



MISSION DIRECTOR NATIONAL HEALTH MISSION, J&K

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Notice inviting Expression of Interest for Renting/ Leasing Out space for Establishment of Call Centre cum Control Room

For and on behalf of the Governor of Jammu & Kashmir State, Expression of Interests (EoIs) are invited by the office of Mission Director, National Health Mission, J&K from interested parties for renting/ leasing out of space, for a minimum period of five years, for establishment of State level call-centre cum control room for effective monitoring of 102 Ambulance Services in the State as per detailed terms and conditions, available on the website www.jknrh.com:

1. The requirement is for 3000–4000 Sq. ft. carpet area, approximately, with facilities like washroom, parking for minimum 10-15 vehicles, electrical and water connections, etc. Location of space should be within a radius of half kilometer of existing office of State Health Society, NHM, J&K at Regional Institute of Health & Family Welfare, Near Sainik School, Nar Kandoli Nagrota, Jammu – 181221 (J&K).
2. The space offered should preferably be an open hall on a single floor, preferably on ground floor. Details of commercial/ institutional use of the property must be submitted with Technical Bid.
3. Detailed document containing terms and conditions alongwith formats to furnish EoI can be downloaded from the website www.jknrh.com.
4. Interested parties have to submit EoIs, in two covers viz., Technical and Financial, sealed in two separate envelopes and both the envelopes sealed in a single envelope super-scribed as “**Expression of Interest for Renting/ Leasing out of Premises to State Health Society, NHM, J&K**”.
5. Duly complete EoIs have to be submitted in the office of Financial Advisor & CAO, State Health Society, NHM, J&K at Regional Institute of Health & Family Welfare, Near Sainik School, Kandoli Nagrota, Jammu – 181221 (J&K), in person or through Registered Post, by or before 25th March, 2017 (latest by 1400 Hrs). State Health Society will not be responsible for any kind of delay in submission of EoIs for any reason whatsoever.
6. Technical EoIs will be opened on 04th April, 2017 at 1600 Hrs in the Conference Hall of State Health Society, NHM, J&K in the presence of parties who want to remain present for the same. Inspection of the Premises by the Committee of SHS, NHM, J&K will be conducted on 06th April, 2017 from 1100 Hrs. Subsequently, Financial EoIs will be opened after evaluation of the Technical EoIs, on some convenient day and time, found suitable to the Committee. All the interested parties will be informed in this regard accordingly.
7. Any clarification, if required in the matter, can be had from the office of Financial Advisor & CAO, State Health Society, NHM, J&K at Regional Institute of Health & Family Welfare, Near Sainik School, Kandoli Nagrota, Jammu – 181221 (J&K) during working hours on any working day.
8. The interested parties shall carefully examine all the terms & conditions. In case of any doubts, same may be referred to the Mission Director, NHM, J&K, in writing, by or before the last date for submission of EoIs for clarification(s). Failing to comply with any of the terms and conditions will lead to rejection of EoI, even if it is competitive offer.
9. The interested parties, including any other stake-holder, should point out to the Mission Director, NHM, J&K regarding embitterment, if any, prior to and on the day of last day for submission of the EoIs. Thereafter, interested parties, including any other stakeholder, will have no legal right to confer or to represent on one ground or the other.

Sd/-
Mission Director
NHM, J&K
(EoI Inviting Authority)

Detailed Terms and Conditions:

