**Tata Memorial Centre**

**Advanced Centre for Treatment, Research & Education in Cancer (ACTREC),**

**Kharghar, Navi Mumbai-410210**

**GENERAL TERMS AND CONDITIONS FOR GUEST HOUSE/SHARING ACCOMODATION FOR MEDICAL DOCTOR’S /NURSES/PH.D. STUDENTS**

1. The tenderer shall quote the rent and configurations with details of Location, Landmark and address of the properties along with connectivity details.
2. Tenderer shall quote for overall provision of accommodation of 3 BHK & 2 BHK on Twin or triple sharing accommodation facility preferably at single location/building in nearby vicinity.
3. The location should be within 5 kms radius from ACTREC, Tata Memorial Centre, Sector 22, Kharghar, Navi Mumbai-410210.
4. With having 24 hours water supply, 24 hours Electric supply with back up, ready for occupation with basic amenities.
5. Tenderer shall have the provision for ACTREC to provide services such as Housekeeping, Food, Security, etc. directly or through its authorized contractors.
6. Tenderer shall quote monthly rent for the Apartments/Flats on Leave or Leave & Licenses agreement for a period of minimum 6 months, with lock in period of 12 months after which either party can terminate the contract with 1 month notice.
7. Tender shall quote the agency commission in explicit manner in writing in the tender bid.
8. Tenderer shall separately quote for Non-Furnished Apartments/Flats, as per availability. ACTREC management will take decision selecting suitable alternative within available units.
9. The Agency/ Broker/ Property Dealer should quote separately the charges for registration of Lease/ Leave and License Agreement including all the charges for legal documentation and registration with sub-registrar office, and completing all formalities such as submission of photocopies of agreement to local police stations or any other such legal bindings.

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1. The selection criteria will be based on the different aspects such as distance from ACTREC, Kharghar, Navi Mumbai- 410210. Location of site and surrounding locality for the concern with safety of females/ girls hostel and unit configurations.
2. The tenderer can estimate the requirement for quoting of number of units housing for 40-50 staff (i.e. medical doctors/ nurses/ students) in 3 BHK self content units- 6 sharing / in 2 BHK self content units – 4 sharing
3. ACTREC is free to exercise multiple choices while selecting the units either from single agency / broker/ property dealer or from multiple agents to suit our needs.
4. The tenderer will have to arrange for site visit of the committee from ACTREC at convenience of the committee at its own cost.
5. Upon selection of units successful bidder agency shall be responsible to get the official letter of permission from the owner / managing committee of the society / building, stating their concurrence / approval for the sharing cum guest house facility provisions for students from ACTREC.
6. Director, ACTREC, reserves rights to select or reject any tender without assigning any reason thereof.