



NATIONAL FORENSIC SCIENCES UNIVERSITY, BHOPAL CAMPUS

(Institute of nation Importance under Ministry of Home Affairs, Govt. of India)

C/o CFSL Bhopal, Barkheda Bonder, Bhopal, M.P. – 462038

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EOI DOCUMENT FOR HIRING OF DIRECTOR'S BUNGLOW

EOI No. NFSUB/EOI/2024/003 Date: - 05.12.2024

Start Date of Application	05.12.2024
Last date of Application	20.12.2024

Subject: - NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING OF HOUSE FOR USE AS DIRECTOR'S RESIDENCE AT BHOPAL

National Forensic Sciences University, Bhopal Campus invites Expression of Interest (EOI) for hiring of building to be used as Director's RESIDENCE (fully furnished) located in Bhopal city preferably closer to NFSU Bhopal Campus within preferably on Monthly Rental Basis.

Eligible and competent Building owners are requested to submit their offer in prescribed application form under two bid systems as given in this document

EOI duly filled in documents, complete in all respects should reach the office of the Campus Director, NATIONAL FORENSIC SCIENCES UNIVERSITY, BHOPAL CAMPUS, C/o CFSL Bhopal, Barkheda Bonder, Bhopal, M.P. – 462038,

A. ESSENTIAL FEATURES OF REQUIRED ACCOMMODATION

1. The capacity of Buildings at least should be 1 spacious hall, dining room 3 fully furnished rooms with attached bathrooms and toilets, furnished kitchen with a Store Room and a servant room with attached kitchenette, bathroom and toilet.
2. The building must have sufficient covered parking space for a car and two scooters.
3. The distance between NFSU Bhopal Campus and hired building should preferably be within 25 km.
4. No payment shall be made in advance.
5. Payment will be made through electronic mode only i.e. ECS/RTGS/NEFT on receipt of the bills and supporting documents.
6. No enhancements of rate during the period of contract will be entertained.
7. The accommodation should have well ventilated and airy rooms with habitable condition, hygienic environment, neat and clean.
8. The adequate size of room should be filled with SUFFICIENT tube light/LED light, AC/fans and wardrobe.
9. Electricity and Potable Water (RO purifier) for drinking, bathing and cooking, must be available round the clock.
10. All the sanitary and water supply installations connections must have been

provided in the facility.

11. Electrical installation and fittings like power plugs, switches, charging points of standard quality must be in place.
12. In emergency power backup / generator facility should be available.
13. The building should have suitable provision and adequate space for garage and security personnel.

B. Terms & Conditions:

1. The responsibility for payment of all kind of taxes such as property tax, Municipal Tax, etc. in connection with the property offered shall be of the Owner/Bidder and updated copies of all tax receipts should be attached with the bids. The owner shall continue to bear these charges at his own cost for the lease period or extended lease period as well. All mandatory clearances required should be available for the building.
2. The property offered should be well connected by public transport at a reasonable distance and should be easily accessible.
3. Possession of the accommodation will be handed over to the Campus Director on immediate basis from the date of award of the order and rent shall be payable from the date of actual possession, subject to EOI document terms & conditions. Further, the rent will be paid on actual handover of premises after compliance of all terms & conditions.
4. The Service provider/ Building owner must provide document of Sanctioned Electricity load.
5. Selected party shall be required to execute a lease agreement containing detailed terms & conditions with NFSU Bhopal Campus, in accordance with the provisions of the law applicable.
6. Lease agreement will be executed to the entire satisfaction of NFSU Bhopal Campus. The registration charges, stamp duty for registration of lease deed will be borne by the owner/landlord only.
7. The Agreement shall be signed for a period of ONE year which may be extended for a further period on mutually agreed terms and conditions on the satisfactory report.
8. Building offered must be free from all liabilities, encumbrances, claims and legal disputes etc. with respect to its ownership, lease/renting and there should be no pending payments against the same.
9. The electricity and water supply lines / connection shall be provided by the owner at his own cost and expenses. However, the NFSU Bhopal Campus, shall

pay charges for electric of the said premises during the lease period on the basis of actual consumption and submission of electric bill after payment.

10. Clearances/ No Objection Certificates, wherever applicable, from all relevant Central/State Government and Municipal authorities including Fire Department for use as office premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the Technical Bid. Also, Copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.
11. The EOI will be acceptable only from original owner of the building/property. NFSU Bhopal Campus will not pay any Brokerage for the offered property. All documents must be signed by the original owner himself.
12. The space offered should have sufficient electrical fixtures (like Switches, Power points lights, fans etc.). However, if the installed fixtures such as switches, power points, lights, fans etc. are not found acceptable, the bidders should be prepared to remove the same at their own cost and installed new one at their own cost within 10 days from the award of the EOI. Further the owner of the property shall arrange proper earthing at following parameters: -
 - (i) Phase to Neutral - 220 V – 240 V
 - (ii) Phase to earth - 220 V – 240 V
 - (iii) Neutral to earth - below 2 Volts

The owner shall provide a separate 3 phase electric meter of 5 KVA load, separate water meter and sewerage connections at his own cost before handing over possession. These connections should be in the name of the owner/landlord and all the dues have to be cleared before handing over the premises to NFSU Bhopal Campus.

