

**HARYANA GOVERNMENT  
CIVIL AVIATION DEPARTMENT**  
**3<sup>RD</sup> FLOOR, 30 BAYS BUILDING, SECTOR - 17B, CHANDIGARH**  
Website: [www.haraviation.gov.in](http://www.haraviation.gov.in), E-MAIL : [cavation@hry.nic.in](mailto:cavation@hry.nic.in)  
**TELEPHONE NO. 0172-4043066, TELE FAX : 0172-2709174**

**Requirement of office Premises on Rent/Lease.**

Civil Aviation Department of Haryana intends to hire office premises from the individual/private firms on lease basis admeasuring about **1700 to 2200 sq.ft.** carpet area preferably on Ground or First floor for **Administrative Office of IAHH at Chandigarh under Civil Aviation Department of Haryana.** The preferred location of the premises shall be within Sector 17 near to Head office of Civil Aviation Department of Haryana at 3<sup>rd</sup> Floor, 30 Bays building Sector 17-BChandigarh. For complete details and bids documents, please log on to <http://haraviation.gov.in> and click on the link **"Advertisement for Requirement of office premises at Chandigarh on rent/lease basis"**.

Civil Aviation Department of Haryana reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever. **Last date of submission of bids is 16.08.2019 up to 5.00 PM**

**Date:-07.08.2019**

**Advisor,  
Civil Aviation Department, Haryana**

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**Terms and conditions:**

1. The terms and conditions along with the Technical Bid & Financial Bid will form part of the Advertisement to be submitted by the Bidder to Civil Aviation Department, Haryana.
2. Bids which are received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e. **16.08.2019 at 5:00 PM** fixed for submission of bids shall be termed as 'late' bids and will not be considered. Such bids shall be returned to the concerned parties.
3. All Bidders (Owners) are requested to submit their bids (Technical Bid and Financial Bid) duly filled in with the relevant documents/ information at the following address: ... **"CIVIL AVIATION DEPARTMENT 30 BAYS BUILDING, 3<sup>RD</sup> FLOOR SECTOR 17B, CHANDIGARH."**
4. All columns of the bids documents must be duly filled in and no column should be kept blank. All the pages of the bids documents are to be signed by the authorized signatory of the Bidder. Any over writing or use of white ink is to be duly initialed by the Bidder. The Department reserves the right to reject such incomplete bids and no query will be entertained in this regard/behalf at any stage.
5. In case the space in the bids document is found insufficient, the Bidders (Owners) may attach separate sheets.
6. The offer shall remain valid at least for a period of 3 months to be reckoned from the date of opening of 'Technical Bids'.
7. There should not be any deviation in terms and conditions as have been stipulated in these documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the bids document, the Bidder is required to attach a separate sheet marking 'list of deviations'.
8. **The Technical Bids will be opened on 19.08.2019.**
9. Department reserves the right to accept or reject any or all the bids without assigning any reason thereof.
10. Canvassing in any form will disqualify the Bidder.
11. The short-listed bidders (Owners of Showroom) will be informed in writing/ through e-mails by the Department for arranging site inspection of the offered premises.
12. The title report providing ownership and clear marketability is to be enclosed.
13. The premises shall be preferably freehold. Alternatively, if it is leasehold premise then in such cases, detail regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.
14. There should not be any water logging inside the premises and surrounding areas.
15. The premises should be fully furnished (with adequate Cabinet) with good quality of furniture and Air Conditioning System. In addition, good frontage and proper access is desirable.

