

**NOTICE INVITING TENDER
FOR HIRING OF OFFICE SPACE / WAREHOUSE AT PANCHKULA
BY THE STATE ELECTION COMMISSION, HARYANA**

Bids are invited on two-bid system for hiring of Office Space / Warehouse for storage of EVMs of the State Election Commission, Haryana at Panchkula, having specifications and facilities as mentioned in the tender document.

Sr. No.	Description
1.	Net Carpet Area of Premises: 75,000 Sq. Ft.
2.	Premises should be in Panchkula conforming to the location and other requirements specified in the tender. The space offered should be an entire independent building or upto maximum five independent floors in a building with secured and strong boundary wall and dedicated parking space.

1. Document Download: Tender documents may be downloaded from State Election Commission, Haryana website www.secharyana.gov.in as per the schedule as given in Data sheet as under. In the event of any of the under mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

Data Sheet

Item	Description
Name of the Hirer	STATE ELECTION COMMISSION, HARYANA
Tender Inviting Authority	STATE ELECTION COMMISSION, HARYANA
Tender Name	Hiring of Office Space / Warehouse
Tender No. and Date	SEC-2025/Rent/1
Method of Selection	Open Tender
Availability of Tender document	To be downloaded from www.secharyana.gov.in
Date of Tender notice issuance	17.10.2025
Pre-bid meeting	27.10.2025 at 11.00 AM at Conference Room, SEC office, Panchkula
Last date and time for Bid/Proposal submission (On or before)	06.11.2025
Technical Bid Opening Time, Date & Venue	07.11.2025 at 11.00 AM in O/o STATE ELECTION COMMISSION, HARYANA
Financial Bid Opening Time, Date & Venue	After the evaluation of Technical Bid
Language of Bid submission	ENGLISH
EMD	Rs.2 Lakh in the name of the Chief Accounts Officer, State Election Commission, Haryana payable at Panchkula.
Period of Hiring	03 Years w.e.f. date of Hiring and can be extended further.

2. Tender Conditions:

Bid Submission:

(i) Bids shall be submitted in Room No.210, State Election Commission, Haryana (hereby referred to as SEC), Plot No. 2, Nirvachan Sadan, Sector 17, Panchkula – 134109.

(ii) Not more than one tender shall be submitted by one Bidder. However, in case a particular bidder owns more than one premises, he should submit separate bid(s) containing Technical Bid, Financial Bid and EMD in respect of each of such premises. A breach of this condition will render the Tenders liable to rejection.

(iii) The Bidder shall also have to pay for the EMD of Rs.2 Lakh via separate Demand Draft in the name of the Chief Accounts Officer, State Election Commission, Haryana payable at Panchkula.

(iv) 'Earnest Money Deposit' (EMD) should be valid for at least Three (03) months. Tender not accompanied with the EMD and is liable to be rejected. However, Public

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[Signature]

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Sectors Undertaking / Govt. Undertaking firms are exempted from the payment of EMD. EMD will be returned to all the unsuccessful Bidder(s) at the end of the selection process and no interest shall be paid on it. However, the EMD shall be forfeited in case, the successful Bidder withdraws or modifies the bid suo-motto during the tender selection process.

(v) Bidders who are Legal Owner or Power of Attorney holder and downloaded the tender form from the above mentioned website of the SEC, shall not temper/ modify the tender form templates in any manner. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited.

(vi) Bidders are advised to visit the SEC website www.secharyana.gov.in regularly till closing date of submission of tender for any corrigendum/ amendment.

Submission of Tender:

- i) The tender should be submitted in two parts viz. (a) "Technical Bid" which should contain technical parameters like address of the building, Carpet area as well as Built Up area, year of construction, drawing of the premises, availability of sufficient parking space and other requirements as given in the terms and conditions attached herewith and (b)"Financial Bid" which should indicate the rent proposed to be charged per square feet and other financial terms and conditions.
 - All the pages of bid being submitted must be signed and sequentially numbered by the Bidder, irrespective of nature of content of the documents before submission.
 - The offers submitted by telegram /fax /email /post/courier shall not be considered. No correspondence will be entertained in this matter.

