

TENDER DOCUMENT FOR PROVIDING LEASE FULLY FURNISHED ACCOMODATION to
State Program Management Unit, National Health Mission, UP
FOR OFFICE SPACE PURPOSE
CLOSING AT 11:00 AM ON 02.11.2016

1.OVERVIEW

This tender is to seek proposal from Owners of properties approved for Commercial/Institutional purposes, for fully furnished office space measuring approximately 33000 sq ft (+20/-20 percent variation).

2.REQUIREMENT/ SCOPE OF WORK

1. Floor Area : The Total Floor Area of the building should be about 33000.0 sq.ft or 3100.0 sq.mt. A variation of +20% or-20% is acceptable. Calculation of carpet area shall be done as per following norms. Carpet Area =Total Floor Area – (Sum of Areas of Lifts, Staircases, Firescapes, Common Lobby, Corridors, Toilets, Unusable Slab Projections, Terrace, Balconies, Chajjas, internal courtyard, Services Areas, Parking Area & combined area of all Columns and Walls.)
2. Location : The building shall be situated within radius of 2 km from Health Secretariat, Vikas bhawan, Janpath, Lucknow.
3. Acessibility: Buildings located on routes having easy access of public transport will be preferred.
4. Parking : Sufficient Parking space should be available.
5. Vertical Aecessibility : At least 2 nos. (each with 8-10 passenger capacity) Lifts and 1 Staircase (minimum 1.5 mt. Wide) should be available in case the offered property is in more than one floor.
6. Differently Abled Friendly : The proposed building should be accessible to Handicaps and Disable by making provisions of Ramp at entrance levels.
7. Toilets : For approximately 300 Staff (225 are Gents and 75 Ladies). For this proportion sufficient sized Ladies & Gents Toilets should be available on all floors, including provisions for attached Toilets for Executives Chambers.
8. Water Supply : 24 hrs. Water supply with a sufficient storage and pumping facility.
9. Meeting Hall : 1 meeting hall with seating capacity of 100 persons. 1 Conference type meeting hall for 50 seating capacity.
10. Air Conditioning : Proper air conditioning as per the norms.
11. Electrical Supply & Power Back up : 24 hour electrical supply with adequate power backup..
12. Fire Fighting : Fire fighting provisions should be provided according to Government Norms. (NOC from Fire Fighting Department will be preferred.)
13. Development Authority NOC : NOC from concerned development authority.
14. Interior Partitions, Finishing, furniture & Furnishing : This will be done by the owner. The office design, details, furnishing & specifications shall be worked out in accordance with tentative details provided in annexure-III.
15. Drinking Water Supply : One Water Cooler attached with one heavy duty RO kit for every 100 persons is required or at least one at each floor.

16. All Electrical & Mechanical gadgets ie A.C., Water Coolers, Lights, Fans, Generators, Doors, Windows, toilet accessories, furniture etc will be provided by owner. The maintenance, repair or replacement will also be the responsibility of owner.
17. All sort of Housekeeping services shall be provided by the building owner.

3.TERMS & CONDITIONS

- I.In case, space offered is on multiple floors, it should be on continuous floors with the provision for dedicated entry for movement between the floors. Owner will be responsible to take appropriate approvals from competent authority as and when required for official/institutional use of the property. Owner will be solely responsible for any legal complications if arise regarding above.
- II.The responsibility for payment of all kind taxes such as property tax, Municipal tax etc in connection with the property offered shall be of the Owner/Bidder.
- III.Basic requirement of SPMU office premises like cabin requirements, total HR, seating norms etc are mentioned in annexures-III.
- IV.Possession of the accommodation shall be handed over to Department within 3 months from date of agreement. Within one week of signing of agreement, the the property owner shall submit the layout, fabrication design & specification, furniture plan, electrical fitting & fixture plan, internet intercom ups wiring plan, etc to SPMU. The owner shall share the plan with SPMU.
- V.The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.
- VI.Clearances/No Objection Certificate from all relevant Central/State Government and Municipal authorities including Fire Department for use us as office premises conforming to the municipality Rules/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the Technical Bid. Also, copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.
- VII.The tender will be acceptable only from original owner of the building/ property. Department will not pay any Brokerage for the offered property.
- VIII.The Bidders should give rates, showing taxes, if any, separately.
- IX.Rates should be quoted in Indian Rupees only. Rates quoted in currencies other than Indian Rupee shall not be considered.
- X.Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- XI.The property tax, water tax etc levied by local Govt. and Central Govt. are to be borne by the Owner.
- XII.Any form of canvassing/influencing the bid will attract rejection of bid submitted by the bidder.
- XIII.All expenses incurred on registration of agreement shall be borne by owner.

