



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE. KARNAL

06, Subhash Colony, SubhashMarg, Karnal

Phone No. 0184-2271514, Email : rckarnal@ignou.ac.in Website : rckarnal.ignou.ac.in

Ref:RCK/Hiring of building/2019/4558

Dated : 02.08.2019

Subject:-Tender Enquiry inviting offers for hiring IGNOU Office Space for Regional Centre , Karnal.

Part 1 Bid Opening Date : 02.09.2019 Time : 3.30 P.M.

Dear Sir / Madam,

Sealed tenders (in two part bid) are invited on behalf of IGNOU for hiring of office space for IGNOU Regional Centre, Karnal as detailed below:

Sl. No.	Description of Services	Earnest Money to be Deposited (in Rs.)	Bid Opening Date (Part-1)	Contract Period
1	Required approximately 6000 sq.ft. space for office	5000/- in the form of bank draft from any nationalized bank in favour of IGNOU payable at Karnal	02.09.2019 3.30 PM	3 Years

Please Note :

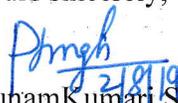
1. You are requested to download Annexure 01 to 10 from website www.rckarnal.ignou.ac.in and go through the same carefully before submission of bid:-

Name of the Document	Annexure
Instructions for filling and submission the bid	I
Qualifying Requirements	II
Scope of Services	III
Special Terms & Conditions	IV
Payment Terms	V
Evaluation Criteria	VI
Deviation Statement	VII
Technical Bid for hiring of Office	VIII
Prince Bid (Part-II)	IX
Proforma of Lease Agreement (Draft)	X

2. The rates shall be quoted inclusive of all taxes/duties(except Service-Tax). You are requested to submit your most competitive rates in the enclosed Proforma of Price Bid and submit the same in a sealed envelope along with all tender documents duly signed and stamped on each page.
3. No variation in rates/escalation shall be allowed on any account whatsoever unless specified in tender / contract document.
4. No brokerage shall be paid by IGNOU.
5. Tender shall be addressed to Regional Director, IGNOU Regional Centre, 06, Subhash Colony, SubhashMarg, Karnal – 132001.
6. Tenders shall be received upto 15.00 hrs.on 02.09.2019 and Part-I of the bid will be opened at 15.30 hrs on the same day.
7. IGNOU takes no responsibility for delay, loss or non-receipt of tender documents sent by post.
8. Tenders without earnest money and without letter of undertaking shall be rejected.
9. If the date of opening happens to be closed holiday, then the tenders shall be received and opened on the next working day.
10. IGNOU reserves the right to accept / reject any or all the tenders without assigning any reasons whatsoever.
11. In case, you need any clarification on Bid documents, please make all your references in writing at the address given above. The reply to all such clarification will be sent with in due time but not later than 30.08.2019.
12. Any clarification referred to IGNOU after 29.08.2019 shall not be entertained.

We look forward for your participation.

Yours sincerely,


Dr. Punam Kumari Singh
Regional Director