1. The EoI is invited by the State Health Society, **NHM, J&K hereinafter termed as “the Lessee”** which expression shall include his/ her successors, executors, administrators, liquidators and assigns.
2. **The successful party shall be declared as “the Lessor” which expression shall mean and include** their legal heirs, executors, administrators and assigns.
3. This EoI is to seek proposal from Owners/ Lease Holders for unfurnished office space, hereinafter **termed as “premises”** measuring 3000–4000 Sq. ft. carpet area, approximately. However, this area is approximate and State Health Society, NHM, J&K reserves the right to take more or less area.
4. Location of premises should be within a radius of half kilometer of existing office of State Health Society, NHM, J&K at Regional Institute of Health & Family Welfare, Near Sainik School, Kandoli Nagrota, Jammu – 181221 (J&K).
5. The premises should preferably be an open hall on a single floor, preferably on ground floor.
6. The premises offered should be in good condition, preferably not older than 5 years.
7. Preference shall be given to suitability of location of premises. Premises with better amenities shall be preferred. Similarly, premises in good locations and better finishing/ maintenance facilities of building shall be preferred to others.
8. The premises should be ready for possession, completed in all aspects, within 90 days from the award of LoI/ LoA.
9. The corridors, staircases etc. should be sufficiently wide – minimum 4ft. wide
10. The premises should have all basic amenities like proper water connection/ facilities, adequate fire protection system, etc. The premises should have separate electricity and water connections. Sufficient wiring and meters should be in place to take up electricity load for air conditioning of the premises.
11. The premises should have provision for 24 hours running water supply for both drinking and utility facilities.
12. There should be enough arrangement for public utilities (Toilets, etc.) for men and women, separately.
13. Adequate provision for parking, inside premises, should be available to park about 10 Cars and 20 Two Wheelers.
14. The premises offered should be well connected by public transport at a reasonable distance and should be easily accessible.
15. That the lessee shall be entitled to sublet, assign the leasehold to any person or persons or authority under intimation to the lessor, but without any obligation to do so.
16. The lessee, including its authorized Agency, shall neither erect nor make any alterations to the existing structure without prior permission of the lessors in writing except for internal compartmentalization and other minor works which will be at the cost of the lessee, including its authorized Agency.
17. In case a particular party owns more than one premises and it wishes to submit EoI in respect of those premises, it should submit separate EoI containing technical document and price quotation in respect of each premises.
18. The EoI will be acceptable only from Owner/ Lease Holder/ Power of Attorney holder of the premises. The lease deed would however be executed by the Original Owner/ Lease Holder.
19. State Health Society, NHM, J&K will not pay any Security deposit or brokerage for the offered premises under any circumstances.
20. In case of co-owners/ joint owners, the technical document & Price quotation should be signed by all the co-owners/ joint owners. In case any one of the owners chooses to sign the EoI documents, he should invariably submit an authorization to do so from the remaining owners.
21. The premises offered should be free from any liability and litigation with respect to its ownership, lease/ renting and there should be no pending payments against the same.
22. In respect of carpet area measurement, a certificate from the registered architect or any government authority should be submitted alongwith the Technical EoI.

23. Documents in support of ownership of building/ land and construction thereon must be submitted in the Technical EoI. Also, the copies of approved plan of the premises offered should be submitted in the Technical EoI.
24. Successful party shall be required to sign a Rent Agreement with the designated authority at State Health Society, NHM, J&K in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of five years and will be renewed further as per the requirements of the user and with mutual consent of both the parties.
25. The responsibility for payment of all kind of taxes such as property tax, etc. in connection with the premises offered shall be of the owner/ bidder and updated copies of all tax receipts should be submitted in the Technical EoI.
26. 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 lessor.
27. In case of damage to the leased property due to any natural calamities, riots etc., SHS, NHM, J&K will not undertake to compensate the loss or damage incurred by the owner of the property.
28. Further, in case of any natural destruction/ damage of the premises wholly or partly, the lessor shall be bound to restore the premises to its original shape. In case lessor fails to restore the premises, within a reasonable time, it shall be the sole discretion of the lessee to continue or discontinue the occupation of the premises/ terminate the lease agreement without payment of any compensation to the lessor or payment of rent from the date of such damage/ destruction/ vacation of the premises.
29. In the event of winding up of the project before stipulated period, the lessee shall be free to **terminate the lease by giving one month's notice to the** lessor and shall be entitled to remove the furniture and fixtures erected in the building, in that event the lessors shall have no right to claim any rent from the date of termination of the lease and vacation of the premises by the lessee.
30. By submitting this offer the Owner/ Lease holder has permitted State Health Society, NHM, J&K or their representatives, with prior appointment, to inspect the premises offered as well as property documents and to carry out the measurements, valuations thereof.
31. Submission of EoIs:
 - a) Both the bids (Technical and Financial) duly signed by Owner/ Lease Holder/ Power of Attorney Holder should be sealed in two separate envelopes as described below:
 - i. Envelope-1 - containing Technical Bid in Annexure-I duly completed in all respects along with all relevant documents super-scripted **in bold letters with "Technical bid for Renting/ Leasing out of Premises to State Health Society, NHM, J&K"**;
 - ii. Envelope-2 -containing the Financial Bid, as prescribed in the Annexure II showing rates, financial terms and conditions etc. super-scripted **in bold letters with "Financial bid for Renting/ Leasing out of Premises to State Health Society, NHM, J&K"**;
 - b) Both the above-mentioned envelopes should be sealed in a single cover super-scripted as "*Expression of Interest for Renting/ Leasing out of Premises to State Health Society, NHM, J&K*" and addressed to the "*Financial Advisor and Chief Accounts Officer, National Health Mission, J&K*" must reach to *State Health Society, Regional Institute of Health and Family Welfare, Near Sainik School, Kandoli Nagrota, Jammu – 181221 (J&K)*", in person or through Registered Post, by or before 25th March, 2017 (latest by 1400 Hrs).
 - c) Technical bid should contain the details required alongwith documents as per proforma at Annexure I and Financial bid should contain details, as per proforma at Annexure II without which the proposal will be considered incomplete and hence, summarily rejected.
 - d) Technical Bid should be accompanied by a copy of this EoI Document with each page duly signed by the bidder/ its Authorized Signatory, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the EoI. Bids not accompanied by a duly signed copy of the Proposal Document will not be considered.
 - e) The Bidders should give rates, showing taxes, if any, separately in the Financial bid.
 - f) Monthly rent should be quoted initially on a fixed basis for a period of one year. Incremental/ Decremental rates of rent for the extended period may also be indicated in