Technical Bid:

The following documents are to be furnished by the Bidder along with the 'Technical Bid' as per the tender document:

- (i) Proof for payment of Earnest Money Deposit (Demand Draft)
- (ii) Signed copy of the 'Technical Data Sheet' (refer Annexure-II).
- (iii) Signed copy of Permanent Account Number (PAN) & GST Registration.
- (iv) Signed copy of the 'Letter of Authorization to submit Bids', if submitted by the person other than the Owner(s) / Power of Attorney holder.
- (v) Signed copy of the "Title Deed" showing the Ownership of the premises or copy of Power of Attorney with the land owner (Copy of proof of Ownership / Power of Attorney).
- (vi) Signed copy of the 'Affidavit' from Owner(s) / Power of Attorney holder and if tender is submitted by the Power of Attorney holder, an Affidavit from such Power of Attorney holder regarding accommodation offered for hiring being free from any litigation / incumbrances / liability /pending dues and taxes.
- (vii) Signed copy of the approved drawings from LOCAL DEVELOPMENT AUTHORITY or any other competent authority of the building offered for rent / hire, certified copy of Land Deed, Municipal Corporation Tax receipts.
- (viii) Signed copy of the Location Map of the proposed property.
- (ix) Signed copy of the Approved layout plan of the offered premises with exact measurement for carpet area.
- (x) Signed copy of the 'Completion Certificate'/ 'Occupancy Certificate' and Valid Fire NOC of the offered space / building from the competent authority.

Financial Bid:

The following documents are to be furnished by the Bidder along with the 'Financial Bid' as per the tender document:

- Signed copy of the "Financial Bid" (Annexure-III). The monthly rate of rent should not be quoted elsewhere and the rate per Sq. Ft. of carpet area should be indicated only in the requisite format. It is to be noted that the rate per Sq. Ft. of carpet area is to be inclusive of all costs of services/ charges for the maintenance of common facilities, taxes etc. except GST.

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- (i) Signed copy of the 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 SEC during the validity period.
- (ii) The Bidder should refrain from indicating the rents and other financial details in the 'Technical Bid' and if they do so, the bid will be rejected.

3. CLARIFICATION OF BIDDING DOCUMENTS AND PRE-BID MEETING:

- (i) A prospective bidder requiring any clarification of the bidding documents may notify the SEC in writing or through email at the SEC's email address i.e. sec@hry.nic.in. The SEC will respond to any request for clarification which he receives earlier than 10 days prior to the deadline for submission of bids. Copies of the SEC's response will be put on website including a description of the enquiry but without identifying its source.
- (ii) The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- (iii) Minutes of the meeting, including the text of the questions raised (without identifying the source of the enquiry) and the responses given will be uploaded for information of the public or other bidders. Any modifications of the bidding documents listed, which may become necessary as a result of the pre-bid meeting shall be made by the SEC exclusively through the issue of an Addendum pursuant to point No.4 and not through the minutes of the pre-bid meeting.
- (iv) Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

4. AMENDMENT OF BIDDING DOCUMENTS

- (i) Before the deadline for submission of bids, the SEC may modify the bidding documents by issuing corrigendum.
- (ii) Any addendum/corrigendum thus issued shall be part of the bidding documents and put on website only and shall be deemed to have been communicated to all the bidders. The SEC will assume no responsibility in this regard.
- (iii) To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the SEC shall extend, as necessary, the deadline for submission of bids.
- (iv) The SEC may extend the deadline for submission of bids by issuing an amendment in accordance with 4(iii). In such case, all rights and obligations of the SEC and the bidders previously subject to the original deadline will then be subject to the new deadline.

5. IMPORTANT NOTE:

- A. Finalization of rent based on parking area, location & quality of construction etc. is subject to certification by PWD / Hiring Committee and is also subject to the final approval & sanction by Government of Haryana, as per rules framed in this regard.
- B. The Bids will be opened in the Office of the STATE ELECTION COMMISSION, HARYANA at the scheduled date and time. No further communication shall be made separately regarding date of opening of Technical Bids. After evaluation of the Technical Bids, Bidders will get the information regarding their

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eligibility/pre-qualification on website. Financial Bids of responsive Bidders (found to be qualified in the Technical Bid) will be opened on the schedule date and time in presence of these bidders after due notification. The Bidders will be informed regarding the status of their Financial Bid and ranking of Bidders.

C. Following Annexures form part of this tender document:

- i) General Instructions and Terms & Conditions: Annexure-I.
- ii) Format of Technical Bid: Annexure-II (with Undertaking).
- iii) Format of Financial Bid: Annexure-III.

Sd/-

Assistant State Election Commissioner
State Election Commission, Haryana

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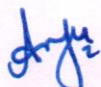


ANNEXURE-I

TERMS AND CONDITIONS

1. Bonafide Owners of the premises / Power of Attorney holder, who possess freehold title on the said premises, and who can as per law lease the premises to the State Election Commission, Haryana are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.
2. The offers received from Public Sector Undertakings / Government bodies would be given preference.
3. Tenders received after the due date and time, for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of the tender documents.
4. The approved land use of the building from the respective State Government Authorities or Local Authority should be "Office" or "Warehouse".
5. The building should conform to all the building norms and safety norms as specified by Local Development Authority / Municipal Authorities or other Govt. Agency at the time of possession.
6. The building should have all the necessary approvals / clearance from the concerned local Development Authority / Municipal Authorities and Completion Certificate / Occupancy Certificate issued by the Competent Authority at the time of possession of building.
7. The building should conform to the fire-fighting norms and should have valid clearance certificate / NOC from the concerned Fire department.
8. The premises offered must comply with the minimum amenities / facilities as specified below:-
 - i. The building should be located on 10 meter wide road and the approach to the offered building should be convenient and non-congested.
 - ii. The building should be operative 24 x 7 so that the office work beyond normal working hours and on non-working days is not hampered or stalled.
 - iii. Minimum parking space for 6 Four Wheelers and 6 trucks should be made available.
 - iv. The entire carpet area offered for rent should be located in one building or maximum five independent floors in the same building.
 - v. The building should have provision for electrically operated service lifts carrying upto 2.5 tons of load with assured power backup. It would be preferred, if the lift is reserved for use by State Election Commission, Haryana.
 - vi. The entire carpet area offered for rent should be for exclusive use of the hirer and no passage of any other person will be allowed through this area.
 - vii. The building should have adequate lighting and proper ventilation.
 - viii. The building should be fitted with lights, fans and other electrical and civil fittings and fixtures and also separate Electricity meter.
 - ix. The offered premises should have access control and CCTV installed as per SEC's requirement by the Lessor.

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- x. The office should have adequate toilet facilities separately for Ladies and Gents.
 - xi. The premises should have suitable power supply of 250 KVA for commercial load operations with 100% power back up facility.
 - xii. All internal and external walls should be painted with good quality paint at the time of handing over the premises.
 - xiii. There should be provision of tiles / marble flooring.
 - xiv. Throughout the period of lease, cleaning in common area and maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be responsibility of the Owner and the Owner shall also carry out periodical repairs. No additional/separate charges shall be paid for the same by the Commission. The scope of maintenance would be broadly as under:-
 - Round the clock general upkeep of the premises, access control and regulating visitor movement.
 - Periodical maintenance of the building, which includes painting / cleaning of the exteriors and all the common areas of the building.
 - Maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
 - Maintenance of all Elevators including payment of AMC.
 - Lighting of common area and provisions of consumables for the same.
 - Maintenance of water supply system.
 - Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
 - Provisions of signage pertaining to common services.
 - Maintenance and running of motors and water pumps installed at the premises.
 - Regulating vehicle movement within the premises
 - xv. The layout of the offered space should be in accordance with the requirement of Office of the State Election Commission, Haryana. The owner may be required to carry out such alterations to the existing partitions / fixtures and fittings as may be specified by the hirer to make it suitable for its use.
 - xvi. There should be provision of portable water supply and it's appropriate storage in the premises for various usages and also separate Water meter.
9. The premises offered should be in ready condition to be handed over the possession of the premises within 30 days from the date of acceptance of their offer and rent for this period will not be given or claimed by the Lessor.
10. During the validity period of the offer, the Bidder should not withdraw / modify in the terms of area and price and other terms and conditions quoted in Technical or Financial Bids, failure to its compliance shall result into forfeiting of EMD. As such, the Bidder is required 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 State Election Commission, Haryana during the validity period.
11. All the individual pages of the offer are to be signed and over-writing, if any, to be duly initialed by the Owner / Landlords / Power of Attorney holders.

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12. Financial Bids will be opened after evaluation of Technical Bid. Financial Bid opening date shall be notified later. The Bidders will be notified about the date and time of opening of Financial Bids.
13. Tenders not accompanied with 'Earnest Money Deposit' will be treated as non-responsive and will be rejected at the initial stage itself "as Tenders received without EMD". After completion of the tender process, the EMD will be returned to the unsuccessful Bidders. The successful Bidder will also get the earnest money refunded. No interest is payable. However, in case of refusal of giving possession of the space, the earnest money will be forfeited.
14. The Technical Bids shall be opened in the first instance. The physical inspection of the premises will also be carried out to verify whether the premises complies with the terms and conditions of this tender document. Before accepting the Technical Bid, all the documents and space/ building shall be inspected by a committee constituted by the State Election Commission and only those premises found suitable & meeting the eligibility criteria in all respects shall be proceeded with for opening the Financial Bid and the decision of State Election Commissioner, Haryana in this regard shall be final. The particulars of amenities provided / proposed to be provided inside the property/building complex should be clearly indicated in the Technical Bid.
15. The possession of the premises will be given to the Office of the SEC after completion of entire work as per their requirement and specifications within 30 days of issuance of work order/signing of rent agreement. Subsequent to the possession, if it is observed that any item or work remains unattended or is not in accordance to their specifications, the Owner / Landlord will have to complete the same within 30 days from the date of possession of the premises and in case of any default, the Office of the SEC will have the right to get the above unfinished jobs / works / items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the Owner/Landlords.
16. Since the Office of the SEC is the lessee / hirer, the Owner / Power of Attorney holder has to insure the premises / assets rented/ hired against risks like fire or natural calamity at his (Owner's) own cost and the Office of the SEC will not be responsible for and liable to any losses that may be sustained on any future date in respect of such premises/assets.
17. All the statutory clearances and permissions required for construction / modification / additions / alterations and leasing of the premises to the Office of the SEC shall be obtained by the Owner / Landlord at his own cost.
18. The registration charges, stamp duty for registration of lease deed etc. are to be borne by the Owner /Landlord.
19. The Bidder is required to enter into STANDARD LEASE AGREEMENT (SLA) in the prescribed format approved by the Haryana Government.
20. The period of lease should be for duration of minimum 03 (Three) and can be extended further.
21. The Office of the SEC reserves the right to amend these terms and conditions as deemed necessary.
22. Participation in the tender does not entail any commitment from the SEC. The Commission reserves the right to reject any / all offers, including that of the lowest tender without assigning any reason.

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23. The Bidder shall quote expected amount of rent per Sq. Ft. per month for the premises being hired. The rent rate will not increased for a period of 5 years and revision after expiry of such period in any case shall not exceed 25% for the original rent as per instructions issued by the Haryana Government vide No.10/36/91-2FICW, dated 01.10.1991.
24. No security deposit or advance rent shall be paid by the Commission as per the existing policy. Payment of rent will be made on monthly basis by this office.
25. Maintenance charges are to be borne by the Owner / Lessor. In addition, all Corporation / Municipal Taxes, Cess or any other Taxes as applicable during the period of lease shall be borne by the Owner / Power of Attorney holder. All these charges/ taxes are deemed to be part of monthly rent per Sq. Ft. of carpet area quoted by the Bidder. The monthly rent will be paid after deduction of Income Tax and GST, 10% TDS on Income Tax and 2% on GST. Applicable GST shall be reimbursed by the Commission on actual basis.
26. Electricity & Water bills as per actual consumption shall be borne by the Commission.
27. Power backup is mandatory to take the full load of premises including Lift etc. The fuel for power backup used by the Commission will be provided by the Commission.
28. No brokerage will be paid by the SEC.
29. AMC of the lift, along with repair and maintenance of the building will be the responsibility of the owner.
30. If at any stage, it is found that any of the details / documents furnished by the Bidder is false / misleading / fabricated, his/her bid would be liable for cancellation without intimation to the Bidder.
31. The SEC shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the Owner / Power of Attorney holder by giving 03 months' notice in writing. The Owner / Power of Attorney holder shall not claim / be entitled for any compensation / rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the SEC.
32. The SEC will at the expiration of the lease term or any extension thereof (if agreed to mutually) deliver possession of the rented premises to the Owner / Power of Attorney holder in the nearly the same condition as at the time of commencement of initial lease. Wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God excepted; but this condition shall not be construed to render the SEC liable to do any repairs of any kind to the rented premises.
33. The Owner / holder of Power of Attorney should intimate in writing the likely date of handing over of the premises.
34. After receipt of the SEC confirmation for leasing of the premises which is considered to be most suitable / reasonable and its acceptance, if Owner / Power of Attorney holder backs out on account of any reason, the Owner / Power of Attorney holder is liable to pay the SEC, the full expenditure incurred by the SEC from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process. Such Bidders are also liable for action as per law.

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35. Most competitive rate per month per Sq. Ft. of carpet area should be offered / quoted in Financial Bid for the entire agreement period of 03 (Three) years. No separate rent would be paid for underground / covered parking, open parking space, inner roads, garden etc. within the compound. Rate per month per Sq. Ft. of carpet area quoted in the Financial Bid is deemed to be inclusive of all charges / taxes except GST. GST will be reimbursed separately over and above the monthly rent as per norms.
36. The rent demanded per month per Sq. Ft. of the carpet area will constitute the Financial Bid. The figures are to be quoted both in numerical as well as words. The said rate per Sq. Ft. of the carpet area is to be deemed to be inclusive of all charges/taxes etc. except GST.

