  (ii) Granted by  (iii) For the purpose of |
| Name & Address of the Bankers of the Bidders |  |
| 1. Registration under the shops and Establishment Act/ Companies Act/ Society Act |  |
| 1. PAN and TAN no. |  |
| 1. GST No. |  |
| 1. Provide Occupancy Certificate copy |  |

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false or fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same for and behalf of bidder.

Signature

Date: Name of authorized person for bidder with seal

**PART-11-COMMERCIAL BID**

**Schedule of Monthly rental charges**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Requirement Particulars** | **Built-up Area along with Carpet Area and floor** | **Quantity** | **Monthly rental per flat/month** |
| 1 | Two BHK flats |  |  | Rs. |
| 2 | Three BHK flats |  |  | Rs. |

**Note : The rates shall be inclusive of all taxes.**

**Please note: There will be no security deposit that will be paid by ACTREC - TMC for any flat.**

Date: Signature & Seal of tenderer