percentage terms. Bidders may note that no increase in rental charges per month will be allowed during the initial one year of Agreement period.

- g) **If any special offers, additional facilities are there from the owner's side that may be mentioned** as separate attachment.
 - h) EoI received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.
 - i) EoIs not conforming to these requirements shall be summarily rejected and no correspondence will be entertained in this regard.
32. Opening of EoIs:
- a) While opening the proposal, the envelopes containing Technical Bids will be opened first on 04th April, 2017 at 1600 Hrs, in the presence of bidders who want to remain present for the same.
 - b) After opening of the Technical EoIs, but before evaluation of same, the Evaluation Committee constituted by the lessee will inspect the premises and ascertain its suitability for the purpose of setting up of the call-center cum control room for monitoring of 102 Ambulance Service in the State. In case, the committee finds the premises not suitable for the purpose, the Technical EoI submitted in respect of such premises will not be evaluated and the Financial EoI in respect of such premises will not be opened. The decision of the Committee in this matter will be final and binding upon all the parties.
 - c) Queries, if any, raised by the Evaluation Committee, subsequent to opening of Technical bids, should be answered by the bidders within the prescribed time. In case, no reply is received within the stipulated time, bid shall be cancelled. As far as possible, such clarifications would be sent through e-mail and confirmed through a formal letter, duly signed by the bidder/ its authorized signatory.
 - d) The Evaluation Committee will open financial bids only after evaluation of the technical bids. The scheduled date and time for opening of financial bids shall be notified separately. The bidders are advised to keep themselves updated through the web-portal www.jknrh.com.
33. Evaluation of EoIs:
- a) The EoIs would be evaluated based on the basis of criteria like distance from State Health Society, NHM, Nagrota, Jammu, availability of amenities like washrooms, parking space, availability of electricity & water connections, electrical fixtures, etc. alongwith overall suitability of premises.
 - b) The evaluation shall be 3 stage process:
 - i. Site visit by Committee,
 - ii. Technical evaluation, and
 - iii. Financial evaluation
 - c) Bidder with the lowest value of financial bid alongwith satisfactory technical evaluation and site visit report by evaluation committee. Subsequently, L1 bidder shall be declared successful accordingly on rates quoted for monthly rent basis. Rates quoted for other facilities shall not be taken into account for the said purpose.
34. Payment of Rent:
- a) Possession of premises, completed in all aspects, will be handed over to SHS, NHM, J&K within 90 days from the award of LoA/ LoI and rent shall be payable from the date of possession only.
 - b) Rent has to be quoted per month (in Rs.) including all types of taxes & other charges like parking, maintenance, security, water, etc. excluding electrical charges which will be paid as per actual on production of electricity bill.
 - c) Payment of rent shall be made by the office of State Health Society, NHM, Nagrota, Jammu, at the fixed rate, against pre-receipted bills, duly verified by the concerned Officer In-charge, as per the lease deed to be executed between the lessor and the lessee.
 - d) Payment of rent shall be made on monthly basis by online Payment to Owner/ Lease holder after deduction of the Tax at Source (TDS), as applicable, from time to time and/ or any other Statutory dues, if any.
 - e) No advance payment of rent shall be made in any case.

35. Termination of Lease:
 - a) The lease shall be for a minimum period of 5 years with provision for extension of lease on mutually agreed terms. For first one year from date of agreement, rate will remain the same.
 - b) The lease can be cancelled by either side by giving a notice of not less than 3 months, except in case of clause 29 under which circumstances lessee shall be free to terminate the lease by giving **one month's notice**.
36. Bidders who are found to be canvassing, influencing or attempting to influence the concerned in any manner, including offering bribes or other illegal gratification to any officer/ official of the State Health Society, NHM, J&K, for getting the Award of Contract in its favour will be disqualified from the process at any stage without any notice in this regard.
37. No oral conversations or agreements with any Officer or Official of NHM, J&K shall affect or modify any terms of this EoI. Any alleged oral agreement or arrangement made by the bidder with any Officer. Official of NHM, J&K shall not affect the definitive agreement that results from this process. Oral communications by NHM, J&K to an entity shall not be considered binding on NHM, J&K. Similarly, any written material provided by any person other than NHM, J&K shall not affect the implementation of the Project unless approved and agreed to by the State Health Society, NHM, J&K.
38. State Health Society, NHM, J&K reserves the right to call for any information from the bidders, including Successful bidder, as it deems fit in the interest of the process/ execution of the contract and the bidders, including successful bidder, is bound to furnish the same within the stipulated time failing which State Health Society will be at liberty to take necessary action including rejection of bid(s)/ cancellation of Contract/ Agreement.
39. State Health Society, NHM, J&K makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this notice inviting EoI.
40. The information contained in this notice inviting EoI is selective and is subject to updation, expansion, revision and amendment. It does not purport to contain all the information that a bidder requires. State Health Society, NHM, J&K in its absolute discretion, but without being under any obligation to do so, may relax/ change/ modify the terms and conditions in any exigency, excluding fundamental changes/ basic conditions, after approval of the same by the Mission Director, NHM, J&K. Such updation/ change/ modification shall be uploaded on the website www.jknrhnm.com and it will become part and parcel of notice inviting EoI.
41. Purchase Committee, State Health Society is competent and reserves the right to consider, ignore, or reject all or any of the bids received in response to this notice inviting EoI at any stage, without assigning any reason what so-ever.
42. Intending parties may keep their offer valid for a period of 180 days. Offers with a shorter validity or inconsistent with the requirements set out in this EoI shall be ignored summarily and no representation shall be entertained in this regard.
43. In case of any dispute/ difference or doubts or any other issue that may come up during the course of contract, the matter shall be referred to the Mission Director, NHM, J&K who will appoint an officer as Sole Arbitrator for the dispute, who will not be related to this contract for resolution of the dispute. The Arbitrator shall deal with the grievance expeditiously, as possible and shall endeavour to dispose it off, within thirty days from the date of its submission. If the officer designated as Arbitrator fails to dispose off the grievance filed within the period or any person/ party, aggrieved by the order passed by the Arbitrator, may file an Appeal before the Mission Director, NHM, J&K being the final Appellate Authority whose decision shall be final and binding upon all the Parties.
44. All the Legal proceedings that may arise at any time shall be subject to the exclusive jurisdiction of Courts of J&K only.

Sd/-
Mission Director
NHM, J&K
(EoI Inviting Authority)

Annexure – I – Technical Bid

S. No.	Particulars	Details
1.	Detail of Legal Owner(s), holding title to the Property (in case of Co-owners/ Joint Owners, following details have to be provided for of all the co-owners/ joint owners)	
1.a	Full Name	
1.b	Residence Address (with PIN code)	
1.c	Office Address (with PIN code)	
1.d	Contact No. (Landline – Optional)	
1.e	Mobile No. (Mandatory)	
1.f	Fax No. (Optional)	
1.g	e-mail ID (Mandatory)	
1.h	PAN No. (Mandatory)	(attach copy)
2.	Detail Person submitting the Expression of Interest, if different than (1) above (proof of the same shall have to be enclosed)	
2.a	Full Name	
2.b	Residence Address (with PIN code)	
2.c	Office Address (with PIN code)	
2.d	Contact No. (Landline – Optional)	
2.e	Mobile No. (Mandatory)	
2.f	Fax No. (Optional)	
2.g	e-mail ID (Mandatory)	
2.h	PAN No. (Mandatory)	(attach copy)
3.	Status of the applicant with regard to the accommodation offered for hiring	(Note: In case of a Firm/ Society/ HUF, Certificate of Authorized Signatory; In case, applicant is other than the owner, Power of Attorney)
4.	Details of Premises offered for hiring	
4.a	Address	
4.b	Detail of Completion	(Proof regarding completion certificate to be attached)

