

राज्य जल एवं स्वच्छता मिशन
जल जीवन मिशन
(पेयजल एवं स्वच्छता विभाग, उत्तराखण्ड शासन)
75/38, इन्दर रोड, डालनवाला, निकट सूरी नर्सिंग होम
देहरादून 248001 उत्तराखण्ड
ई.मेल ceswsm2020@gmail.com
निविदा सूचना संख्या- 813

जल जीवन मिशन कार्यालय हेतु समस्त अधिकारियों एवं कर्मचारियों हेतु लगभग 3600.00 वर्गफीट कॉरपेट एरिया, जिसमें 06 कमरे, 01 बड़ा हॉल जो कि लगभग 1800 वर्गफीट जिसमें 20 वर्कस्टेशन 6x6 वर्गफीट के विकसित किये जा सके, 01 कॉन्फरेन्स हॉल, 01 पैन्ट्री, 04 वाशरूम एवं 01 स्टोर रूम हो एवं 05 से 08 कार एवं 20 दो पहिया वाहनों की पार्किंग की आवश्यकता है।

इच्छुक भवन स्वामी अपने स्पष्ट प्रस्ताव निविदा प्रपत्र में अंकित निर्धारित प्रारूप पर तकनीकी एवं वित्तीय निविदा अंकित करते हुये आच्छादित कॉरपेट एरिया का विवरण एम0डी0डी0ए0 द्वारा स्वीकृत मानचित्र निर्धारित किराये की दरों से सम्बन्धित प्रमाण पत्र, नवीन फायर सेफ्टी ऑडिट की प्रति एवं जिला फायर अधिकारी से सत्यापित फायर सेफ्टी मैनेजमेंट प्लान संलग्न करते हुये तकनीकी एवं वित्तीय प्रस्ताव पृथक पृथक सील बन्द लिफाफो में कार्यालय भवन हेतु निविदा अंकित कर दिनांक 26 अक्टूबर, 2026 अपरान्ह 01:00 बजे तक कार्यालय मिशन निदेशक, राज्य जल एवं स्वच्छता मिशन, 75/38, इन्दर रोड, निकट सूरी नर्सिंग होम, डालनवाला, देहरादून के पते पर भिजवाना सुनिश्चित करें, निविदा प्रपत्र वैबसाइट—swajal.uk.gov.in पर उपलब्ध है।

मिशन निदेशक



State Water and Sanitation Mission

Jal Jeevan Mission

(Drinking Water and Sanitation, Uttarakhand)

75/38, Inder Road, Dalanwala,
Dehradun-Uttarakhand



E-mail: ceswsm2020@gmail.com

Phone no: 01355423472

Ref. No. 813/JJM-188-2/2026-27

Date:- 08 October, 2026

REQUEST FOR PROPOSAL(RFP or Offer) FOR OFFICE SPACE

State Water and Sanitation Mission (SWSM), Uttarakhand (Department of Drinking Water and Sanitation, Uttarakhand) Dehradun, is seeking rental office space for its **Jal Jeevan Mission (JJM)** Office at Dehradun.

Interested and qualified Property owners (**Offeror**) are invited to submit proposals, which will be accepted until **26th October, 2026 at 01:00 p.m.**

The Proposals should be addressed to:

“Mission Director, Jal Jeevan Mission, State Water and Sanitation Mission Uttarakhand (Department of Drinking Water and Sanitation, Uttarakhand), 75/38, Indar Road, Dalanwala, Dehradun, Uttarakhand-248001”

One hard copy of the proposal must be posted/couriered (or hand delivered) to the office address mentioned above before 1: PM on 26th October, 2026.

Queries/Clarifications:

Any query/clarification may be submitted via email to ceswsm2020@gmail.com and the same will be addressed and responded over e-mail only.

NOTE:

The issuing of this RFP in no way obligates JJM, to accept any of the proposals that may be submitted by the due date and MD ,JJM may, at its sole discretion, continue operating under the status quo and reserves the right to cancel/Modify/Substitute etc. any of the provision of RFP or altogether cancel it in the public/ administrative/work interest.

Submission of a proposal in response to this RFP shall not, by itself, create any contractual relationship between the Offeror and JJM. A legally binding contract shall come into existence only upon the issuance of a formal Letter of Award (LoA) by JJM and the subsequent execution of a Lease Deed signed by both parties.

Yours sincerely,

(Sunil Tiwari)
Superintending Engineer

SPACE REQUIREMENTS (Technical)

In order to carry out the day-to-day operations of both the programs, is looking for a rental office space that will consist of the following pre requisite requirements:

Table-1

S.N.	Particulars	Detail
1	Space requirement	Space requirement: Minimum of 3600 Sq.ft. (carpet area).
2	Location	Should be close to Secretariat, Govt. of Uttarakhand Dehradun within 5 Km.
3	Clearances	Latest Fire Safety Audit copy, NOC/ Fire Safety Management Plan duly approved by the District Fire Safety Officer and other safety clearances required if applicable.
4	Office layout/ amenities	- Nearly 06 Rooms, One big Hall of minimum 1800 sq.ft., One Conference Room including 1 Kitchen/Pantry, 1 Store and minimum 04 Washrooms. - The building should be in ready to occupy condition - Electricity, water, sewage, fire-fighting equipment & adequate toilet facilities. The electric power available should be indicated. Covered or open car parking within premises for 05 to 08 cars and 20 (twenty) two-wheelers. (Providing additional parking spaces beyond the minimum will be preferred) Note- Offeror has to provide space with fixtures & fittings as per State Water and Sanitation Mission (Jal Jeevan Mission) requirement given at the time of award of work.

Details of the Offeror – TECHNICAL Offer
Table-2

S. No.	Particulars	Details
1.	Name	
2.	Address	
3.	Email Address	
4.	Mobile Number	
5.	PAN Number	
6.	GST No.	
7.	Title Deed' showing the ownership of the Self-certified copies of approved drawings from MDDA Dehradun or any other competent authority	
8.	Property Tax Receipts.	
9.	Affidavit from owners/ power of Attorney Holder, to the effect that accommodation being offered for hires is free from any litigation / liability / pending dues and Taxes	
10.	Location Map (Please attach separately)	
11.	Latest Fire Safety Audit copy, NOC/ Fire Safety Management Plan duly approved by the District Fire Safety Officer and other safety clearances if applicable.	

DECLARATION

I.....S/o
 Hereby offer the premises stated in the RFP for rent to the office of JJM, Dehradun (Department of Drinking Water and Sanitation, Uttarakhand) (the Lessee). Whatever is stated in the RFP document is true to the best of my knowledge and ability. I have not changed the contents of the RFP document and have duly verified and signed the same. We have not made any alteration in any of the Offer documents/ its enclosures.

Yours faithfully,

Name & signature with stamp (if any) of Offeror or Authorized Signatory

Note: Offeror not submitting the above documents as per Table 1 & 2 will be declared as non- responsive and the Offer will not be considered for further evaluation.

Financial Offer
(In Rupees)

Total carpet area of the premises in Sqft	Amount per month (exclusive of GST)	Amount per month (exclusive of GST) in words

Note:

- GST will be paid extra as per prevailing rates.

Yours faithfully,

Name & signature with stamp (if any) of Offeror or Authorized Signatory

Terms and Eligibility for Offer:

1. The Offeror must submit all the documents listed under the "terms for Offer" in the above paragraph, along with the technical Offer duly marking on the sealed envelope. The Offeror has to submit two sealed envelopes one for Technical and another for financial Offer, clearly marking each specifically.
2. The premises offered must be officially allowed for commercial / institutional use, as applicable. Evidence of appropriate approvals for commercial / institutional use, as applicable of the property must be submitted with the Technical Offer.
3. The premises offered must be of area minimum 3600 Sq. ft. (carpet area).
4. The premise should be in ready to move in condition.
5. Covered and open car parking within premises for 05 to 08 cars & 20 Two-wheeler.
6. All kinds of statutory and regulatory compliances will be the responsibility of the Lessor.
7. The premises should be located within 5 Km. from the Secretariat, Govt. of Uttarakhand, Dehradun.
8. The premises offered must be suitable for carrying out administrative activities of the JJM. The decision of Mission Director, Jal Jeevan Mission (Department of Drinking Water and Sanitation, Uttarakhand) in this regards will be final.
9. Any material alteration, partitioning, civil work, or additional fixtures/fittings required within the carpet area to make the premises suitable for JJM's administrative use shall be carried out by the owner **at the owner's own cost**, prior to the handover of possession. All such alterations must be based on the final layout plan approved in writing by JJM.
10. The Property Tax, municipal taxes, or any other local authority tax imposed on the property shall be borne solely by the Owner (Lessor). However, all **electricity, water, and sewerage consumption bills** incurred during the tenancy period shall be borne and paid directly by the Lessee (SWSM/JJM) based on the actual meter readings/utility bills.
11. Both Technical and financial Offer has to be submitted together within the time and date mentioned above.
12. The details mentioned in Annexure-1 to be marked yes/ no based on the availability of the same in the property and to be submitted in a separate envelope- marking "SPACE REQUIREMENTS" on the envelope, as part of Technical Offer.
13. The space of the office will be required initially for 01 years (Extendable) on a mutual consent basis.
14. The details of financial offer to be submitted in another separate Envelope- marking "Financial offer" on the envelope. A covering letter along with the details of the applicant has to be submitted. If an Offeror is offering more than one property, the details of each to be given in separate sheets and to be submitted separately as per Annexure- 1 & 2.
15. The properties qualifying the space requirement criteria will be inspected by the JJM Officials.
16. The financial Offers of the applicants who are qualified based on the space requirements criteria and the inspection will be opened only.

17. The Offer will be valid for the period of 120 days from the date of submission.
18. The proposal should be submitted in two parts. The first should be the "Technical Offer" which should contain technical parameters (Space required) like Address of the building, Carpet Area as well as the Built up Area, Design of the premises, Availability of parking space, Air Conditioning Standards, Year of Construction etc. The Second part should be the "Financial Offer" which should indicate the rent proposed to be charged and the other financial terms & conditions if any.
19. Both Offers should be in a separate sealed envelope & the envelopes should clearly indicate on the top "Financial Offer & Technical Offer" as the case be. Both these envelopes should be kept in another sealed cover mentioning clearly "Offeror for the office space of State Water and Sanitation Mission, (Jal Jeevan Mission) Uttarakhand (Department of Drinking Water and Sanitation, Uttarakhand)- 248001.
20. The payment of the rent will be paid on a monthly basis subject to fulfilment of amenities to be provided as per the RFP & as per budget availability.
21. The contract will be valid for 01 years from the date of signing of the contract and extendable on mutual consent basis subject to satisfactory services provided.
22. The carpet area may be increased or decreased during the tenure of the contract **only through a mutual written agreement** between JJM and the Offeror. Rent shall be adjusted on a pro-rata basis based on the revised area.
23. An annual increment of **exactly 5% (five percent)** shall be applicable on the primary Offer value for every subsequent year of extension, subject to mutual consent for extension.
24. Both the parties may terminate the contract by giving at least 01 month notice period; this period may be extended further based on mutual terms & conditions.

Note: MD, Jal Jeevan Mission, has the right to decline to engage in a proposed arrangement or any part thereof or call off the offeror completely without assigning any reason, in the administrative/public/work interest.