

PART – A
(UNPRICED OFFER)
[TO BE SUBMITTED IN ENVELOPE – (I)]

ब्रह्मपुत्र क्रैकर एंड पॉलिमर लिमिटेड
BRAHMAPUTRA CRACKER AND POLYMER LIMITED
(भारत सरकार का उपक्रम) / (A Govt. of India Enterprise)



HIRING OF PREMISES FOR BCPL
OFFICE CUM GUEST HOUSE AT
NEW DELHI

TENDER NO:
BCPL/HR/Office-Guest House/New Delhi/001

Dated: 30/07/2025

**Registered Office: 7th Floor, NRL Center, 122 A, G.S. Road , Christianbasti
Guwahati-781001(Assam)**

INVITATION FOR BIDS (IFB)

M/s. _____

Sub.: HIRING OF PREMISES FOR BCPL OFFICE AT NEW DELHI

Dear Sir (s),

BRAHMAPUTRA CRACKER AND POLYMER LIMITED invites for submission of bids **UNDER TWO BID SYSTEM** from interested parties for providing their PREMISES on hiring basis for office purpose in complete accordance with tender documents enclosed:

VENUE FOR Bid Submission: **BCPL office, House No. 17 A, Eastern Avenue, Maharani Bagh, New Delhi -110065**

START OF SALE OF TENDER DOCUMENT: Can be downloaded from website www.bcplonline.co.in will be live from the date of publication.

TENDER FEE : Nil

LAST DATE FOR SUBMISSION OF BIDS : **16/08/2025 at 5:00 PM**

DATE PRE-BID MEETING : **07/08/2025 at 11.00 AM**

PLACE OF PRE-BID MEETING : Through video conferencing at 11.00 AM.
VC link:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Join the meeting now](#)

Meeting ID: 461 381 048 179 1

Passcode: nA66fs6R

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

(Any query related to bid may be sent at e-mail: jkbaruah@bcplindia.co.in;

ajdutta@bcplindia.co.in.

Contact No. 9706050807

DATE AND TIME FOR OPENING TECHNICAL BID : **28/08/2028 at 3:00 PM** at BCPL,
Guest House , Maharani Bagh, New Delhi

or

Date and time shall be communicated to the participating bidders

VALIDITY OF OFFER UPTO

: Three (03) months from the date of final bid due date of Opening including extension of bid due date if any.

AUTHORISED SIGNATORY
Special Conditions of Contract and Scope of Work for
Hiring of Premises for BCPL Office cum Guest House at New Delhi

Brahmaputra Cracker and Polymer Limited (BCPL) invites sealed bids under a two-bid system for hiring a well-maintained building for use as BCPL Office cum Guest House at a prime location in New Delhi with proximity to main road, marketplaces and preferably near to metro rail service for a period of 03 years, with provision of extension on mutual agreement. The offered premises shall comprise fully independent floor/(s) or standalone building, having a minimum carpet area 400 sq. mt. (4304 sq. ft.), excluding shared/common lift lobby and staircase. Apartments or exclusive floors will also be considered, provided they meet the requirements of the company. The premise should be suitable for office & guest house consisting of space for reception area, meeting room, executive cabins, directors' rooms with attached toilet, standard sizes room with attached toilets for guest (at least 4-5 rooms), dining area, kitchen, pantry, storage area etc. The premises should also have servant quarters with toilets. The property should have sufficient parking area for at least 2 numbers of vehicles, 24 hour running water supply, power supply preferably with power back up & provisions of water purifier /RO facilities. The property leased to BCPL should be free from encumbrance in occupancy area of BCPL office and guest house.

Genuine Bidders may submit the bids separately in two parts in sealed envelopes super_scribed with the tender no., due date and nature of offer (Un-priced/Priced).

PART-A: UNPRICED OFFER (TECHNICAL BID) in ORIGINAL complete with all details as sought in this bid document duly signed on each page.

PART-B: PRICED OFFER (PRICE BID) in ORIGINAL WITH COMPLETE PRICE DETAILS as per price schedule provided in the bid document.

The two envelopes containing Part-A and Part-B shall be enclosed in a larger envelope duly sealed and pasted and shall bear the tender no., due date along with address of sender's name and address.

Bidder may clarify their doubts, if any, on the tender document at jkbaruah@bcplindia.co.in; ajdutta@bcplindia.co.in Mobile No. 9706050807.

ARTICLE – 1: NECESSARY COMPLIANCE BY BIDDERS

- a) The clear legally valid undisputed title deed must be in favour of the bidder (Duly notarised photo copy of the same must be enclosed in the Un-priced bid (i.e., Part – A).
- b) Bid can be submitted by the Property owner or by Property broker. However, in case of submission of bid by Broker, authorization from the Property owner to be submitted along-with the Bid.
- c) The carpet area to be offered for lease to BCPL. Within the said carpet area, installation of cubicles /workstations, partitioning and other required interior modification except structural changes to be allowed with respect to the requirement of BCPL.

- d) The details of the approved building drawings must be enclosed in the Un-priced bid i.e., Part – A.
- e) The bidder has to submit a copy of approved building plan, along with required permission for Authority concerned.
- f) A photograph of the proposed property should be enclosed.
- g) A duly constituted committee of BCPL shall visit & carry out physical inspection of the offered premises /building for technical evaluation before opening of the Price bid. Technical evaluation of the building will be done by the committee as per suitability & requirements of BCPL in line with the Scope of Work.
- h) Only the technically qualified bids for offered premises shall be considered for further evaluation of price bid and complete other formalities.

ARTICLE-2: EARNEST MONEY DEPOSIT - NOT APPLICABLE

ARTICLE-3: SCOPE OF WORK PERTAINING TO HIRING OF PREMISES AND OTHER TERMS AND CONDITIONS.

A lease agreement will be signed with the successful bidder. The cost of stamp paper, registration fees etc. shall be borne, in equal proportion, by both BCPL and the Bidder.

The requirements given below are only indicative and anything not mentioned below but required for office & guest house will be assumed to be included in the scope of work.

The Brief Scope of work shall be as follows: -

Premises should have sufficient space for the following:

- a. At least 7-8 standard-sized rooms with attached toilets
- b. Halls having sufficient space for living & dining areas
- c. Common toilet/s for guest/visitors.
- d. Pantry /Kitchen/ storage area.
- e. At least two (2) rooms for caretaker with provision of toilets.
- f. Sufficient Parking space in the premises for at least 2 vehicles.
- g. 24 hours water supply preferably with the provision of RO drinking water.
- h. Power supply with sufficient load. Preferably with uninterrupted power backup facilities.
- i. Provision of lift should be required for multi-story building above G+2 floor level.
- j. The premises should be preferably semi furnished with installed Air conditioning system, wardrobes, Modular kitchen with chimney, electric fittings and fans, bathroom fittings, balcony etc.

In addition to the above specifications, the following are also be referred and complied to:

Bidder will provide electrical connection of sufficient and required capacity to meet the office cum guest house requirement preferably with power back-up.

- i. Electricity charges shall be paid by BCPL at actual. Provision for un-interrupted electricity supply round the clock shall be preferred. A separate electricity meter shall

be installed by the bidder and BCPL shall only pay towards the Electricity used in the office cum guest house.

- ii. The building should be properly finished as per standard practice, considering the structural stability, serviceability and utility. External and internal painting of the building shall be completed including repairing of wear and tear/ cracks (if any), in all respect before occupation of the building.
- iii. The bidder shall provide electrical connection with sufficient load for the purpose of office complex for All electrical wiring or cabling for computes, telephone, TV, LCD Projector, light fittings, exhaust fans, Air conditioners, CCTV etc.
- iv. All building accessories/ items shall be of reputed make.
- v. External as well as internal painting of the building to be carried out on need basis as and when required.
- vi. In case failure on the part of party/ bidder to carry out maintenance activities to the satisfaction of BCPL the same shall be carried out by BCPL at the risk & cost of bidder and amount so spent shall be recovered from the bills of the party.
- vii. Major maintenance of the premises (civil/electrical) will be carried out by the bidder during the lease period. However, day to day Minor civil & plumbing work, lift, electrical and maintenance of common area, parking area, building security, consumables viz bulbs, chokes etc will be done by BCPL.
- viii. The bidder shall manage the underground sewage system as well as the cleanliness of pavement/road/ garden around the entire building premises. The bidder has to provide a central effuse collection within the complex. No garbage will be deposited in the area.
- ix. The bidder shall comply all legal compliances with respect to the building / Office Premises / Labour laws are concerned.
- x. Bidder has to arrange for any statutory clearances, required with respect to safety and security.
- xi. Owner has to arrange for any statutory clearances if any, required for running the DG. DG set connection, cable connection ensuring trouble free performance.
- xii. The successful bidder has to handover the office cum guest house completed in all respects within a maximum period of 3 months (90 days) from the date of LOI (Letter of Intimation).
- xiii. Lease agreement will be signed between successful bidder (Property i.e. building Owner only) and BCPL as per mutually agreed terms and conditions.

ARTICLE -4:

Evaluation of bids

1. On receipt and opening of the unpriced bids, the committee will go for physical inspection of the premises/buildings, which primo facie meets the tender requirements.
2. After physical inspection price bid of the only shortlisted bids shall be open for evaluation.
3. Bids shall be considered for evaluation keeping in view its locational advantage, area, condition of the building/premises, physical inspection by the team of BCPL etc.

4. Bidders must quote monthly hiring charges & brokerage charges (if any) (**excluding GST**) for office cum guest house premises failing which offer shall not be considered for evaluation.
5. The bid will be evaluated on lowest monthly rent (total carpet area X rate per sq. ft.), excluding GST. In case of tie i.e. equal quote amount in the monthly rent by multiple bidders, the bidder with higher area will be considered.
6. BCPL reserves right to negotiate on the offered rates for the SOR items.

REJECTION CRITERIA –

1. Bid may be rejected technically after site visit /physical inspection of the premises by duly constituted committee considering suitability to the requirement of BCPL and compliances of Scope of Work as mentioned at Article-3.
2. Bid may be rejected for non-compliances of Article 1,2,3 & 4 of the above.

ARTICLE –5:

OTHER DETAILS

- a) Bid documents are non-transferable
- b) BCPL reserves the right to accept any bid and to reject any or all bids without assigning any reason.
- c) BCPL shall not be responsible for any delay, loss or non-receipt of bid, telex/fax/Telegraphic for any delay, loss or non-receipt of bid. Telex/Fax/Telegraphic offers shall not be accepted.

DETAILS TO BE SUBMITTED IN TECHNICAL BID BY THE PARTY IN RESPECT OF PROPERTY OFFERED FOR HIRING IN TECHNICAL BID

- a) Location :
- b) Address :
- c) Ownership details (Clear valid undisputed title details) :
- d) Area offered (floor wise) for lease :
Excluding place for parking area :
- e) Availability of Parking area as mentioned above :
- f) Details of relevant approved drawings Submitted :
- g) Layout plan of each floor with dimensions :
- h) Layout & furnishing of the building (optional) :
- i) Photograph of the proposed property :
- j) GST registration :
- k) Latest GST Return (GSTR1 and 3B) :
- l) PAN Card :

Undertaking to the effect that the bidder has not altered/modified the contents of the bidding document.

Signature :

Name of the Bidder :

Name :

Designation :

Date :

Seal :

PART – B
(PRICE BID)
[TO BE SUBMITTED IN ENVELOPE – (II)]

PART – B
(PRICE BID)
(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

TENDER NO:
BCPL/HR/Office-Guest House/New Delhi/001
Dated: 30/07/2025

Name of the Bidder:

Offered Area/Location:

SCHEDULE OF RATES – I (SOR – I)

Sl. No.	Description	Qty.	UNIT	Total carpet area in Sq. ft.	Rate (Rs.) Per Sq. ft. Per month	Rent (in Rs.) Per month for total carpet area
01	Lease rent for the following: Premises having minimum carpet area of 400 sq. mt. (4304 sq. ft.) as per NIT.	36	Month			
	Total amount for 36 months excluding taxes					

(Rupees

.....

..... only)

NB.: Applicable taxes & duties (if any) shall be charged extra.

Signature

.....

Name of the Bidder

Name

Designation

Date

Seal

Note:

1. A duly constituted committee of BCPL shall visit & carry out for physical inspection of the offered premises / building for technical evaluation **before opening of the Price bid**. Technical evaluation of the building will be done by the committee as per suitability & requirements of BCPL in line with the Scope of Work.
2. Only the technically qualified bids for offered premises /buildings shall be considered for evaluation of Price Bid.

PART – B

TENDER NO: BCPL/HR/Office-Guest House/New Delhi/001 Dated: 30/07/2025

SCHEDULE OF RATES – II (SOR – II)

Sl. No.	Description	Qty/Unit	Amount
01	Brokerage Charge	Lumpsum	
Total amount excluding taxes			

(Rupees

.....
..... only)

NB.: Applicable taxes & duties (if any) shall be charged extra.

Signature

.....

Name of the Bidder

Name

Designation

Date

Seal

NOTE:

"TECHNO-COMMERCIAL / UN-PRICED BID"

Part-A of the Bid shall be submitted in **Envelope - I** and shall contain the following:

- (a) 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents with index.
- (b) Tender Document, its Corrigendum/Amendment/Clarification(s) duly signed by the Authorized Signatory holding POA.
- (c) Any other information/details required as per Bidding Document

Note: All the pages of the Bid must be signed by the "Authorized Signatory" of the Bidder holding POA.

"Price Bid / Financial Bid / Schedule of Rates [SOR]"

Part-B of the Bid shall be submitted in **Envelope –II** and shall contain Price Bid only. The Prices are to be submitted strictly in the Price Schedule/ Schedule of Rate (SOR) format of the Tender Document. BCPL shall not be responsible for any failure on the part of the bidder to follow the instructions.

CUT-OUT SLIPS

ENVELOPE – (I): "TECHNO-COMMERCIAL / UN-PRICED BID-(Part-A)"

DO NOT OPEN – THIS IS A QUOTATION

**SUB: HIRING OF PREMISES FOR BCPL OFFICE CUM GUEST HOUSE AT
NEW DELHI**

TENDER NO.: BCPL/HR/Office-Guest House/New Delhi/001

BID SUBMISSION DUE DATE & TIME : 16/08/2025 at 5:00 PM

TO

**BCPL office, House No. 17 A, Eastern Avenue,
Maharani Bagh, New Delhi -110065**

From:

**TO BE PASTED ON THE OUTER ENVELOPE CONTAINING
TECHNO-COMMERCIAL / UN-PRICED BID (Part-A)**

CUT-OUT SLIPS

ENVELOPE – (II): "PRICED BID-(Part-B)"

DO NOT OPEN – THIS IS A QUOTATION

**SUB: HIRING OF PREMISES FOR BCPL OFFICE CUM GUEST HOUSE AT
NEW DELHI**

TENDER NO.: BCPL/HR/Office-Guest House/New Delhi/001

BID SUBMISSION DUE DATE & TIME : 16/08/2025 at 5:00 PM

TO

**BCPL office, House No. 17 A, Eastern
Avenue, Maharani Bagh, New Delhi -
110065**

From:

TO BE PASTED ON THE OUTER ENVELOPE
CONTAINING ENVELOPES PART –Price Bid (Part-B)

CUT-OUT SLIPS

DO NOT OPEN – THIS IS A QUOTATION

**SUB: HIRING OF PREMISES FOR BCPL OFFICE CUM GUEST HOUSE AT
NEW DELHI**

TENDER NO.: BCPL/HR/Office-Guest House/New Delhi/001

BID SUBMISSION DUE DATE & TIME : 16/08/2025 at 5:00 PM

TO

**BCPL office, House No. 17 A, Eastern
Avenue, Maharani Bagh, New Delhi -
110065**

From:

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TO BE PASTED ON THE OUTER ENVELOPE
CONTAINING ENVELOPE-I & II (PART-A & PART-B)