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ANNEXURE-II
(TECHNICAL BID)

TECHNICAL BID SHOULD INTER-ALIA CONTAIN DEATAILS AS FOLLOWS:

PART-II

Sr. No.	Item	
1.	Full particulars of the legal Owner/holder of Power of Attorney of the offered premises:	
	i.) Name	
	ii) Address of office & Residence	
	iii) Telephone No./Mobile No.	
	iv) E-Mail Address	
	v) Permanent Account Number (PAN)	
	vi) Aadhaar Card Number	
	vii) GST Number (attach certificate)	
	viii) The exact location and postal address of the premises/accommodation with map	
2.	Full particulars of person(s) offering the premises on rent/lease and submitting the tender	
3.	Status of the applicant with regard to the accommodation offered for hiring ownership certificate/power of attorney certificate	
4.	Type of building—whether commercial or not	
5.	a) Complete Address and location of the building	
	b) Details of the Accommodation offered for rent (viz. carpet area) (Enclose Certified Sketch/ Layout Plan also)	
6.	Detailed approved plan of the accommodation	
7.	Date of Construction	
8.	Exact carpet area in sq. ft. offered for rent (Carpet area offered for rent does not include area of verandah, corridor and passage, staircases, basement/covered parking, toilets, wall/columns, balcony, portico, shafts, lift arches, air-conditioner ducts, etc.)	
9.	Area of the plot on which building constructed.	
10.	Exact built up area sq. ft.	
11.	Other Facilities and amenities available with the building	
12.	Number of lifts available/carrying capacity, type, model and company	
13.	Parking space available for exclusive use of the Commission – Whether covered/open, location/ Nos of vehicles that can be parked big trucks/4-wheelers	
14.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes/dues or like (enclose copy of Affidavit from Owner or Power of Attorney holder)?	
15.	Clearances/no-objection certificate from the respective Central/State/Municipal authorities and Fire Department for use as office/commercial premises conforming the municipality laws	
16.	a) Whether provision for portable water supply	

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	and storage?	
	b) Whether sewer connection provided?	
17.	Whether separate electricity connection installed has been provided for?	
18.	Sanctioned electricity load	
19.	a) Details of power back-up facility/sanctioned Electricity Load	
	b) Whether electricity installation and fitting, power, plugs, switches etc. provided or not?	
	c) Whether fans have been provided in the building or not? (If yes, give the Nos. of fans floor-wise)	
20.	Details of Fire Safety Mechanism	
21.	Whether the building is earthquake resistant?	
22.	Any other salient aspect of the building, which the Owner/ Power of Attorney holder may like to mention:	
23.	Expected Date of Possession	

UNDERTAKING

I/We.....son/daughter of.....have gone through the various terms and conditions mentioned in the tender documents and I/We agree to abide by them.

We.....solemnly declare that, to the best of my/our knowledge and belief the information given above and in the enclosed accompanying it is correct complete and truly stated.

We are ready to make changes in the building as per requirement of the SEC.

Place:

Date:

Signature of Legal Owner/Power of Attorney Holder/Authorized person.

List of Enclosures:

Attested/ Certified Scanned copies of the following documents are required to be submitted along with the Technical Bid. Technical Bids received without these documents are liable to be rejected without any reference to the party whatsoever. Originals of these documents / certificates shall be produced at the time of execution of Lease Agreement.

1. "Title Deed" showing the ownership of the premises and / or copy of Power of Attorney with the land Owner (Copy of proof of Ownership / Power of Attorney).
2. Certified copies of approved drawings from LOCAL DEVELOPMENT AUTHORITY or any other competent authority of the area offered for rent / hire, certified copy of Land Deed, Municipal Corporation Tax Receipts.
3. Location Map of the proposed property.
4. Approved layout plan of the offered premises with exact measurement for carpet area.
5. Completion certificate / Occupancy Certificate of the offered space / building from the competent authority.

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6. Affidavit from Owners/ Power of Attorney holder and if tender is submitted by the Power of Attorney holder, an Affidavit from such Power of Attorney holder regarding accommodation offered for hiring being free from any litigation / liability/ pending dues and taxes.

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ANNEXURE-III

(FINANCIAL BID)

FINANCIAL/ PRICE BID UNDER TAKING & SCHEDULE

We offer Rs. _____ (Rupees _____)
per Sq.ft. of Carpet area as rent plus GST for period _____. All maintenance
expenses are included in the above mentioned rent.

I understand that bid once submitted, cannot be changed or
altered. Any cutting/over writing will be summarily rejected.

To,

**State Election Commission, Haryana
"Nirvachan Sadan", Plot No.2,
Sector-17, Panchkula.
Ph. 0172-2584810**

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