

## Notice Inviting Quotation

NIQ. No. : CIPET/RPR/NIQ\_GH/01



**CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY,**  
(Department of Chemicals & Petrochemicals)  
(Ministry of Chemicals & Fertilizers, Govt. of India)  
(ISO9001-2008 certified and NABL Accredited National Institution)  
Plot No. 48, Industrial Area Bhanpuri, Raipur – 493221, (C.G)  
E-Mail: [cipetraipur@gmail.com](mailto:cipetraipur@gmail.com), [raipur@cipet.gov.in](mailto:raipur@cipet.gov.in), Ph No.0771-6673000  
Website: [www.cipet.gov.in](http://www.cipet.gov.in)

### PREMISES REQUIRED FOR GUEST HOUSE ON RENT

CIPET Raipur is in need of a residential house /flat for its Guest House for officials in a good locality at Raipur, preferably near to Railway Station and Bus Stand & invites offers from the owners of premises/ attorney holders preferably on the ground floor/ 1<sup>st</sup> floor having floor area up to 2500-3000 sq.ft with all facilities including good connectivity, noise/ pollution free environment, adequate power. The description of the house/ premises is given as under:

- I) Minimum 03 Bed Rooms preferably with attached bath rooms (western style).
- II) Dining Hall
- III) A Lounge
- IV) Kitchen

Interested parties may send their offers in two separate sealed envelopes marked as “Technical Bid” and “Price Bid” respectively. The format for technical bid and price bid may be down loaded from our official website [www.cipet.gov.in](http://www.cipet.gov.in) at the following address.

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**GENERAL INSTRUCTIONS FOR FILLING UP THE FORMS FOR ORRERING PREMISES ON LEASE**

1. **TECHNICAL BID:** The closed & sealed envelope containing the Technical Bid should comprise the following documents. The envelope should be subscribed “Technical Bid for Guest House at ----- (Name of place)”.
  - i) Format , duly filled in, on which Technical Bid is to be submitted (Annexure “A”)
  - ii) Detailed Terms & Conditions which have to be accepted by offerer (Annexure “B”) to be submitted along with the Technical Bid.
  - iii) Site wise details of floor/floor area/ Nos of Rooms
  
2. **FINANCIAL BID:** The closed & sealed envelope containing the Financial Bid should comprise the following documents. The envelope should be subscribed “Financial Bid for Guest House at ----- (Name of place)”.
  - i) Format, duly filled in, on which Technical Bid is to be submitted (Annexure “C”)

**Please note the followings:**

- a) All the forms viz Technical and Financial Bids to be filled –up in legible hand.
- b) **Both the sealed envelopes**, as mentioned above, should be kept inside a single envelope subscribed as “Offer for Guest House at -----  
(place of Guest House)”.
- c) The name, address, mobile no and telephone number of the bidder to be mentioned on each envelope.
- d) Financial details such as rates should be mentioned neither in the Technical Bid nor in the terms and conditions.
- e) Please note that bids received with changes/ amendments in the standard Terms & Conditions are liable to be rejected.
- f) If the bids are submitted by an authorized agent, he should carry and submit letter countersigned by the owner specifying clearly, the powers & responsibilities of the agent.
- g) Conditional tenders are liable to be rejected.
- h) Bids are to be submitted to The Director & Head, Plot No 48,Industrial Area,Bhanpuri,Raipur-493221 so as to reach him latest by 05.30 P.M. on 08.02.2020.
- i) The Technical Bids will be opened first at the above mentioned address in the presence of the bidders or their authorized representatives who may desire to participate. The offers will be evaluated on Technical parameters and price Bids of the short listed bidders only will be opened on a specified date, to be advised separately. An internal committee of the Institute will submit its recommendations for selection of L1 bidders based on Technical Bids and Price Bids.

**Annexure "A"**

(Submitted in separate sealed cover of Technical Bid)

The Director & Head,  
CIPET Raipur  
Plot No 48,Industrial Area  
Bhanpuri,Raipur  
Pin-493221

Dear Sir,

**TECHNICAL BID**

**APPLICATION FOR OFFER OF GUEST HOUSE ON RENTAL BASIS AT -----**

-----

With reference to your advertisement in newspaper/ website dated -----, I /we hereby offer the premises owned by us for Guest House for CIPET's Officials on Rent basis.

**General Information**

**1. Location**

a. Name of the Building :

b. Name of the Street :

c. Name of the City :

d. PIN Code No :

**2. Name of the owner/s:**

b. Address of the owner/s:

c. Contact No :

d.Email Address :

e.Pan No.

f.Bank Account No.

**Technical Information**

**1. Distance from the**

i. Railway Station/ Airport :

**2. A) Age / Condition of the Construction :**

3. **Building:**Construction- Mention year of construction (As given in the completion & occupation certificate) :

**Available space ie Floor Area:**

i) Floor No /Nos

ii) No of Rooms (Also give room-wise floor area in sq.ft)

iii)Total floor area (in sq.ft) :

4.Whether Power/ Electric Supply: Yes / No

5.Whether adequate water supply is available: Yes/ No

6.Whether lift facility is available: Yes / No

7.Any other relevant information:

I /We declare that the information given above is true to the best of my knowledge.

(Signature of the land lord/ Owner)

Name:

Address:

Contact No/ Mobile No:

**Annexure “B”**

(Submitted in separate sealed cover of Technical Bid)

The Director & Head,  
CIPET Raipur  
Plot No 48,Industrial Area  
Bhanpuri,Raipur  
Pin-493221  
Dear Sir,

**APPLICATION FOR OFFER OF GUEST HOUSE ON RENTAL BASIS AT -----**

**TERMS & CONDITIONS**

With reference to your advertisement dated -----, I agree to the following terms:

- i) The Institute will be offered -----sq.ft of floor area with a total no of -----rooms on Basement/G.F./F.F. No rent will be charged for parking area in front of the house/building.
- ii) All taxes present and future ie House Tax, Property Tax and any other Government, Municipal taxes will be borne by me. However, service tax, society service charges and maintenance charges to local welfare committee etc, if applicable shall be borne by the Institute.

I understand that if any information given in this document or other documents submitted along with Bid documents are found not be true, Institute may terminate the contract and take other action as deemed necessary to protect it interest.

(SIGNATURE OF THE OFFERER)

Name: -----

Address: -----

Contact No, Mobile No:

**Annexure "C"**

(Submitted in separate sealed cover of Price Bid)

The Director & Head),  
Plot No 48,Industrial Area  
Bhanpuri,Raipur  
Pin-493221

Dear Sir,

**PRICE BID**

**APPLICATION FOR OFFER OF GUEST HOUSE ON LEASE RENTAL BASIS AT -----**

-----

With reference to your advertisement in local dailies, I /We offer the premises owned by us for Guest House facility for your officials on Rental basis on the following terms and conditions:

**1. Rent : total rent demanded**

Total Floor Area (to agree with floor area indicated in Technical Bid):

(i)Total rent p.m. demanded :

(SIGNATURE OF THE OFFERER)

Name: -----

Address: -----

Contact No, Mobile No: