

Government of Tripura
State Mission Management Unit
Tripura Rural Livelihood Mission
Rural Development Department

F. No. 2(39)-RD (TRLM)/2021/2118-21

Dated, Agartala...01.../...06.../2022

Notice Inviting Quotation

Sealed quotations are hereby invited from **hiring for extension of office space under Tripura Rural Livelihood Mission (TRLM)**. Quotations will be received in the office of SMMU **up to 3 P.M till 21/06/2022** in the office of the Chief Executive officer, TRLM, Bholagiri, Agartala, opposite of EPFO office and to be opened on the same day in presence of bidders, if possible. The interested legal owner of the building may submit their bid as per enclosed format at Annexure-1 in a sealed super scribing the same as "Quotation for hiring of building for **extension of office space**".

Sl no	Description
1.	Carpet area; At least 400 sq.ft in proper Agartala City Plus adequate parking space exclusive entrance. Preferred location: 1. North Gate to Gurkhabosti (Main Road) 2. City Center to Kaman Chowmuhani (Main Road)

Terms & conditions are given below:

1. An earnest money amounting to ₹ 10,000/- (Rupees ten thousand) only in the form of Deposit at call or Draft drawn in favor of "Tripura Rural Livelihood Mission Society" payable at Agartala from any Nationalized Bank/Tripura Gramin Bank/ Tripura State Co-operative bank shall be submitted along with the sealed quotation. The said earnest money will be converted to security money for successful bidder who would be offered the work. For others the earnest money would be refunded. Without the EMD, the tender shall be rejected out-right. The EMD will be forfeited in case the bidder asks for modification in his/her bids.
2. The building should be fit for commercial/ office use.
3. The extension of office of TRLM should be in the ground/first floor of the hired building.
4. The legal owner should provide assured sufficient parking space for around 10 of two wheelers and 2 no of four wheelers vehicles.
5. A separate eclectic meter should be available for the hired space.
6. The legal owner shall undertake to carry out repairs and maintenance every year.
7. The building should have appropriate fire safety compliance mechanism (Emergency exit door, water sprinkler and fire extinguisher as per actual basis).
8. The space offered should be free from any liability and litigation with respect to its ownership, Lease/renting and pending payments against the offered space.

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9. The accommodation should have adequate provision for drinking water and /other utilities for 24*7 basis.
10. The lessee is allowed to display with sign or such similar sign boards, bearing the name of the lessee and logo and relevant information on the door of the building. The display of such sign boards shall be borne by TRLM.
11. There should be sufficient provision of toilets.
12. The owner should clearly mention the fixtures provided by him at the time of renting the accommodation.
13. Exact-built-up area and carpet area should be specified separately.
14. The lease can be cancelled by either side by giving a notice of not less than 3 months.
15. The contract shall be for a minimum period of 1 year initially with provision for extension on mutually agreed terms for more 2years.
16. Mode of periodical revision of the rent shall be not more than 10%.
17. The Property tax, Municipal tax, etc, levied by local Government, central /State Government etc.shall be borne by the owner.
18. Electricity charges only for the power consumed shall be paid by the organization/Department.
19. Possession of the accommodation shall be handed over to TRLM within 30days from the date of issuing of the work order. Agreement shall be prepared by the owner with mentioned terms and conditions for signing the contract.The interior works shall be done by TRLM as per requirement after the possession is handed over.
20. In case there is a change in the ownership, the new owner shall continue the lease for the entire lease tenure and /or extended period and shall also be bound by all the terms and conditions of the lease deed.
21. Insurance of the store and stocks to be done by the TRLM.
22. No security deposit or any other advance payment shall be paid by TRLM.
23. Payment of monthly rent will be made on submission of appropriate bill to TRLM after deduction of all applicable taxes.
24. Preference will be given to the bids for the buildings suitable at the preferred locations, as mentioned in the description.
25. Non-fulfillment of any of the above terms may result in rejection of bid and no correspondence will be entertaining in this regard whatsoever.
26. The bidder should have to submit the following Documents:
 - i) Copy of Approved building /floor plan
 - ii) GST Registration Certificate
 - iii) PAN card
 - iv) Photographs of the building
 - v) Up to date clearance copy of Municipal Authority.

27. Rate should be quoted both in digits and words.
28. Applicable tax shall be recovered from the bill
29. Rate should be inclusive all taxes and charges as applicable,
30. The undersign reserves the right to accept or reject any quotation including the lowest one without assigning any reason therefore.
31. All disputes shall lie within the jurisdiction of Agartala only.

Vishal Kumar
1/6/20

(Dr. Vishal Kumar, IAS)
Chief Executive Officer
Tripura Rural Livelihood Mission

Copy to:

1. The Secretary, Rural Development Department, Govt. of Tripura for kind information.
2. The Director, Directorate of Information & Technology with a request to arrange display the notice in the website of Tripura State Portal (tripura.gov.in) and Rural Development Department (rural.tripura.gov.in) and Tripura Rural Livelihood Mission (trlm.tripura.gov.in).
3. The Director, Department of ICA for information. He is requested to arrange for publication of the said notice in 3(three) leading local daily newspaper.
4. Notice Board, SMMU. TRLM, Agartala.