

Hiring of buildings for setting up of Appellate Foreigners Tribunals (FTs)

Ref: Advertisement released in newspapers for hiring of space to set up appellate Foreigners Tribunals (FTs) on 16th June 2019 & 19th June 2019

Key points:

- The building should have all the requisite amenities such as electricity, fire safety system, power back up (generator), water, and sufficient parking space for vehicles.
- The property should be available for rent/lease for a period of 5 years from the date of signing of rent/lease agreement.
- The property owner will be responsible for incurring the cost of all the modifications/renovations (which have been listed in the checklist). The rent may be quoted accordingly. Once the contract is awarded, the property owner will be provided a window of approximately 30 days to complete the modification as per the checklist. Furnitures (chairs, tables), fans, air conditioners, buckets, mugs, toiletries **will not** have to be provided by the property owner.

The bidders are required to submit the bid in offline (hard copy) mode only.

The documents are to be submitted in a single cover envelope. The single cover envelope should contain two separate (sealed) envelopes.

- **Envelope 1** – Documents related to Eligibility criteria (Heading on the envelope should be “**Eligibility Criteria**”).
Submit the following in the envelope 1 –
 - property layout,
 - clearance from competent authority
 - The checklist (property modification list) on page number 2 & 3 of this document – take print out of the checklist and fill the rows marked as Yes or No, as per availability/absence.
- **Envelope 2** – Documents related to Financial proposal with supporting documents (in envelope 2 – Heading on the envelope should “**Cost Proposal**”). The envelope should contain the monthly rent quotation (with **total area, quoted monthly rent and quoted per square feet rent** clearly written without any overwriting)

The hard copy of the bids (in the format explained above) must be submitted to the following address –

➤ **For Guwahati -**

Inspector (eFT), Office of the ADGP (Border), Assam Police Border Organisation Headquarter, Srimantapur, Guwahati-781032.

➤ **For Bongaigaon, Cachar, Jorhat, Nagaon, Sonitpur –**

Office of the Deputy Commissioner of the concerned district (Bongaigaon/Cachar/Jorhat/Nagaon/Sonitpur)

The checklist, to be duly filled and submitted in envelope 1, is on page 2 & 3.

Checklist: Following are the requirements which the property owner will need to ensure, by modification, after the contract is awarded

S. No.	Room	Category of modification	Details of modification	Yes (Y)	No (N)	Remarks
1	Court room	Room allocation	An area of 500 sq.ft. measuring (25 ft. X 20 ft.) will be required as court room with an attached room/chamber (details in S. No. 2) for FT member measuring 200 sq.ft. (approx. 15 ft. X 14 ft.). The chamber will be connected with an attached WC (8 ft. X 5 ft.).			
		Electrical	2 ton Air Conditioner connectivity			
			6 tubelights			
			Electrical points for 6 nos. PCs (personal computers) & 2 nos. printers			
			5 nos. of 5 Amp. Socket points			
			Provision for 6 nos. ceiling fans			
		Switches as per requirement				
2	Chamber	Room allocation	A room for FT member, as chamber, with area measuring 200 sq.ft. (approx. 15 ft. X 14 ft.) attached to Court room and also with an attached WC (8 ft. X 5 ft.).			
		Electrical	1 ton Air Conditioner connectivity			
			Provision for 1 no. ceiling fan			
			2 tubelights			
			Electrical points for 1 no. PC (personal computer) & 1 no. printer			
			4 nos. of 5 Amp. Socket points			
		Switches as per requirement				
3	Staff Room	Room allocation	An area measuring 200 sq.ft. (approx. 15 ft. X 14 ft.) is required on the same floor as the Court room with 2 nos. attached WC (each WC should measure 8 ft. X 5 ft.).			
		Electrical	Provision for 2 nos. ceiling fan			
			2 tubelights			
			Electrical points for 3 nos. PC (personal computer) & 1 no. printer			
			4 nos. of 5 Amp. Socket points			
		Switches as per requirement				
4	Government Pleaders' room	Room allocation	An area measuring 250 sq.ft. (approx. 20 ft. X 13 ft.) is required on the same floor as the Court room			
		Electrical	Provision for 2 nos. ceiling fan			
			2 tubelights			
			4 nos. of 5 Amp. Socket points			
		Switches as per requirement				

