

NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

(An Autonomous Organization under the
Ministry of Human Resource Development, Govt. of India)



10/1/H, Diamond Harbour Road, Kolkata-700027 (WB)

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REQUIREMENT OF OFFICE SPACE ON RENT

NIOS Regional Centre invites offers from interested owners of property in Kolkata for hiring around 5000 sq. ft. for establishment of Regional Centre, Kolkata. Interested parties may submit their offer in sealed envelope addressed to Regional Director, NIOS Regional Centre, Kolkata in the prescribed proforma to be downloaded from NIOS/Regional Centre website i.e. www.nios.ac.in or <http://rckol.nios.ac.in> and put the same in the Tender Box kept at Regional Centre, Kolkata, 10/1/H, Diamond Harbour Road, 2nd Floor, Kolkata -700027, West Bengal latest by **11th November 2014 till 2.00 p.m.**

Secretary

Kolkata & WB (8x9 cm)



National Institute of Open Schooling (NIOS)

(An Autonomous Organisation of the Ministry of Human Resource Development,
Deptt. of School Education & Literacy, Govt of India)
10/1/H, Diamond Harbour Road, 2nd Floor, Kolkata -700027, West Bengal
Tel: 033-2479 7714/2479 7707, E-mail: rckolkata@nios.ac.in

REQUIREMENT OF OFFICE SPACE ON RENT IN KOLKATA FOR THE ESTABLISHMENT OF REGIONAL CENTRE, KOLKATA

National Institute of Open Schooling (NIOS) is an autonomous organization of the Department of School Education & Literacy, Ministry of Human Resource Development (MHRD), Govt. of India. It provides education opportunities for Secondary and Senior Secondary levels and also for Vocational courses to persons who wish to study further and qualify for a better tomorrow. The mission of NIOS is to provide education to all with special concern for girls and women, rural youths, working men and women, SC and ST, persons with disability and other disadvantaged persons who for one or the other reason could not continue their education with the formal system. NIOS operates through a network of Eighteen (18) Regional Centres and Two (2) Sub-Regional Centres and about three thousand Accredited Institutions (AIs) commonly known as Study Centres in India. **NIOS IS THE LARGEST OPEN SCHOOLING SYSTEM IN THE WORLD.**

NIOS invites offer from interested owners of property in kolkata for space of around 5000 sq. ft. for the establishment of its Regional Centre, Kolkata. Interested parties may submit their offer in sealed envelope addressed to Regional Director, NIOS Regional Centre, Kolkata in the **prescribed proforma appended below at Annexure-I to be downloaded from NIOS/Regional Centre's Website www.nios.ac.in or <http://rckol.nios.ac.in>** and put the same in the Tender Box kept at NIOS Regional Centre, 10/1/H, Diamond Harbour Road, 2nd Floor, Kolkata -700027, West Bengal **latest by 11th November 2014 till 2.00 p.m.**

REQUIREMENT OF NIOS IN THE PROPOSED BUILDING OF REGIONAL CENTRE, KOLKATA

Following shall be the main requirements and terms & conditions:

1. The space is required for establishment of NIOS Regional Centre, Kolkata.
2. The approximate Carpet area required is 5000 sq. ft. The area should be preferably on Ground Floor, 1st floor and in any case not exceeding 2nd floor.
3. There should be sufficient space for parking of Cars and Two wheelers.
4. There should be concealed wiring for power supply, LAN connectors and telephone connections up to the respective rooms.

5. The area should have adequate power backup to provide for the entire normal load.
6. The area should have fire fighting equipments.
7. There should be availability of potable water.
8. The area should have adequate number of toilets for Ladies and Gents separately.
9. No brokerage, agency charges, service charges will be paid by NIOS.
10. All correspondence, agreements will be held directly with the Owner/Lesser.
11. The area shall be handed over to NIOS Regional Centre in complete readiness to occupy and start its operations immediately on finalization of the contract.
12. Internal partitions and toilets as per the requirements of NIOS will have to be provided by the owner at its own cost.
13. **The initial lease period will be for 05 (five) years and renewable on mutual consent for a further period of three years and so on.** The Contract can be terminated by either party, i.e., NIOS or the Owner of the property, by giving two month notice, extendable by mutual agreement till alternate arrangements are made.
14. No advance/Security Deposit will be paid by NIOS to the owner.
15. Lowest Rate, Accessibility, Ready to occupy and Suitability for Educational Institution will be given weightage.
16. Offer on conditional basis will not be accepted.
17. In case of any dispute, parties shall resolve the dispute by mutual discussions within a period of 30 days failing which regular courts at Kolkata only will have the jurisdiction to adjudicate upon the matter.
18. The quoted rates should be inclusive of all taxes. All taxes pertaining to the property shall have to be borne by the owner of the property.
19. NIOS reserves the right to accept or reject any or all offers without assigning any reasons whatsoever. The decision of the NIOS shall be final and representation of any kind shall not be entertained in this regard. NIOS also does not bind itself to accept the lowest bid.
20. Permission for other than residential activities (educational) in the building shall be allowed.
21. Spacious staircases not less than two must be available in the building.
22. The owner should have full authority to give the above premises on rent and the premises should be free from litigation and encumbrance.
23. Offers received after the due date of submission will not be entertained at all and automatically treated as rejected.

OTHER FACILITIES REQUIRED IN THE AREA SHALL BE AS UNDER:

01. Reception
02. Regional Director's Chamber with attached toilet, rest room and PA's room.
03. Asstt. Director's room with Glass doors and fully covered.
04. Four Sections of 250 sq. ft. each with semi partitions.
05. Accounts Section fully covered.
06. Store Room fully covered.
07. Multipurpose Hall fully covered preferably with brick/strong material with openable partition.
08. Record Room fully covered with brick/strong material for keeping books printed books/files, etc preferably in ground floor.
09. Record Room – for keeping confidential material – fully covered.

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PROFORMA

FOR SUBMISSION OF SEALED QUOTATION FOR RENTING OFFICE SPACE FOR THE ESTABLISHMENT OF NIOS REGIONAL CENTRE, KOLKATA.

SL.NO.	PARTICULARS	INFORMATION TO BE FURNISHED BY THE INTERESTED PARTIES
01	Complete Address of the Building	
02	Year of construction of building	
03	Map of the building & of the location (copy may be enclosed)	
04	Accessibility (Please mention actual distance in KM)	
	From Nearest Railway Station	
	From Nearest Bus Stand	
	From Nearest Post Office	
05	From Nearest Main Road	
	Size and Specifications	
	Floor	
	Carpet Area in sq. ft.	
	No. of Rooms	
No. of Toilets		
Any other Information		

06	Other Specifications:	
	Nature of the Building Residential/ Commercial	
	Width of Approach Road (in Mtrs)	
	Availability of Electricity connection (Three Phase/ Single Phase)	
	Capacity of Electricity connection (KVA)	
	Availability of Water Connection (Well/Bore Water)	
	Availability of Lift facility	
	Parking Capacity(No. of Cars)	
	Ready to occupy(Yes/No)	
Municipal Corporation approval No. & date		
07	Name and address of the Owner(s) & Co- Owner(s) with the Mobile and Residence phone numbers	
08	Amount of monthly rent inclusive of land/building tax (per sq. ft.)	Rs./- Per sq. ft. (Rupeesonly)

Certified that all the above particulars are true and correct to the best of my knowledge and belief and I/We have full authority to give the above premises on rent and the premises is free from litigation and encumbrance. I/We understand that NIOS reserve the right to accept or reject any or all the quotations without assigning any reason. I/We have gone through the major conditions and tentative requirements of NIOS furnished above

and agree to abide with. Further we understand that the tenders will be opened at NIOS Regional Centre, 10/1/H, Diamond Harbour Road, 2nd Floor, Kolkata -700027, West Bengal. I/We also accept to adhere to the following conditions.

1. Internal partitions and toilets as per the requirements of NIOS will be provided by the owner.
2. The initial lease period will be for 05 (five) years and renewable on mutual consent.
3. No advance/Security Deposit will be paid by NIOS.
4. Lowest Rate, Accessibility, Ready to occupy and Suitability for Educational Institution will be given weightage.
5. Offer on conditional basis will not be accepted.

Signature:

Name:

Address:

Telephone No.:

Mobile No.

E-mail ID:

Seal of the firm

(Please sign each page)