16. Latest certificate from the Competent Authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to Civil Aviation Department, Haryana be provided.
17. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
18. The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bids.
19. **The Owner of Showroom shall arrange for repairs and maintenance, white washing/ color washing/ OBD painting/ painting to doors, windows etc. as and when informed by the department.**
20. The Bids will be evaluated on the techno commercial basis giving weightage to the equivalent aspects in various parameters like location, distance from local railway station, amenities available, exclusivity, nearby surroundings, proneness to water logging/ flood etc. quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex.
21. Bids from intermediaries or brokers will not be entertained.
22. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within 30 days. after the acceptance of their offer by the department which can be extended by the competent authority ( Advisor Civil Aviation ) if reasons are justified and to the satisfaction of the competent authority.
23. It may be noted that no negotiations will be carried out, except with the lowest Bidder and therefore most competitive rates should be offered.
24. Rates be quoted on per sq. ft. basis of the carpet area. The carpet area rate shall be quoted in two parts i.e.
  - a. Basic rent of the premises
  - b. Proportionate amount of the statutory charges/ taxes like Municipal taxes, House tax, Property tax, or other levy and proportionate amount of maintenance charges (Society charges, if any) etc, in respect of the premises, due to the State Government, Central Government or other local or civic authorities.( To be borne by the Landlord)
25. Revision in the GST proportionate to the carpet area let out to Civil Aviation Department, Haryana will be borne by the department on submission of documentary evidence thereof. The rent and the aforesaid applicable taxes/ charges will be paid from the date of taking possession of the premises and is payable up to 10<sup>th</sup> of the every following month.
26. **Lease period:** The period of lease will be for 03 (Three) years which can be further extended for two years on mutual consent. There will not be any lock in period and Civil Aviation Department Of Haryana (The lessee) can terminate lease agreement and vacate the hired premises by serving 03 (Three) month's notice.
27. **Addition and alteration works:** During the period of tenancy, if the lessee desires to carry out any addition or alterations works at its own cost as per the requirement of the Department, Lesser will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lesser will also provide space for display signboards without any extra cost.

28. **Income Tax:** will be deducted at source at prevailing rate.
29. **GST extra** as per tax laws/regulations, if applicable.
30. **Registration and stamp duty charges:** will be shared equally between the Lesser and the Lessee (50 :50).
31. **Possession premises:** Possession of premises within 30 days from the date of receipt of acceptance of offer/ letter. The premises has to be painted and should be in habitable condition while taking over the possession. The competent authority (Advisor Civil Aviation) may extend the period if reasons are justified and to the satisfaction of the competent authority.
32. **Water Supply:** The owner should ensure and provide adequate supply of drinking water and water for washrooms/Toilets throughout the lease period at his own cost.
33. **Electricity:**
- The building should have sufficient and required electrical / power load sanctioned and made available to the Department.
  - If required, additional electric power will have to be arranged by the Lesser/ Offeror at his/ their cost from the energy suppliers.
  - Electricity charges will be borne by the lessee for the area taken on lease, on actual basis based on the separate meter which would be provided by the Lesser.
  - At the time of taking over possession of the premises, we will note the electricity meter reading in your presence or your authorized representatives. The electrical charges will have to be borne by the owner up to that point.
34. **Carpet area measurements:** The carpet area measurements shall be as per Bureau of Indian Standards IS No.3861:2002. Joint measurements will be taken in the presence of Civil Aviation Department, Haryana official and Owner/ authorized representative for finalizing the carpet area.

Date: .....

Signature of Bidder with seal

Place:.....

## Technical Bid – Hiring of premises

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### Technical Bid (Details of Premises)

Reference No.....

(Note: The reference number to be filled up by the owner Individual/Private firm for the particular Premises offered and shall be quoted in price bids also for easy and correct identification).

Sr			Detail	Remarks
1	1		Name of the Lesser	
	2	A	Address of the Lesser	
		B	Phone No.	
		C	Fax No.	
		d	E - Mail ID	
		e	Permanent Account Number (PAN)	
		f	GST NO-----	
	3	a	Name of the contact person duly authorized.	
		b	Phone No.	
	4	a	Constitution of Bidder/ firm (Proprietary/ Partnership/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)	
		b	PAN numbers of the Directors/ Partners/ Firms.	
2	Details of the property :			
	1	Name of the Owner		
	2	Address :		
	3	Name of the building		
	4	Details of encumbrances, if any?		
	5	Location and address of the property		
	6	Usage of the property ( as approved by the Competent Authority).		
	7	a	Residential	

		b	Commercial	
		c	Residential cum Commercial	
		d	Shopping Centre	
	8	Whether the proposal for Office premises in a multi - storied building.		
		a	Number of floor in the building.	
		b	At which floor, the office premises are offered.	
	9	CTS No		
	10	Survey No		
	11	Ward NO		
	12	Whether the plot is free hold or lease hold?		
		b	If lease hold, please mention the details of	
		i	Name of the Title Holder/ Lesser	
		ii	Tenure of the land	
		iii	Residual lease period	
		iv	Annual lease rents and amount.	
		c	Whether the property is mortgaged? If yes mention the details.	
		i	Name of the Organization where the property is mortgaged.	
		ii	Address of the Organization with phone no.	
		iii	Amount of loan availed.	
		iv	Tenure of mortgage	
		v	Residual mortgageperiod	
		vi	EMI paid.	
	13	Area of the plot		

	14	Size of the plot		
		a	Frontage in meters	
		b	Depth in meters	
	15	Schedule of the plot i.e. boundaries of the plot on		
		a	North	
		b	East	
		c	South	
		d	West	
	16	Whether the locality is free from Special hazards like fire / flood etc.		
	17	Whether the locality has protection from adverse influence such as		
		a	Encroachment.	
		b	Industrial nuisance, smoke, noise etc.	
	18	Please enclose copy of Registry		
	19	Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Government Bodies.		
	20	a	Incase of old constructions, NOC from the Society may be enclosed	
		b	Mention year of completion ( as given in Completion Occupancy Certificate issued by the Authority) .	
		c	Indicate in whose name the conveyance deed is executed.	
	21	Date on which Office premises can be handed over to Civil Aviation Department of Haryana after finalization of the deal.		
	22	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.		
	23	What is the carpet area (for consideration purpose).		
3	Specifications			
	1	Type of building (Residential/Semi commercial)?		
	2	Type of structure (RCC / Steel framed/ load bearing).		
	3	Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.		
	4	Details of Flooring (M.M.Tiles/ Ceramic/ Vitrified/ Marble) or any other.		
	5	Whether offering Furnished/ Un-Furnished.		
	6	i	No of toilets in each floor.	
5	Service			

	1	If Lift facility is available, please give details of Number of lifts, capacity, make and the year of installation.	
	2	Please indicate source of water supply.	
	3	Capacity of the over head tank feeding to the office premises under consideration for leasing.	
	4	Please give details of sewerage system.	
6	Common services		
	1	24 Hrs. water / Overhead tanks available.	Yes / No
	2	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
	3	Anti lightening device arrangement.	Yes / No
	4	Security arrangements, please give details.	
7	Details of Plan / Blue Prints / Sanctioned Plan		
	1	Whether the plan of the property is sanctioned by the Competent Authority.	
	2	If sanctioned, please enclose copy of approved Floor Plan/s, Sections, Elevations and Site Plan of the building.	
	3	Provision for proper arrangement of fire safety.	
8	1	Are the safety measures taken?	
	2	If yes, give details of arrangement.	
	3	Is No Objection certificate obtained / Secured from fire control authorities..	
	4	If yes, produce copies of proof / certificates.	
9	List of Enclosures		

Signature of Bidder with seal and date.

Date:.....

Place:.....



## Financial Bid – Hiring of premises

### Financial Bid

(The rate quoted shall be excluding stamp duty and registration charges)

Name of the Owner/ Bidder/ Firm:..... Reference No.:.....

Sr. No.	Description	Clause No.	Quote
1	Details of the property	(1)	
2	Floor Level	(2)	
3	Carpet area of the premises offered (Sq.ft.)	(3)	
4	Basic rent per Sq.ft. of carpet area (in figure and words)	(4)	
5	GST or any other taxes levy and proportionate amount of Maintenance charges (if any) etc per sq.ft. of carpet area (Rs. in figure and words)	(5)	
6	Gross rent per Sq.ft. of carpet area (Rs. in figure and words)	(6 = 4+5)	
7	Total Gross Rent	(7= 3X6)	

Note:

1. Bidders (Owners) shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp Duty charges will be shared equally by the Lesser and the Lessee(50:50).
2. Carpet area rate: The carpet area rate shall be inclusive of basic rent plus GST, all proportionate statutory charges (i.e. all taxes/ cess present and future – House tax, Property tax, GST and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent will be payable up to 10<sup>th</sup> of the every following month.
3. **Carpet area measurements:** The carpet area measurements shall be as per Bureau of Indian Standards IS No.3861:2002. Joint measurements will be taken in the presence of Civil Aviation Department, Haryana official and Bidder / authorized representative for finalizing the carpet area.
4. Validity of offer: The offer should remain valid at least for a period of 3 (three) months to be reckoned from the date of opening of 'Technical Bids'.

Signature of Bidder with seal and date.

Date:.....

Place:.....