

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**REGIONAL CENTRE- IMPHAL**

Asha Jina Complex, North AOC, Imphal-795001  
Ph: 0385-2953462, email: [rcimphal@ignou.ac.in](mailto:rcimphal@ignou.ac.in)

Ref.: F. No.5.RC-Imp/HR/2025-26/

Date:

**Sub: Tender Enquiry inviting offers for Hiring of Office Space for IGNOU Regional Centre Imphal for a period of three years.**

The sealed tenders (in two part, Technical bid and Financial Bid) are invited on behalf of IGNOU for hiring space for IGNOU Regional Centre Imphal as detailed below.

| Sr | Description  | EMD   | Bid Opening Date   | Contract Period   |
|----|--|---|--|---|
| 1  | Hiring of office space on monthly rent basis measuring carpet area ranging from 2500 sq. ft. to 3000 sq. ft. to accommodate around 10-15 employees | Rs. 12,000/-<br>(Rupees twelve Thousand Only) | <u>Technical Bid</u> : Monday,<br>24-06-2025 at 11.30 a.m.<br><u>Financial Bid</u> Monday,<br>26-06-2025 at 12.30 p.m. | 03 years (extendable for a further period as may be mutuality agreed) |

**General Instruction and Guidelines**

- The envelope containing bids should be superscripted as "TENDER DOCUMENT- HIRING OF OFFICE SPACE-IGNOU". For more details, please read Annexure-I.
- The tender documents shall comprise of the following documents:

| Sr                             | Annexure No. | Description                                   |
|--------------------------------|--------------|---|
| Part-1 Technical Bid documents |              |   |
| 1                              | Annexure-I   | Instruction to Bidders                        |
| 2                              | Annexure-II  | Terms & Conditions                            |
| 3                              | Annexure-III | Technical Bid                                 |
| 4                              | Annexure-IV  | Certificate from a Lawyer/CA                  |
| 5                              | Annexure-V   | Affidavit from the Owner                      |
| 6                              | Annexure-VI  | Certificate from the Architect/civil engineer |
| Part-2 Financial Bid documents |              |   |
| 7                              | Annexure-VII | Financial/Price Bid                           |

- The tender documents shall be addressed and sent to the Senior Regional Director, IGNOU Regional Centre, Asha Jina Complex North AOC, Imphal-795001.
- Tenders shall be received up-to 05.30 pm on 23<sup>rd</sup> June 2025. IGNOU takes no responsibilities for delay/loss/non-receipt of tender documents sent by post. Any tender received after the deadline shall not be entertained.
- Tenders without Earnest Money Deposit (EMD) or/and letter of undertaking shall be rejected.
- Part-I bid (Technical bid) will be opened on 24.06.2025 at 11.30 a.m. and Part-II bid (Financial bid) 26.06.2025 at 12.30 p.m.
- If the dates stated above happens to be a declared holiday, then the tenders shall accordingly be received/opened on the next working day.
- IGNOU reserves the right to accept / reject any or all the tenders without assigning any reasons whatsoever.
- The owners/power of attorney holder should directly submit the tender and no middlemen shall be entertained.
- The bidders are requested to endorse their signature at each pages of the tender documents.
- The bidders are requested to submit price bids at most competitive rates under the prescribed format of the Price/Financial Bid (Part-II). The rates per square feet shall be quoted inclusive of all taxes / duties (but excluding service tax, applicable if any). No variation in the rates/ escalation shall be allowed on any account whatsoever unless specified in tender / Contract document. .
- In case of any clarification, please make all your references in writing addressed to the Senior Regional Director, IGNOU Regional Centre Asha Jina Complex North AOC, Imphal-795001. The reply to all such clarifications shall be entertained till last the date fixed for submission of bids. Any clarification sought after last date of submission of bids shall not be entertained.

Senior Regional Director  
IGNOU Regional Centre Imphal