13. White washing/painting of the Interior & Exterior of the hired premises including front and back verandas, bath rooms/toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the NFSU Bhopal Campus will be carried out by the owner/landlord at interval of every two years within the lease period and also before the handing over possession. In case the owner/landlord fails to do so, the NFSU Bhopal Campus shall have the right to arrange it at the cost of the owner/landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/landlord. The maintenance (civil, electrical, mechanical, plumbing including consumable items etc.) shall be provided by the owner and the owner shall also undertake to carry out annual repairs and maintenance, plantation, pest and rodent control every year. No additional charges for the same shall be payable.
14. The monthly rent quoted should include GST and assessment as applicable at the time of commencement of lease and nothing beyond the quoted rent mentioned in the bid shall be paid by the NFSU Bhopal Campus. Hence the bidders should give

rates including of all taxes/charges as applicable including GST / Water / Sewerage charges.

15. The NFSU Bhopal Campus reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for non-issue of work.
16. The decision of the NFSU Bhopal Campus will be final in case of any dispute arising in the implementation of the terms of the contract.
17. Service Maintenance, if any. NFSU Bhopal Campus will not pay any Holding Tax or dues for hired building.
18. The building should have been properly constructed as per the approved safety plans.
19. The agreement for hiring of buildings/accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
20. EOI not confirming to this requirement shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
21. Any form of canvassing/ influencing the bid will attract rejection of bid submitted by the bidder.
22. Rent will be paid on submission of Rent Invoice along with Advanced Stamped Receipt by 5th of next Calendar Month. On receipt of the monthly Claim, being in order, Rent will be paid by the 15th of the Calendar Month. NFSU Bhopal Campus will only be liable to pay fixed monthly charge, electricity on the basis of actual consumption on reimbursement basis based on electricity bill received from electricity office. Payment will be made by online/cheque month wise on submission of bill and documents
23. No Security Deposit will be paid by the NFSU Bhopal Campus for Hiring of the building.
24. NFSU Bhopal Campus will not be liable to pay any charge for the normal wear and tear of fittings and fixtures in the building premises.
25. PENALTY CLAUSE: The NFSU Bhopal Campus reserves the right to check and inspect the premises on regular basis by the authorized Officials / Expert Committee. In case of any deficiency or deviation in services from the clauses mentioned in the EOI/Agreement may impose penalty on the service provider / building owner for those deficient services. The penalty will be decided by the expert committee of the NFSU Bhopal Campus and the decision will be binding on the service provider/ building owner.
26. TERMINATION: The Agreement may be terminated by giving three months' notice by the either party to the Agreement. However, during such notice period

the buildings/accommodation along with all ongoing facilities shall remain in the possession of NFSU Bhopal Campus.

27. ARBITRATION: All disputes in connection with the execution of contract shall be settled under the provisions of arbitration and conciliation Act 1996 (as amended up to date/time to time) and the rules framed there under and in force shall be applicable to such proceedings.
28. The offer should be valid up to 180 days after closing date of EOI.
29. Eligible and competent Building owners are requested to submit their offer in prescribed application form under two bid systems in the standard formats prescribed in the EOI documents, displayed as TECHNICAL BID Annexure: 1 & FINANCIAL BID as Annexure: 2
30. All the requisite information should be filled up in prescribed form and the filled-up application form, relevant information and required document should clearly readable and all the pages of the document should be signed by authorized signatory.

C. PREPARATION OF BIDS:

The offer/bid should be prepared in two bid systems (i.e.) in prescribed format as Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions and supporting documents. Financial bid should indicate only price.

Part I - Technical Bid shall contain papers regarding:

- a. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as Annexure-“1” duly signed on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of the EOI.
- b. Ownership document of the building Or Agreement Copy if the premise is on lease.
- c. Structural safety certificate from competent authority (Both in case it is a commercial building).
- d. Document for sanctioned Electricity load.
- e. copy of Income Tax /PAN Registration Certificates, GST certificate
- f. Photograph of the proposed premises (both inside and outside) should be submitted along the EOI documents.
- f. All other requisite documents in support of Bid

Part II - Financial Bid:

- a) Financial bid should contain Building owners name and monthly Rental including all charges to be quoted by bidder. The Financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily. The Financial has to be submitted in the format as prescribed EOI FORM as FINANCIAL BID ANNEXER "II".
- b) These envelopes should be securely sealed separately and clearly marked as "Envelope No:1- Technical Bid" and "Envelope No:2- Financial Bid" respectively.
- c) The envelopes containing the Technical bid, financial bid, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and "BID FOR HIRING OF BUILDING FOR DIRECTOR'S ACCOMMODATION FOR NFSU Bhopal Campus". It will also mention the name of the Providers/ Building owners/Agencies with address.
- d) Technical bids submitted by the bidders would be examined and their premises would be inspected by the expert committee constituted by the NFSU Bhopal Campus.
- e) The financial bids of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the hostel.

EOI Notice No.: NFSUB/EOI/2024/003 Dated: 05.12.2024

Technical BIDAPPLICATION FORM HIRING OF BUILDING FOR DIRECTOR'S ACCOMMODATION FOR
NFSU BHOPAL CAMPUS

Sl. No.	Requisite Information	Firms Response
1.	Name of The Building owner(s)	
2.	Full Address of the Building owner	
3.	Telephone /Mobile No.	
4.	E mail ID	
5	PAN No. details	
6.	Legal Status of holding: 1.Building Proprietorship 2.Building Partnership 3.Building on Lease 4. Other, specify. (Attach the documentary proof)	
7.	Detail Location & Address of Building offered to be the Premise	
8.	Total Area offered for rent: a) Total plot Area (in Sq. ft) b) Open area (in Sq. ft) c) Total Carpet Area (in Sq. ft) d) No. of rooms and dimensions thereof e) Total covered area (in Sq. ft) f) Total Plinth Area (in Sq. ft) g) No. of rooms and dimensions there of h) No. of toilets i) No. of halls and dimensions thereof j) Others, if any	
9	Details of furniture such as sofa, beds, centre tables tea poys, bed side tables, dining table and chairs, study tables, book racks, garden chairs, side boards, kitchen furniture, miscellaneous furniture etc.	
10	Details of fitments such as Air Conditioners, Geysers, Coolers, ceiling and table fans, refrigerator, RO purifier, electric chimney	

	and kitchen furniture etc.	
11.	Distance of offered Premises from NFSU Bhopal Campus Premises with layout and drawings of the premises.	
12.	Road width (In Feet)/ Landmark where the accommodation is situated.	

13.	Distance (in kms) from the nearest: a) Main Road (specify road and its width) b) Railway Station c) Bus Stand	
14.	Facilities for vehicle parking:	
15	Have Valid Electric Power in offered Building?	

Documents to be submitted –

a)	Copy of certified sketch and site plan/approved plan by competent authority
b)	Proof in respect of ownership of the premises offered for which copy of purchase deed/registry/allotment letter/patta etc. to be enclosed.
c)	Latest copies of electricity bill and water bill.
d)	Latest copies of Property Tax / Municipal Tax as applicable
e)	Copy of cancelled cheque
f)	Copy of PAN & GST (if applicable)
g)	Clearance/No objection certificate from all the relevant Central/State/Municipal Authorities and fire department.
h)	Declaration as per Annexure 'III'
i)	Undertaking as per Annexure 'IV'
j)	Bid Security/EMD Details

Owner's Signature:

Name:

Address:

Date:

ANNEXURE-II

EOI Notice No.: NFSUB/EOI/2024/003 Dated: 05.12.2024

FINANCIAL BID

HIRING OF BUILDING FOR DIRECTOR'S ACCOMMODATION FOR NFSU BHOPAL CAMPUS

Name of The Building: -

Complete Address: -

Sl. No.	Particulars	Amount (Rs.)
01.	Monthly Rental Charges (Inclusive of all taxes and Charges excluding electricity charges)	

Owner's Signature:

Name:

Address:

Date:

EOI Notice No.: NFSUB/EOI/2024/003 Dated: 05.12.2024

Declaration

1) I/we have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

2) It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my/our knowledge and behalf. In the event of any of the same being found to be false, I/we shall be liable to such consequences/lawful action as the Campus Director, NFSU Bhopal Campus may wish to take.

Owner's Signature:

Name:

Address:

Date:

EOI Notice No.: NFSUB/EOI/2024/003 Dated: 05.12.2024

UNDERTAKING

I/We do hereby solemnly declare and undertake that:

1) All terms & conditions of the EOI are acceptable to me/us. If any information furnished by me/us is found incorrect/false, the contract is liable to be cancelled without prejudice to any other legal action.

2) I/We also confirm that I/We understand that the Campus Director, NFSU Bhopal Campus, reserves absolute rights to reject any bid or all bids without assigning any reason.

3) I/We also declare that there is not any government/Municipal restriction barring the letting of the proposed building on rent and I am/We are the legal owner of the proposed building.

4) I/We have not been black listed in any Govt. organization / institution. DATE: PLACE:

Owner's Signature:

Name:

Address:

Date: