



राज्य स्वास्थ्य प्राधिकरण, उत्तराखण्ड

प्लॉट न० ए-1, आई0टी0 पार्क, सहस्रधारा रोड, देहरादून



REF: SHAUK/2022-23/OFFICE SPACE/40/300

DATE: 31.05.2023

REQUEST FOR PROPOSAL FOR OFFICE SPACE

INVITATION

State Health Authority Uttarakhand (SHAUK) is seeking rental office space for its Administrative Office at Dehradun.

Interested and qualified organizations are invited to submit proposals, which will be accepted until 12 June, 2023 at 1:00 p.m. The Proposals should be addressed to:

**“Chief Executive Officer, State Health Authority,
Plot No –A1 IT Park, Sahastradhara Road, Dehradun,
Uttarakhand -248013”**

One hard copy of the proposal must be posted/couriered (or hand delivered) to the office address mentioned above.

RFP SCHEDULE:

Activity	Date
RFP, Available for Download on WEB PORTAL https://sha.uk.gov.in	31 May 2023
Submission of Bid	12 June 2023 (on or before 13 .00 Hours)
Opening of Space Requirements Envelope	12 June 2023 (on 15 .00 Hours)
Inspection of the qualifying property based on requirements	Date- Will be intimated separately
Opening of Commercial envelope	Date- Will be intimated separately
Relationship Effective Date	Within 30 days from the date of signing Letter of Intent (LOI) issued to finalized bidder.

Queries/Clarifications:

Any query/clarification may be submitted via email to dirit-shauk@uk.gov.in and the same will be addressed and responded over e-mail only.

NOTE: The issuing of this RFP in no way obligates State Health Authority Uttarakhand (SHAUK) to accept any of the proposals that may be submitted by the due date and SHAUK may, at its sole discretion, continue operating under the status quo.

BACKGROUND

State Health Authority Uttarakhand (SHAUK) is functioning as a registered society since September 2018 which is responsible for implementing India's flagship public health insurance/assurance scheme called "Ayushman Bharat-Pradhan Mantri Jan Arogya Yojana (AB-PMJAY)" Pursuant to Cabinet decision for full functional autonomy, State Health Agency was reconstituted as the State Health Authority on 4th May 2020, under Government Orders no. 214/(1)XXVVIII-3-2020-04/2008. T.C.

This flagship scheme is further extended for the remaining population of Uttarakhand from 25th December 2018 under "Atal Ayushman Uttarakhand Yojna (AAUY)"

The State Health Authority Uttarakhand (SHAUK) is also implementing State Government Health Scheme (SGHS) for Govt. employees and Pensioners from 1st January 2021, which is running successfully in the state.

The main objective of the AB-PMJAY/AAUY scheme is to provide health benefit upto Rs. 5 lakh per year on family floater basis to all the eligible population of the State so that Out of Pocket Expenditure could be reduced to some extent, except SGHS Scheme, for which there is no upper limit of Health Benefit amount.

State Health Authority Uttarakhand (SHAUK) is governed by a Governing Board chaired by the Chief Secretary, Government of Uttarakhand. The CEO is the Member Secretary of the Governing Board.

Annexure-1

SPACE REQUIREMENTS (Technical)

In order to carry out the Health Services and day-to-day operations, State Health Authority Uttarakhand (SHAUK) is looking for a rental office space that will consist of the following:

S. No.	Particulars	Details
1	Space requirement	Between 15000 – 16500 Sq.ft. (<i>carpet area</i>) at 3 years lock-in period extendible upto 2 more on mutual consent basis. In case of Multi Story building, lift facility is essential.
2	Location	<i>Should be in IT Park or close to IT Park Sahastradhara Road, Dehradun.</i>
3	Clearances	Occupational certificate [required if applicable], Fire and other safety clearances
4	Office layout/ amenities	<p>Fully furnished, Plug and play with below requirements</p> <ul style="list-style-type: none"> -Reception area or visitor conference room -50 workstations Plus 20-25 linear workstations in glass enclosure with access control -1 Chairperson Cabin with attached Toilet -1 CEO Cabin with attached Toilet - 5 Director Cabins -20 Senior Executive Cabins -1 Conference (60 Person) -01 board room (20 Person) -1 Server Room with access control -1 Store Room -02 Pantries -1 UPS room with exhaust -CCTV Cameras - Toilet Male- Female each, on each floor and with officer cabin <p>The building should be in a ready to occupy condition with electricity, water, lifts, sewage fire- fighting equipment & adequate toilet facilities. The electric power available should be indicated.</p> <p>Note- Bidder has to provide space with fixtures, fitting & Furniture as per State Health Authority Uttarakhand (SHAUK) requirement given at the time of award of work.</p>
5	Other requirements	<ul style="list-style-type: none"> -Power backup - AC for the premises and separate AC for server room -Networking and voice connection (EPABX System) for all workstations, cabins and conference/ Board room -At least 10 four wheeler and 60 two wheeler parking space in the premises -Building maintenance is responsibility of the owner - Building security services and housekeeping services will be provided by the owner

Mandatory Document to be enclosed (Annexure-1)

Attested photocopies / certified true copies of the following documents are to be annexed with the Technical Bid, originals of the following shall be produced for verification at the time of execution of Lease Agreement.

1. PAN Number
2. GST
3. EMD as per RFP
4. Title Deed' showing the ownership of the premises/land.
5. Certified copies of approved drawings/ Map from MDDA Dehradun or any other competent authority.
6. Property Tax Receipts.
7. Affidavit on INR 100/- on Non-judicial notarized stamp paper from owners/ power of Attorney Holder, to the effect that accommodation being offered for rent is free from any litigation / liability / pending dues and taxes.
8. Location Map

Note: Bidder not submitting the above documents will be declared as non-responsive and the bid will not be considered for further evaluation.

Details of the Bidder – TECHNICAL BID

S. No.	Particulars	Details
1.	Name	
2.	Address	
3.	Email Address	
4.	Mobile Number	
5.	PAN Number	
6.	GST No.	
7.	Title Deed' showing the ownership of the premises/land.	
8.	Certified copies of approved drawings from MDDA Dehradun or any other competent authority	
9.	Property Tax Receipts.	
10.	Affidavit from owners/ power of Attorney Holder, to the effect that accommodation being offered for hires is free from any litigation / liability / pending dues and taxes	
11.	Location Map (Please attach separately)	
12.	Type of building – Commercial only	
	EMD	

DECLARATION

I.....S/o.....
 hereby offer the premises stated in the technical bid for rent to the office of The Chief Executive Officer, SHAUK Dehradun the Lessee. Whatever is stated in the bid document is true to the best of my knowledge and ability. I have not changed the contents of the bid document and have duly verified and signed the same. We have not made any alteration in any of the bid documents/ its enclosures.

Yours faithfully,

Name & signature with stamp (if any) of Bidder or Authorized Signatory

Annexure-2

Commercials Bid (BOQ)

(In Rupees)

S. No.	Particulars	Total carpet area of the premises in Sq. Ft.	Rate per Sq. Ft. of carpet area of the premises (exclusive of GST)	Total Amount per month (exclusive of GST)
1.	Monthly Rental of Premises			

Note:

- Rate quoted must be inclusive of all taxes, duty, cess but **excluding GST**.
- GST will be paid extra as per prevailing rates.

Yours faithfully,

Name & signature with stamp (if any) of Bidder or Authorized Signatory

Terms and Eligibility for bid:

1. The bidder must submit all the documents listed at terms for bid in the above paragraph, along with the technical bid duly marking on the sealed envelope. The Bidder has to submit two sealed envelopes one for Technical and another for commercial marking each specifically.
2. The premises offered must be officially allowed for commercial/ institutional use. Evidence of appropriate approvals for commercial/ institutional use of the property must be submitted with the Technical Bid.
3. The premises offered must be of area 15000– 16500 Sq. ft. (carpet area).
4. The facilities / amenities like office furniture (suitable for IT industry), AC units/ system, electrical installations, structured network cabling with allied items like switches etc, Back-up power (DG set), separate electrical arrangements for UPS power, parking space are must.
5. All kinds of statutory and regulatory compliances will be the responsibility of the Lessor.
6. The premises should be in IT Park or close to IT Park, Sahastradhara Road, Dehradun.
7. The premises offered must be suitable for carrying out business activities of the company. The decision of State Health Authority Uttarakhand (SHAUK) in this regards will be final.
8. Any material alteration of the premises within the carpet area required for SHAUK has to be provided by the owner.
9. The Property Tax or any other tax imposed by the Government/authority on the property should be borne by owner of the property.
10. Both Technical and Commercial bid has to be submitted together within the time and date mentioned above.
11. The details mentioned in Annexure-1 to be marked yes/ no based on the availability of the same in the property and to be submitted in a separate envelope- marking “**SPACE REQUIREMENTS**” on the envelope.
12. The space of the office will be required initially for 03 years extendable for further 02 more years on a mutual consent basis.
13. The details of commercials to be submitted in another separate Envelope- marking “Commercials” on the envelope.
14. A covering letter along with the details of the applicant.\
15. If an applicant is offering more than one property, the details of each to be given in separate sheets and to be submitted within the same envelope respectively for Annexure- 1 &2.

16. The properties qualifying the space requirement criteria will be inspected by State Health Authority Uttarakhand (SHAUK) before opening the commercial Bid.
17. The commercial bids of the applicants who are qualified based on the space requirements criteria and the inspection.
18. The Bid will be valid for the period of 120 days from the date of submission.
19. The proposal should be submitted in two parts. The first should be the "Technical Bid" which should contain technical parameters like Address of the building, Carpet Area as well as the Built up Area, Design of the premises, Availability of parking space, Air Conditioning Standards, Year of Construction etc. The Second part should be the "Commercial Bid" which should indicate the rent proposed to be charged and the other financial terms & conditions.
20. Both Bids should be in a separate sealed envelope & the envelopes should clearly indicate on the top "Commercial Bid & Technical Bid" as the case be. Both these envelopes should be kept in another sealed cover mentioning clearly "Tender for the office of the **Chief Executive Officer, State Health Authority Uttarakhand, Plot No – A1 IT Park, Sahastradhara Road, Dehradun, Uttarakhand -248013**
21. The Bidder shall furnish, as part of its Bid, an EMD of Rs. 1,00,000/- (Rupees One Lakh only) by way Demand Draft, issued by a Scheduled Commercial Bank in India, drawn in favor of **STATE HEALTH AUTHORITY UTTARAKHAND (GRANT-IN-AID-ADMINISTRATION ESCROW ACCOUNT)** at the address of SHA Uttarakhand, before the Bid submission date and time as per RFP. EMD of the bidder(s) not received till the Bid submission date and time, shall be considered as non-responsive.
22. The payment of the rent will be paid on a monthly basis subject to fulfillment of amenities to be provided as per the RFP
23. The successful bidder will have to submit Performance Bank guarantee issued by any nationalized bank of INR 5,00,000/- (INR Five Lakh only) valid upto 60 days beyond the end of the contract, before signing of the contract with the authority.
24. The contract will be valid for 03 years from the date of signing of the contract and extendable for 02 years on mutual consent basis subject to satisfactory services provided.
25. The authority may impose deductions at the rate of Rs. 2500/- per day in case of the lessee found shortfall in the amenities provided.

Bid Evaluation Process:

As indicated above the bidder has to submit two separate envelopes containing one technical bid and other commercial bid. The Committee will open the technical bid and assess the bids based on the space requirement mentioned in the above table and eligibility criteria and the bids qualified based on the assessment shall be shortlisted and informed to the bidder/s. Then the Committee will fix the date for the inspection of the shortlisted property and after the inspection the suitable property as per the requirement mentioned above shall be further shortlisted and ranked based on the inspection ratings. The Committee may reject the property after inspection at its discretion if it is found not suitable for the requirement. Then the commercial bid of the technically qualified and inspection approved shall be opened.

State Health Authority Uttarakhand (SHAUK) reserves the right to consider only top 5 ranked bidders for the commercial bid opening. The procedure to shortlist lowest one (L1) will have the following consideration.

The bidder quoting the lowest rate per square feet of carpet area of the premises offered by the bidder shall be declared as L1. In case of two or more bidders quote the same rate, the bidder having more amenities in the premises offered will be declared as successful.

Note: State Health Authority Uttarakhand (SHAUK) has the right to decline to engage in a proposed arrangement or any part thereof or call off the tender completely without assigning any reason.