

State Mental Health Program (SMHP)


"SWASTHYA BHAWAN"

Sector-6, Panchkula -134109

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**INVITATION OF BIDS FOR HIRING OF OFFICE SPACE  
AT PANCHKULA ON RENT BASIS**

Bids are invited for HIRING OF OFFICE SPACE AT PANCHKULA ON RENT BASIS admeasuring carpet area of approximately 1000 sq. ft in sectors nearby to Swasthya Bhawan, Sector-6, Panchkula. Interested parties can obtain the tender document / terms and conditions from the O/o SMHP, Swasthya Bhawan, Sector-6, Panchkula or can also download the same from the official website at <http://haryanahealth.nic.in/>. The bid should reach in sealed envelope by **12 Noon on 14.12.2022** and will be opened at **04.00 P.M on 14.12.2022** in the presence of bidders or their duly authorized representatives.

  
State Program Officer  
State Mental Health Program

## TERMS AND CONDITIONS

1. **The carpet area required is 1000 sq. ft.** The carpet area of any floor shall be the covered floor area worked out excluding the following portions of the building: - sanitary accommodation, verandahs, corridors, stair cases / exits, space open to ventilation, balconies, inter-linking passage ways between blocks / floors, areas of walls, water room, entrance area etc. The possession of the premises will be given to you only after the O/o NMHP, Swasthya Bhawan, Sector-6, Panchkula is fully satisfied that the premises is as per Department's requirement and specifications.
2. The premises should be located **in sectors nearby to Swasthya Bhawan**, Sector-6, Panchkula. The building should have easy approach from the main road and safe and **ample parking facility for about 20 vehicles**. The location should be in an area convenient for office use and should be easily accessible.
3. **24x7 security** in the building provided by the owner **is desirable** as the office will function 24x7.
4. The building offered should be ready for immediate occupation. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc. and should have adequate **toilet facilities**. It should be clearly noted that in order to start its office as early as possible, Department reserves the right to install steel / wooden furniture, partitions, electrical fitting etc. in the premises before taking possession of the building for which no rent will be paid by the Department. The premises complete in all respect will be made available as early as possible, but in any case not later than 15 days from the offer of acceptance from the Department.
5. The building should have separate electricity and water connections. If separate connection is not available sub-meter etc. to be got installed by the owner along with requisite wiring. The shed for parking vehicles, rolling shutter or collapsible gate to the main entrance, safety bars to all the windows and compound walls with agate, all around the building will be provided by the owner. If required by the Department, 3-phase electric connection suitable for computerization and air conditioning will be arranged by the owner.
6. The owner will provide the necessary arrangements for the continuous and regular supply of water throughout day and night. The owner will provide electric motor and pump of required capacity as suggested by the Department. All maintenance charges in this connection except actual electrical consumption shall be borne by the owner. The required number of water taps as desired, including one directly from Municipal water connection, for drinking water will be provided by the owner. Water consumption charges / bills of Municipality will be borne by the Department. The

owner shall provide sanitary, privy, urinals, ladies toilet, hand-wash basin, towel rails etc. as per the Department's requirement exclusively for Department's use.

7. Distemping of the building, polishing / oil painting of the wood and ironwork will be carried out by the owner annually. Whenever necessary, the tenable repairs to the premises will also be undertaken by the owner. Failing to do this, the Department will have right to recover this from the owner or from the payable rent.
8. At the beginning of the tenancy, owner will carry out the additions / alterations to suit the Department's requirements, if the same are structurally feasible and technically permissible by the local authorities. Alternatively, if the Department desires to carry out any such alterations at its own cost, it can do so on the existing terms & conditions and obtain any permission, if required, from local authorities.
9. All the columns of the tender document must be filled in and no column should be left blank. The bids must be submitted on or before the last date and time mentioned in the advertisement. "NIL" or "Not applicable" should be marked, where there is nothing to report.
10. As a token of acceptance of all the terms & conditions mentioned in this document, the bidders are required to sign all pages of the terms and conditions of the document and return the same along with their bid. Any other cutting or use of white ink should be duly initialled by the bidder. The Department reserves its right to reject the incomplete tender or in case information submitted is found to be incorrect. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
11. Offerer must sign on each page of the standard rent agreement as token of concurrence of accepting the rent condition.
12. The building shall be legally approved for commercial / office use and must meet the building norms prescribed by Municipal Corporation / local authorities with regard to fire safety, disaster management, structural stability etc.
13. The Department shall be at liberty, at any time during the period of the rent, to terminate the tenancy under rent deed and vacate the demised premises by giving three calendar months notice to the owner / owners and in that event, the Department shall not be liable to pay any rent for the residual period, damages, costs or any other claim or amount whatsoever to the owner / owners.
14. No changes in the rented premises plan will be made during the tenancy and if any changes are required the same will be carried out only after obtaining Department's prior approval in writing thereof.
15. No deposit of any nature or advance rent will be paid by the Department. No brokerage charges will be paid.

16. The rate of rent is liable to revision during the period of rent or renewal, if any, of the rent deed after the expiry of one year from the start of the agreement or revision of the rent, provided that such revision shall not exceed 5% per annum of the rent payable at the time of such revision.
17. The offer should remain valid for four months. During the validity period of the offer, the bidder should not withdraw / modify the offer in terms of area and price and other terms and condition mentioned in the tender/quotation document. The bidder has to submit an undertaking on non-judicial stamp paper of requisite value duly signed by legal owner or his power of attorney holder that the bidder shall not back out / cancel the offer / offers made to the Department during the validity period.
18. The tender will be acceptable only from original owner of the building or having valid power of attorney. The space offered should be free from all encumbrances / claims and disputes / any liability and litigation with respect to its ownership, lease / renting and pending payments against the offered space.
19. Expenses in connection with drafting and execution of the rent agreement will be borne by the owner. The rent agreement will contain an undertaking that the owner will not during the currency of the rent agreement transfer, mortgage, sell or otherwise create any interest in the premises rented to you / with any party affecting your right of occupation and any of the terms of the rent without your consent.
20. The payment terms mentioned in the bid shall be strictly followed and no deviations will be allowed.
21. The particulars of amenities provided / proposed to be provided inside the property / building complex should be clearly furnished in the tender document. The tender is required to be submitted along with certified copies of approved drawings from Panchkula Municipal Corporation / any other competent authority, certified copy of Land Deed, Municipal Receipt, approved plan of building and copy of ownership of building. Tender received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents / certificates shall be produced at the time of execution of Rent Agreement.
22. Participation in the tender process does not entail any commitment from the State Program Officer, NMHP, Panchkula who reserves the right to reject any/all offers including that of the lowest tenderer without assigning any reasons.
23. In case of any dispute between the parties, the District Court Panchkula will have the jurisdiction.

## BID FOR OFFICE SPACE

Date: \_\_\_\_\_

From

To

State Program Officer  
O/o National Mental Health Program  
Swasthya Bhawan  
Sector-6, Panchkula  
134109

Dear Sir,

**Subject: Bid for Office Premises at Panchkula on Rental Basis.**

With reference to; your advertisement published in \_\_\_\_\_ newspaper, dated: \_\_\_\_\_ for hiring of premises on rent at \_\_\_\_\_, we submit herewith our offer for the same with following particulars/details for your consideration:

(Note: Please mention "NOT APPLICABLE" AGAINST INAPPLICABLE COLUMNS. No column should be left blank)

### BID FOR HIRING OF OFFICE ACCOMMODIATION

#### PART-A

1	Full particulars of the legal owner of the premises: i. Name ii. Address of office & Residence: iii. Telephone No./ Mobile No. iv. Tele Fax: v. E-Mail Address:	
2	Full particulars of person(s) offering the premises on Rent and submitting the tender:	
3	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)	

**PART-B**

**DETAILS OF THE PROPOSED BUILDING OFFERED ON HIRE**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
A	Total Floor Area offered for rent in Sq. ft.  Note: Definition of floor area  Floor area is the area of the premises which is covered but excluding the following portions (i) Walls and columns (ii) Portico/Canopy (iii) Sanitary shafts (iv) Stair case (v) Bon Louvers (vi) Balcony (vii) Portion below windows sil (viii) loft  (please mention super built-up/built-up area along with carpet area with number of floors)	
B	No. of Rooms (with sizes)	
C	Doors (nos.& specifications)	
D	Windows (nos. & specifications)	
E	Flooring (mention room-wise flooring as also in toilet with skirting/dado etc)	
F	If multi-storeyed complex furnish details of total no. of floors in the building & whether facility of lift is available.	
G	Whether plan approved by local Municipal Authority?	
H	Situation of building i.e. floor on which located ?	
I	Water supply arrangement (please mention no. of bores with diameter and Municipal Corporation connection etc.) whether separate connection for the department will be arranged?	
J	Sanitary arrangement: no. of W.C./Toilet blocks) – indicate whether separate toilets are available for handicapped and ladies?	
K	No. of balconies (with size)	
L	Electricity (sanctioned load, no. of points, type of wiring, meter etc) (separate electric meter for department will have to be arranged by landlord)	
M	Mention whether additional load/ 3 phase electric connection, if required by the Department will be provided at your cost?	
N	Whether any power backup is available? Specify the capacity (load).	
O	Mention details of area in sq.mt.(carpet) of free of cost parking facility, if any, for scooters/cars that are available exclusively to the department. If exclusive area is not possible, please specify details of general parking facilities available. If parking facilities are not available, please specifically mention this.	
P	Condition of the Building: e.g. Old building New building or under construction (mention likely date of completion)	
Q	Details of other infrastructure( compound wall, porches, balconies etc)	
R	No. of lift / carrying capacity, provide details of	

	make, age etc.	
S	Details of Fire Safety Mechanism, if any	
T	Whether electrical installation and fitting, power plugs, switches etc. provided or not? Whether Air Conditioning facility exists or not?	
U	Whether the premises is ready for occupation The period and time when the said accommodation could be made available for occupation (after the approval):	
V	Whether any provision for stay of security guards is available? if yes, please specify the details	
W	Any other information (give brief details)	

Attested photocopies / certified true copies of the following documents are annexed with the tender/quotation. Originals of these documents / certificates shall be produced at the time of execution of the Rent Agreement. The following documents are annexed.

1. 'Title Deed' showing the ownership of the premises.
2. Certified copies of approved drawings from Panchkula Municipal Corporation authorities / any other competent authority of the area offered for rent, certified copy of Land Deed, Corporation tax receipts and copy of ownership of building.
3. Affidavit from owners/ power of attorney holder, that accommodation offered for hiring on rent being free from any litigation / liability / pending dues and taxes.
4. Undertaking for agreeability to fixation of rent as per rent agreement and for rent on initial hiring to remain in force for the initial rent period of one year.
5. Copy of power of attorney ( in case of owner not submitting the bid)

**RENT CHARGES:**

- A. The rent of the premises will be Rs.\_\_\_\_\_ per sq. feet (carpet area) per month.
- B. The house tax and all Municipal / Government taxes will be paid by us (landlord). The present rate of Municipal / Government taxes is \_\_\_\_\_% of rent per annum.
- C. Other service charges for garage / parking/ lift/ maintenance / cleaning (if any) will be paid by us (landlord).
- D. \_\_\_\_\_ Sq. feet (carpet) area will be earmarked for the Department for parking at \_\_\_\_\_ for which no rent / cost will be charged.
- E. Period of Rent etc.: The initial period of rent agreement will be for one year with subsequent renewal at the option of the Department for one more year on the same terms & conditions with reasonable increase of \_\_\_\_\_% in monthly rent after every year.
- F. Validity : This offer is open for acceptance till 4 months from the date of offer, i.e. till \_\_\_\_\_

Yours faithfully,

**DECLARATION**

I/we \_\_\_\_\_  
\_\_\_\_\_ S/o \_\_\_\_\_ R/o  
\_\_\_\_\_ Owner/s of  
\_\_\_\_\_ do hereby offer

the premises stated in the bid for rent to O/o NMHP, Swasthya Bhawan, Sector-6, Panchkula. Whatever is stated in the bid document is true to the best of my knowledge and ability. I/ we have not changed the contents of the bid document and have duly verified and signed the same. I/ we also do hereby accept all the terms and conditions of the tender document. Copy of the standard rent deed, duly signed on each page in token of concurrence with the rent condition, is enclosed herewith.

We have not made any alteration in the offer and rent proforma.

Yours faithfully,

\_\_\_\_\_

Signature of Legal Owner / Power of Attorney Holder.