4.EARNEST MONEY DEPOSIT (EMD)

The bidder will be required to furnish earnest money of Rs. 3.00 lakhs (Three lakhs only) in the form of Demand Draft/ Bank Guarantee in favour of State health Society, Uttar Pradesh payable at Lucknow. The EMD of unsuccessful bidders will be refundable within 2 months of finalization of order. In case the order is not awarded or the tender is rejected, the EMD shall be refunded within two months of opening of Commercial Bids. No interest would be payable on amount of EMD. EMD should be submitted with Technical Bid. Without the EMD, the tender shall be out rightly rejected. The EMD will be forfeited in case the Bidder asks for modification in his/their bids or do (es) not accept the Contract after being awarded same.

5. PROCEDURE FOR SUBMISSION OF TENDER

- I. Both the bids (Technical and Financial) duly signed by Owner should be sealed in two separate envelopes as described below:-
 - a) **Envelope 1** –containing Technical Bid in Annexure I duly completed in all respects along with all relevant documents and Demand Draft towards EMD.
 - b) **Envelope 2** –containing the Financial Bid, as prescribed in the Annexure II showing rates, financial terms and conditions etc.
- II. Both the Envelopes should be superscribed in bold letters with the statements '**TECHNICAL BID FOR LEASED ACCOMODATION**' or '**FINANCIAL BID FOR LEASED ACCOMODATION**', as the case may be.
- III. Finally, the above-mentioned two envelopes should be sealed in a single cover and addressed to the **MISSION DIRECTOR, SPMU, VISHAL COMPLEX, 19-A, VIDHAN SABHA MARG, LUCKNOW-226001** superscribed as '**BID FOR LEASED ACCOMODATION**' and must reach on or before the closing time and date indicated on top of this document.

NOTE: Tender not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.

- IV. Technical Bid should contain the details required, as per proforma at Annexure I (A & B) and Financial Bid should contain details as per proforma at Annexure II.
- V. Bids not submitted, as per above proforma will be summarily rejected.
- VI. The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidder's acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- VII. For any pre-bid submission queries, the prospective bidders may contact General Manager, Headquarter, SPMU, NHMUP.
- VIII. Queries, if any, raised by Department, subsequent to opening of Technical Bids should be answered by the prescribed date. In case of no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through e-mail and confirmed through a formal letter, duly signed by the authorized signatory.
- IX. Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

6. PROCEDURE FOR OPENING OF TENDER

- I. While opening the tenders, the envelopes containing Technical Bids and EMD shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation Committee will open Financial Bid after evaluation of the Technical Bids. Financial Bids of technically qualified bidders will only be opened.
- II. The Committee appointed by the Competent Authority in Department may visit the space offered by bidders to ascertain the suitability of the space. The bidders would be treated to have been

qualified for opening of their Financial Bid after evaluation of the Technical Bids submitted and Satisfactory Report from the Committee of Department after visiting the space. The date, time and place for opening of commercial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or telephone.

- III. The bidders, if they so desire, can depute their representatives opening of Bids. Technical Bids will be opened at a date, time and venue (which will be communicated to all concerned subsequently) in SPMU, NHM-UP in the presence of representatives of Bidders present, if any.

7. BID EVALUATION

- I. The bid evaluation shall be a 2 stage process: technical and financial. 1st stage being technical evaluation that shall be done on the basis of information asked in Annexure-I. The bidders that are technically qualified (1st stage) shall be considered for financial evaluation (i.e 2nd stage) in accordance of Annexure-IIA.
- II. Bidder with the lowest quoted value of the financial bid i.e L1 bidder shall be declared selected. For arriving at L1 bidder.

8. PAYMENTS

- I. Payments shall be made by the Department against pre-receipted bills as per the lease deed to be executed between the Department and the owner.
- II. Payments of rent will be made of monthly basis by account payee cheque in favour of Owner after deduction of the tax at source (TDS) as applicable from time to time.

9. TERMS OF TERMINATION OF LEASE

- I. The period of lease shall be 3 years (three years) subject to extension of National Health Mission after 31.03.2017. In case the NHM is not extended the agreement shall stand terminated on 31-03-2017.
- II. The lease can be cancelled by either side by giving a notice of not less than 3 months.
- III. The lease agreement can be extended upto 2 subsequent years (after completion of three years) through yearly renewal.

10. PENALTY CLAUSE

Failure on the part of the owner in rendering services as per scope of work, will be liable to imposition of penalty against monthly bill, the amount as decided by SPMU. The limit of penalty shall not exceed 40 percent of monthly bill. The penalty will be recovered from monthly payments released to owner.

11. MISCELLANEOUS

- I. The offer should be valid upto 180 days after closing date of tender.
- II. Department shall be under no obligation to accept the lowest quotation.
- III. Non-fulfillment of any of the above terms shall result in rejection of Bid.
- IV. All disputes lie within the jurisdiction of Lucknow only.
- V. Department reserves the right to reject all or any tender without assigning any reason thereof.

12 LIST OF ENCLOSURES

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the authorized signatory. All undertakings provided shall be on the letterhead of the company (if applicable) and duly signed and stamped by the authorized signatory.

Annexure-1-(A)

TENDER DOCUMENT – TECHNICAL BID

ELIGIBILITY CRITERIA

S.NO	Particular	Response	Documents to be submitted
1	Radial Distance from Health Secretarite, Vikas Bhawan, Janpath, Lucknow		
2	Total area offered for rent in sq ft.		Supporting documents
	a) Carpet area		
	b) Floor area		
3	Details of fire Safety Mechanism along with particulars of Fire Department Certificate		Copy of Certificate to be enclosed
4	The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.		A self attested undertaking indicating the same along with certificate in this regard by the competent authority.

Note- The bids which do not qualify as per technical eligibility will be considered technically disqualified.

TENDER DOCUMENT – TECHNICAL BID
ADDITIONAL INFORMATION

S.NO	Particular	Documents to be submitted
1	Full particulars of the legal owner of the premises:	Copies of PAN & TAN
	a) Name:	
	b) Address (office & residence):	
	c) Telephone & Mobile No:	
	d) Telefax:	
	e) E-Mail ID	
	f) PAN no. & TAN No.	
	2	
3	Facilities for vehicle parking	Please provide details of capacity of vehicle space in terms of number of cars and two wheelers, separately.
4	Type of accommodation-	Please provide answer to each of the sub points
	a) Whether single floor or multi-storey	
	b) With provision of rooms on each floor or hall type.	
	c) Whether there are any condition for carrying out partitioning as per requirement of Department.	
	d) Whether rooms are constructed	
	e) Whether modification in internal plan permitted in case of constructed rooms	
	f) Details of space available for installation of Gensets / UPS etc	
g) approved for official/ institutional use (speciy)		
5	Number of lifts and their carrying capacity.	Provide details of make, year of installation & status of working etc
6	i) Sanctioned electricity load	
	ii) Whether willing to get the electricity load increased in case Department needs.	

7	Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities including Fire Department for use as office premises confirming to the municipality Rules/Bye-laws	Copies of all Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities
		Copies of approved plan of the office space being offered
		Documents in support of ownership of Building/Land and construction
8	Any other salient aspect of the building, which the party may like to mention.	

Declaration:

- i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- ii) It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be false. I/We shall be liable to such consequences/lawful action as the Department may wish to take.

Signature: _____

Name: _____

Designation: _____

FINANCIAL BID
HIRING OF ACCOMMODATION FOR OFFICE

Full particulars of the legal owner of the premises:

- a) Name:
- b) Address (office & residence):
- c) Telephone & Mobile No.:
- d) E-mail ID
- e) Address of Property offered

S No	Brief Description	Total Floor area	Total Carpet Area	Rate Quoted Rs per Sq ft. (carpet area) (inclusive of all charges as per scope of work)	Amount per month (Rs.) (4*5) (inclusive of all charges as per scope of work)
1	2	3	4	5	6
1	Property for Office Space only				
2	Taxes, if any(specify)				
Total Amount Per Month (in Figures)					
Total Amount Per Month (in words)					

Note

- a. Lowest bidder shall be decided based on the rate quoted per square foot in above table column 5 and any rent revision proposed no other changes shall be considered in deciding lowest bidder.
- b. Quote should be covering expenses incurred on all activities expected from owner as per scope of work and all taxes and duties. This shall be the amount payable by the Department monthly as rent.
- c. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

Signature: _____

Name: _____

Designation: _____

Date: _____

Annexure-III

TENTATIVE OFFICE SPACE REQUIREMENT FOR SPMU - NHM				
S L N o.	Name of Cell	Designation	OFFICE SPACE AREA (Sq.Ft.)	TOTAL AREA (Sq.Ft.)
1	MD Camp	Mission Director Chamber	350.0	1220.0
		Rest Room	100.0	
		Attached Toilet	40.0	
		Staff Officer	65.0	
		Secretary	65.0	
		SO to MD	65.0	
		File / Document Store space (1unit)	85.0	
		Common Meeting Hall for 20 Persons	300.0	
		Waiting for 15 per.	150.0	
2	AMD Camp	Addl. Mission Director Chamber	350.0	705.0
		Rest Room	100.0	
		Attached Toilet	40.0	
		Programme Coordinator	65.0	
		Secretary	65.0	
		File / Document Store space (1unit)	85.0	
3	Senior Advisor	Senior Advisor -1	200.0	589.0
		Attached Toilet	35.0	
		Computer Operator	17.0	
		Senior Advisor-2	200.0	
		Attached Toilet	35.0	
		Computer Operator	17.0	
		File / Document Store space (1unit)	85.0	
4	Admin./HR/DAP/Legal Cell	General Manager (HR)	180.0	1595.0
		Dy. General Manager	110.0	
		Dy. General Manager	110.0	
		Computer Operator	17.0	
		HR Specialist	65.0	
		Computer Operator	17.0	
		Legal Expert	65.0	
		Legal Expert	180.0	

		Computer Operator	17.0	
		Consultant (HR)	65.0	
		Programme Coordinator	65.0	
			27.0	
		Data Assistant (Store)	27.0	
		General Manager (HQ)	180.0	
		SO to MD/AMD	65.0	
			65.0	
		Computer Operator (Store)	17.0	
		Computer Operator (Dispatch)	17.0	
		Computer Operator(Dispatch)	17.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		File / Document Store space (3unit)	255.0	
5	Construction & Infrastructure Cell	Chief Engineer Chamber	200.0	1274.0
		Rest Room	80.0	
		Attached Toilet	35.0	
		Advisor (Technical)	65.0	
		Executive Engineer	180.0	
		Architect	65.0	
		Assistant Engineer(Electrical/Mechanical)	65.0	
		Assistant Engineer(Civil)	65.0	
		Assistant Engineer(Civil)	65.0	
			27.0	
		Junior Engineer(Civil)/Electrical/ Mechanical	27.0	
			27.0	
			27.0	
		Data Assistant	27.0	
		Programme Assistant	27.0	
		Accountant	27.0	
		Accountant	27.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		File / Document Store space (2 unit)	170.0	
6	Maternal Health Cell	General Manager	180.0	1011.0
		Dy. General Manager	110.0	
		Dy. General Manager (FRU)	110.0	

		Technical Consultant	65.0	
		Technical Consultant	65.0	
		Technical Consultant Programs	65.0	
		Consultant -FRU Operationalization	65.0	
		Consultant –HR	65.0	
		Consultant - Finance	65.0	
		Programme Coordinator	27.0	
		Programme Assistant	27.0	
		Officer (MIS)	65.0	
		Computer Operator	17.0	
		File / Document Store space (1unit)	85.0	
7	Child Health Cell	General Manager	180.0	706.0
		Dy. General Manager	110.0	
		State SUCU Clinical Care Coordinator	65.0	
		Technical Consultant	65.0	
		State SNCU Software Coordinator	65.0	
		Programme Coordinator	27.0	
		Programme Assistant	27.0	
		Computer Operator	17.0	
		File / Document Store space (1unit)	85.0	
8	RBSK Cell	General Manager	180.0	576.0
		Dy. General Manager	110.0	
		Programme Coordinator	27.0	
		Technical Consultant (Medical)	65.0	
		DEIC Manager(For district level)	0.0	
		Computer Operator	17.0	
		File / Document Store space (1unit)	85.0	
9	RKSK Cell	General Manager	180.0	
		Dy. General Manager	110.0	
		Technical Consultant	65.0	
		RKSK Coordinator(for district level)	0.0	

		Programme Coordinator	27.0	
			27.0	
		File / Document Store space (1unit)	85.0	
10	RI Cell	General Manager	180.0	586.0
		Dy. General Manager	110.0	
		Programme Coordinator	27.0	
			27.0	
		Consultant	65.0	
			65.0	
		Programme Assistant	27.0	
		File / Document Store space (1unit)	85.0	
11	Urban Health	General Manager	180.0	630.0
		Dy. General Manager	110.0	
		Consultant	65.0	
			65.0	
		Programme Coordinator	27.0	
		Programme Coordinator	27.0	
		Accountant	27.0	
		Data Assistant	27.0	
		Computer Operator	17.0	
		File / Document Store space (1unit)	85.0	
12	National Disease Control Programme	General Manager	180.0	706.0
		Dy. General Manager	110.0	
		Programme Assistant	27.0	
		Consultant (NVBDCP)	65.0	
		Consultant (RNTCP)	65.0	
		Consultant IDSP & NIDDCP	65.0	
		Technical Consultant	65.0	
		Statistical Assistant	27.0	
		Computer Operator	17.0	
		File / Document Store space (1unit)	85.0	
13	Non Communicable Disease Cell	Dy. General Manager	110.0	434.0
		Consultant	65.0	
		Consultant	65.0	
		Consultant	65.0	
		Programme Coordinator	27.0	
		Computer Operator	17.0	
		File / Document Store space (1unit)	85.0	
14	Monitoring and Evaluation (Quality Assurance)	General Manager	180.0	1156.0
		Dy. General Manager	110.0	

		Programme Coordinator	27.0	
			27.0	
		Consultant (Quality Assurance)	65.0	
		Data Analyst	27.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		Consultant	65.0	
			65.0	
		Consultant (Quality Assurance)	65.0	
			65.0	
		Consultant Public Health	65.0	
		Consultant Monitoring	65.0	
		Data Operator cum program Assistant	27.0	
		Computer Operator	17.0	
		File / Document Store space (2 unit)	170.0	
15	Planning Cell	General Manager	180.0	548.0
		Dy. General Manager	110.0	
		Consultant(PIP)	65.0	
		Programme Coordinator	27.0	
		Data Assistant	27.0	
		Programme Assistant	27.0	
		Programme Coordinator	27.0	
		File / Document Store space (1 unit)	85.0	
16	Family Planning Cell	General Manager	180.0	754.0
		Dy. General Manager	110.0	
			65.0	
		Consultant	65.0	
			65.0	
		Consultant	65.0	
		Programme Coordinator	27.0	
		Programme Assistant	27.0	
		File / Document Store space (1unit)	85.0	
17	EMTS(180)/Ambulance Service(102)	General Manager	180.0	566.0
		Dy. General Manager	110.0	
		Consultant	65.0	
		Consultant	65.0	

		Programme Coordinator	27.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		File / Document Store space (1unit)	85.0	
18	Procurement Cell	General Manager	180.0	522.0
		Dy. General Manager	110.0	
		Consultant	65.0	
			65.0	
		Computer Operator	17.0	
File / Document Store space (1unit)	85.0			
19	IEC Cell	General Manager	180.0	501.0
		DGM	110.0	
		Consultant	65.0	
		Programme Coordinator	27.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		File / Document Store space (1unit)	85.0	
20	Training	General Manager	180.0	449.0
		Assistant Engineer(Civil)/ Electrical/Mechanical	65.0	
		Junior Engineer(Civil)/Electrical/ Mechanical	27.0	
		Programme Coordinator	27.0	
		Consultant (IEC)	65.0	
		File / Document Store space (1unit)	85.0	
21	Community Process & Training Cell	General Manager	180.0	837.0
		Consultant	65.0	
		Consultant	65.0	
		Programme Coordinator	27.0	
		Accounts Officer	65.0	
		Team Leader	65.0	
		Training & Monitoring Officer	27.0	
		Training & Monitoring Officer	27.0	
		Monitoring & Documentation	27.0	
		Regional Coordinator (State)	27.0	
		Programme Manager	65.0	
		Programme Assistant	27.0	
		File / Document Store space (2 unit)	170.0	
22	Finance Cell	Finance Controller	250.0	1804.0
		Rest Room	80.0	
		Attached Toilet	35.0	

		Senior Manager	110.0	
		Senior Manager	110.0	
		Manager Finance	65.0	
			65.0	
			65.0	
			65.0	
			65.0	
		Accountant	27.0	
			27.0	
			27.0	
			27.0	
			27.0	
			27.0	
		Internal Auditor/Officer(Audit)	27.0	
			27.0	
			27.0	
			27.0	
			27.0	
			27.0	
		Technical Support Executives	27.0	
			27.0	
			27.0	
			27.0	
		Programme Assistant	27.0	
		Data Analyst (FMR)	27.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		File / Document Store space (4 unit)	340.0	
23	MIS Cell	General Manager	180.0	902.0
		Dy. General Manager	110.0	
		Technical Consultant	65.0	
			65.0	
			65.0	
		Programme Coordinator	27.0	
		Data Assistant	27.0	
			27.0	
		Data Analyst	27.0	
		Data Analyst	27.0	

		Data Analyst	27.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		File / Document Store space (2 unit)	170.0	
24	Ayush Cell	General Manager	180.0	549.0
		Dy. General Manager	110.0	
		Consultant	65.0	
		Consultant	65.0	
		Programme Coordinator	27.0	
		Computer Operator	17.0	
		File / Document Store space (1 unit)	85.0	
25	Working in Prog. Implementation Deptt., GO UP	Computer Operator	17.0	17.0
26	Nursing Programme	Incharge Nursing Programme	110.0	304.0
		Consultant	65.0	
		Programme Assistant	27.0	
		Computer Operator	17.0	
		File / Document Store space (1 unit)	85.0	
27	Blood Cell	General Manager	180.0	559.0
		State Coordinator, Blood Banking (Medical)	65.0	
		State Coordinator, Blood Storage Center	65.0	
		Consultant (Non-Medical), VBD	65.0	
		District Counsellor(for district level)	0.0	
		Computer Operator	17.0	
		Computer Operator	17.0	
		File / Document Store space (1 unit)	85.0	
28	P.S. Chamber (Occasional Utility)	P.S. Chamber	200.0	300.0
		Attached Toilet	35.0	
		Staff Officer	65.0	
	Total			20,359.0
	Total No. of Staff			284 per.
29	Central Stationary Store			300.0

30	Central Dispatch			250.0
31	Record Room With Optimizer for 2500 nos. Files			300.0
32	Meeting Hall	100 Seater Hall with Audio - Visual Fascilities	2000.0	3290.0
		50 Seater Hall with Audio - Visual Fascilities	1200.0	
		Attached 01 Ladies Toi. & 01 Gents Toi.	90.0	
33	General Toilets	4 Nos. Gents Toilet @ 185.0 Sq.Ft. each	740.0	1190.0
		2 WC / 3 Urinals / 3 Wash Basin		
		3 Nos. Ladies Toilet @ 150.0 Sq.Ft. each	450.0	
		3 WC / 4 Wash Basin		
34	Guard / Reception Area	Only on Ground Floor		150.0
35	Miscellaneous Requirements			300.0
	Drinking Water, Electrical Rm.			
	Floor Service Pantry,			
	UPS Room, Photostat Rm etc.			
36	Total			26139.0
37	Circulation Space	Add 25 % on Item no. 40 for Corridors, Lifts		6535.0
		Staircase etc.		
38	Grand Total			32674.0
			SAY	33000.0
Note : 1. Total Parking Space Required for Approx 60 Cars.(ECS Value = 2.0)				
2. Fire Fighting & other mandatory services should be according to Govt. norms.				
4. Area Analysis has been prepared in accordance to discussions with GM (HQ).				