5	Waiting room	Room allocation	An area measuring 250 sq.ft. (approx. 20 ft. X 13 ft.) is required on the same floor as the Court room with 2 nos. attached WC (each WC should measure 8 ft. X 5 ft.).			
		Electrical	Provision for 2 nos. ceiling fan			
			2 tubelights			
			4 nos. of 5 Amp. Socket points			
			Switches as per requirement			
6	Record Room	Room allocation	An area measuring 100 sq.ft. (approx. 10 ft. X 10 ft.) is required on the same floor as the Court room (proper security measures for wall is preferred such as brick wall)			
		Electrical	2 tubelights			
			Switches as per requirement			

If the property owner has provision for providing area more than 8 Foreigners Tribunals, then the following areas (in addition to S. No. 1-6 in the table above) will also need to be ensured which will be used by a set of 8 FTs (details of the same will be discussed at the time of award of contract):

1	Canteen	Room allocation	An area measuring 400 sq.ft. (approx. 20 ft. X 20 ft.) is required			
		Electrical	Provision for 3 nos. ceiling fan			
			4 tubelights			
			5 nos. of 5 Amp. Socket points			
			Switches as per requirement			
2	CCTV monitoring room	Room allocation	An area measuring 150 sq.ft. (approx. 12 ft. X 13 ft.) is required with 2 nos. attached WC (each WC should measure 8 ft. X 5 ft.).			
		Electrical	Provision for 2 nos. ceiling fan			
			2 tubelights			
			Electrical points for 3 nos. PC (personal computer) & 1 no. printer			
			4 nos. of 5 Amp. Socket points			
			Switches as per requirement			
3	Doctor's chamber	Room allocation	An area measuring 100 sq.ft. (approx. 10 ft. X 10 ft.) is required			
		Electrical	Provision for 2 nos. ceiling fan			
			2 tubelights			
			2 nos. of 5 Amp. Socket points			
			Switches as per requirement			

Evaluation criteria

The bid submission will be under two bid system – technical & financial. Mode of selection will be QCBS with 60:40 split.

Technical:

To become eligible for shortlisting as per technical bid, bidder must score at least 30 marks in aggregate as per the below listed criteria.

Based on highest score, technical score will be worked out

Technical evaluation					
S. No.	Particular	Details	Marks allotted	Marks scored	Remarks
1	Space for FTs	Space for 20+ FTs	35		
		Space for 9-19 FTs	15		
		Space for 8 FTs	5		
		Space for 4-7 FTs	3		
		Space for 1-3 FTs	2		
2	Location (proximity to nearest bus-stop)	Nearest bus-stop is 100 m. away	15		
		Nearest bus-stop is 200 m. away	10		
		Nearest bus-stop is > 300 m. away	5		
3	Quality of construction	RCC construction	15		
		Assam type construction	5		
4	Capability of carrying out modification	Based on attached checklist	15		
5	Availability of utilities (size of parking space, drinking water, gated compound wall etc.)	Marks will be evaluated based on the availability of mentioned utilities	20		
Total Marks obtained :					

Financial

Based on the lowest quote (per sq.ft.) as 100%, the financial score in percentage will be worked out.

If lowest is quote is P, it will be allotted a value of F_s as 100. The next best bid, say Q, will be allotted a F_s value computed as “P/Q X 100” and so on.

Final evaluation will be as follows –

$$\text{Final Score (F)} = 0.6 \times T_s + 0.4 \times F_s$$

T_s – Technical score

F_s – Financial score