4.c	Total Area (in Sq. Ft.)	
4.d	Carpet Area (in Sq. Ft.)	
4.e	Whether Commercial or Dual Use (Commercial cum Residential)	
4.f	Approximate Distance from the office of State Health Society, NHM at RIHFW, Near Sainik School, Kandoli Nagrota, Jammu – 181221 (J&K)	
4.g	Whether Single Floor or Multi-Story	
4.h	With provision of rooms on each floor or hall type	
4.i	Dimension of Staircase	
4.j	Availability of separate facilities/ utilities (with No. of Toilets, floor-wise)	
4.k	Availability of Electrical Connection	
4.l	Sanctioned electricity load	
4.m	Availability of Water Connection	
4.n	Whether running water, drinking and otherwise, is available round the clock	
4.o	Whether sanitary and water supply installations have been provided	
4.p	Detail of Fire Safety Mechanism	
4.q	Parking Facility (with approximate No. of Vehicles)	
4.r	Whether space is available for installation of Gensets, UPS, etc.	
4.s	Documents in support of ownership of building/ land and construction thereon alongwith copies of approved plan of the premises offered	(Proofs to be attached)
4.t	Any other salient aspect of the building, which the party may like to mention, disclosure of which is relevant as per terms of this bid	

Declaration:

- i. 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.
- ii. It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/ our knowledge and belief and 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 State Health Society, NHM, J&K may deem fit.
- iii. I/ we declare that I/ we hold a clear right to give the premises on hiring/ lease basis.
- iv. I/ we am/ are aware that State Health Society, NHM, J&K is not bound to accept any or all the Eol forms and will not be required to give any reason for rejecting *any* Eol.

- v. The document, as downloaded from www.jknrh.com has not been changed or altered in any manner. I/ we understand that only the conditions as appearing in the original document will be treated as valid. If there are any changes/ corrections in the form my EoI is liable to be rejected which will be the discretion of State Health Society, NHM, J&K.
- vi. I/ we further certify that I/ we am/ are the authorized signatory and therefore, competent to submit the details towards this EoI.

Signed in Acceptance

Name:

Designation:

Contact No.:

e-Mail ID:

Annexure – II – Financial Bid

S. No.	Particulars	Details
1.	Rent per month (in Rs.) including all types of taxes & other charges like parking, maintenance, security, water, etc. excluding electrical charges which will be paid as per actual on production of electricity bill	
2.	Total Carpet Area (in Sq. Ft.)	
3.	Total Amount per Month (in Fig.)	
4.	Total Amount per Month (In Words)	
5.	% Rent Revision applicable after One Year	

Notes:

- Lowest bidder shall be decided based on the total amount filled in above.
- Quote should be covering all taxes and duties. This shall be the amount payable by the State Health Society, NHM, J&K monthly as rent.
- 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 numbers and words, the amount mentioned in words shall prevail.

Signed in Acceptance

Name:

Designation:

Contact No.:

e-Mail ID:

Annexure – III – List of Documents to be Attached

S. No.	Particulars	Yes/ No. (if attached mention Page No.)
1.	Documents in support of ownership of building / Land and construction thereon	
2.	Copy of PAN No. of original owner(s) of premises	
3.	Proof that the applicant is the original owner(s) or lease holder(s) or power of attorney holder(s) or authorized agent(s) of property	
4.	Certificate of authorized signatory from CEO/ Karta, if the owner is a Firm, Society, HUF, etc.	
5.	An affidavit, on Non-Judicial Stamp Paper of Rs.100/-, stating 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	
6.	No Objection Certificate/ clearance certificate from relevant Departments/ Municipal Authorities	
7.	Copies of approved plan of the property offered	
8.	Attested/ self-certified copy of completion certificate issued by the competent authority	
9.	Proof/ certificate from the authorized registered architect certifying the carpet area of the space offered for hiring	
10.	Updated copies of all Municipal/ other applicable tax receipts	
11.	Any other document attached (mention details thereof)	

Signed in Acceptance

Name:

Designation:

Contact No.:

e-Mail ID: