



INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI

(A state university established by Govt. of NCT of Delhi)

Okhla, Phase III (Near Govind Puri Metro Station), New Delhi-110020, INDIA

Website:

<http://www.iiitd.ac.in>

F.no- IIITD/GA /Office Space/2025

Dated : 13.10.2025

NOTICE INVITING QUOTATION

REQUIREMENT OF COMMERCIAL SPACE FOR OFFICE PREMISES IN CHANDIGARH

Sealed Bids Are Invited on behalf of Registrar, IIITD, at Chandigarh for Leasing of Commercial Properties – Furnished Office Space on Wet Lease with Maintenance to be Borne By Lessor; preferably on Ground/1st Floor Or 2nd Floor within 10 Kms radius of the PGIMER, Chandigarh on annually renewable contract basis with a minimum built up area of around 5000sqft. Tripartite Agreement to be preferably signed and registered with local bodies.

Reach the office of the undersigned up to 03.00 PM on **04th Nov 2025** to be opened on the same day at 3.00 AM, in the office of the **IRD Office, IIITD Campus, Okhla Phase-III New Delhi-110020** in presence of the intending bidders who so wish to attend.

- Submission Date for this Tender is 04.11.2025 at 3.00 PM
- Bidding Type Open Tender

Key Parameters

- EMD : Rs. 8,500/- (Rupees Five thousand only) is to be submitted with tender document as earnest money. The above payment shall be made in the shape of deposit at pay order/demand draft of a scheduled bank issued in favour of IIIT Delhi Collection payable at New Delhi.
- Estimated Tender Value- INR 8.5 lacs for yearly, If any increment is required, that needs to be mentioned in bid.
- Competition Type Local
- Location: Chandigarh
- Date of issue of tenders: 30.09.2025
- Last Date of Bid Submission 04-11-2025 at 3.00 PM

Technical Specifications for Office Space

1. Cabin Space

- **Capacity:** 8-seater cabin space.
- **Layout:** Designed to accommodate 8 individuals comfortably, with ergonomic furniture and adequate lighting.

2. Office Timing

- **Operating Hours:** 9:30 AM to 6:30 PM.
- **Working Days Schedule:** Monday to Saturday.

3. High-Speed Internet

- **Network:** Secure and reliable wired / wireless (Wi-Fi) internet access throughout the office space.
- **Redundancy:** Backup internet line to ensure continuous connectivity.

4. Meeting Room

- **Capacity:** Can accommodate at least 10-12 individuals.
- **Amenities:** Projector, whiteboard and video conferencing setup.



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- **Acoustics:** Soundproofed for privacy and minimal disruption.
5. **Fully Furnished and Air-Conditioned Workstations**
 - **Furniture:** Ergonomic chairs and desks, designed for comfort during extended periods of use.
 - **Working Desk:** Modular working desk with adequate storage space and.
 - **Air Conditioning:** Minimum 10-12 Hours Airconditioning per day
 6. **Power Backup**
 - **Backup System:** Uninterrupted Power Supply (UPS) and generator backup to ensure continuous operation during power outages 24x7. Three phase power supply.
 - **Water and electricity shall be metered and charged as per actuals. RO water for drinking to be provided in coolers etc,**
 7. **Parking Space Parking for 10 cars free of cost**
 8. **Security and Housekeeping**
 - **Security:** 24/7 security personnel, CCTV surveillance, and access control systems.
 - **Facility Management & Housekeeping:** Daily cleaning services, including maintenance of restrooms, office cabin, and common areas.
 - **Structural Safety certificate**
 9. **Office Supplies**
 - **Availability:** Continuous supply of essential office materials, including paper, Printer & Scanner and other necessary items.
 10. **Other requirements of the office space include**
 - CCTV Facility,
 - Streetlights Near The Building
 - Restrooms separate for Male ,Female , TG/Specially abled person.

TERMS AND CONDITIONS

The premises should be preferably in prime locality in the desired location preferably on a main road with adequate dedicated parking space and predominantly in the cluster of commercial establishments on the Ground First/Second floor ready/likely to be ready for immediate possession.

Premises should be ready for possession / occupation or expected to be ready within 1(One) months from the last date of submission of proposal. Preference will be given to ready to use premises.

The offers in a sealed cover complete in all respects should be submitted at the following address on or before 3.30pm on 04.11.2025 during working hours.

**Address - IRD OFFICE 3rd Floor, IIIT-D Campus,
Okhla Phase-III New Delhi-110020**

Contract can be terminated by giving two months' notice period from either side without any claims of loss on any account

Initial period of lease- Till May 31st 2027, may be extended if required.



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11. Tripartite agreement will be signed by authorized representatives of all three parties.



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Bill of Quantities

With reference to your quotation having studied and understood all terms and conditions as per bid, I/We offer the premises owned by us for Commercial/office use on lease basis on the following terms and conditions:

Providing in excellent condition with high quality finishing furniture and fixtures unencumbered, approved space on wet lease rental basis for aforesaid technical specifications @ 160sft per seat cabin space on monthly rental basis with facility management services for complete maintenance and operations of the area.

Rental charges:

Level of Floor/Floor No.	Built Up Area (sqm)	Cabins with seating capacity each areas as per technical specifications (s. no 1 to 10) as above.	Rental per seat	Rental covering all spaces as per technical specifications on monthly basis	Taxes if any	Total payable per month

Annual Rental Amount in Rs

We have studied the above terms and conditions and accordingly submit an offer and will abide by the said terms and conditions in case our offer of premises is accepted.

IIIT Delhi reserves the right to accept or reject the tender in part or whole.

Place:

Date:

Name & Signature of lessor(s) with seal if any