

**H.P. Khadi & Village Industries Board, Cleave Land,  
Shimla-171004.**

**TENDER**

**Inviting offer from Bidders(Individual/Firms) for running wool carding  
Plant on rental basis at Kaza Distt. Lahaul & Spiti**

**Tender No. KVIB/WC Plant Kaza/2024-25/**

Date of Issue of Tender:	11-07-2024
Last date and time for sale of tender:	25-07-2024 upto 5.00 PM
Period of Collection of Tender:	11-07-2024 onwards
Last Date & Time of Submission of Tender:	<b>25-07-2024 upto 5.00 PM (By post)</b> <b>or</b> <b>By hand 26-07-2024 upto 2.00 PM</b>
Date & Time of Opening of Technical Bid:	26-07-2024 at 3.00 PM
Date & Time of Opening of Financial/Price Bid:	26-07-2024 at 4.00 PM
Address for submission of Tender:	<b>Chief Executive Officer</b> H.P. Khadi & Village Industries Board, Cleave Land, Shimla-171004. Tel No. 0177-2653229, 2652407 Email: khadi-hp@nic.in
Cost of Tender:	Rs. 500/- (Non-refundable)
Earnest Money Deposit(EMD):	Rs. 25000/- (Rupees Twenty five thousand only) in the shape of Demand Draft in favour of C.E.O. H.P. Khadi & Village Industries Board, Shimla-4

If the date of opening of tender is declared a holiday, the tender shall be opened on the next working date at the same time as fixed for the original date for this purpose

**CHECK LIST OF THE DOCUMENT TO BE ATTACHED WITH  
TECHNICAL BID OF THE TENDER FORM**

Note: 1) Please check whether the copies of the following document have been attached with the tender or not.

2) All Technical Bid document (**along with Annexure A to C and Form-I**) must be submitted separately in sealed **Envelop-I, Technical Bid**.

S.N.	Particulars	Yes	No
1.	Bidder's profile (Annexure-"A") and Offer for running wool carding plant (Annexure-"B") duly filled in, signed & Stamped.		
2.	Copy of Aadhar Card		
3.	Copy of PAN Card, if available		
4.	Tender Form duly filled in containing Terms & Conditions, ( <b>Annexure-C</b> ) duly signed with signature of the bidder as acceptance of terms & Conditions,		
5.	Earnest Money of Rs. 25000/- Deposit as mentioned in the tender form in the form of Demand Draft in favour of CEO H.P. Khadi & Vill. Industries Board Shimla-4.		
6.	Undertaking as per <b>Annexure-"Form-I"</b> (affidavit on Rs. 100/)		
7.	Self Attested copy of GST(TIN) issued by GST authorities., if available		
8.	Receipt of Tender Form (Rs. 500/-) attached		

Checklist of enclosed documents in "**Envelope II**": "**Financial Bid**":

S.N.	Particulars	Yes	No.
1.	As per annexure "D"		

## Annexure-“B”

### Offer to run the wool carding plant on rental basis for providing wool carding facilities to the local people of the area.

#### Offer for running Wool Carding Plant Kaza District Lahul & Spiti (HP).

A: Filling of Tender/Bid.

- (a) Offer for renting out to run the Wool Carding Plant at Kaza District Lahul Spiti for providing wool carding facilities to the local people, the tenders/bidders shall fill the prescribed tender documents issued by the office of the Chief Executive officer HP State Khadi & Village Industries Board Shimla-4 and to be submitted in the sealed Cover and should reach this office on or before 25-07-2024 upto 5.00 PM by post and 26-07-2024 upto 2.00 PM by hand. The tenders received after fixed day and time shall not accepted.
- (b) The bidders may retain a copy of the tender documents for their references. However the tender should be submitted on the original tender documents issued from this office or from ADO Office Kinnaur at Reckong Peo.
- (c) The minimum bidding price is Rs. 16700./-only per month (or Rs Sixteen thousand seven hundred-only per month).
- (d) **Earnest Money:** The tender should be accompanied by the earnest money in the form of demand draft for Rs.25000/-only (Rupees twenty five thousand only) in favour of the Chief Executive Officer Khadi Board Shimla payable in Shimla, the earnest money of successful tender will be retained as security & no interest will be payable on the earnest money. Tender without earnest money shall not be accepted.
- (e) **The tender document can be downloaded from the website <https://hipashimla.nic.in> or can be obtained from the office of CEO H.P. Khadi & Village Industries Board, Shimla or ADO, H.P. Khadi & Vill. Industries Board, Reckong Peo, Distt. Kinnaur on a payment of Rs. 500/- non-refundable.**
- (f) **Tender Form Fee:** The bidders/tenderers will have to make payment of Rs. 500/- (Rupees Five hundred only) in respect of tender form fee non-refundable to be deposited online in a/c No. 10835935282, SBIN0000718 (SBI Kali Bari Shimla-3) or cash and copy of the receipt/counterfoil thereof be submitted/attached with the tender document.
- (g) The Envelope containing the tender document should be superscripted as “Tender for running Wool Carding Plant at Kaza” and the details of the earnest money should be indicated on this Envelope itself.
- (h) The tender/bidder or his authorized representative shall sign the each page of this document. Cutting if any shall be duly be supported by signature of the tender/bidder or his authorized representative. Over writing in the tender document/rent/rate is not allowed.
- (i) If the tender document is signed by an authorized representative, the authority letter shall be produced during the opening of bids/tenders by the Khadi Board.
- (j) The earnest money deposited of unsuccessful tenders will be returned after the tender is finalized.
- (k) The intending Tenders/Bidders must visit the site of the wool carding plant and have thorough look at the building, plant & machinery etc installed there before submitting the tender.
- (l) The Site & Plant can be inspected on any working day between 10.00 to 5.00 PM by the intending bidders after coordination with Sh. R.D. Negi, ADO Kinnaur.

- (m) The tenders/bidders can run an additional village industry activity in the premises/building of wool carding plant at Kaza for which bidder has to clearly mention the name of Village Industries activity..... to be undertaken in the building/premises and its final approval to carry on the activity will be given by the Chief Executive Officer, H.P. Khadi & V.I. Board. The bidder can not change the activity in between the tenancy of period without the prior approval of the Chief Executive Officer.
- (n) The Chief Executive Officer reserves the right to reject/accept the tender without assessing any reason.
- (o) The rent agreement for running the wool carding plant will be valid initially for a period of five years with 10% enhancement of rent after every 3 years.

(Signature of Tendered)

Seal

Terms and Conditions for renting out wool carding plant at Kaza.

1. The “Owner” shall mean “HP State Khadi & Village Industries Board” through its Chief Executive Officer.
2. The “Tenant” shall mean a person/firm who pay Rent (Money) to the owner for running the wool carding plant on rental basis.
3. The “Rent Agreement” shall mean an agreement between the the successful tender/bidder and the Chief Executive Office to whom the permission is accorded by the owner i.e run the Wool Carding Plant for providing carding facilities to the local people of the area.
4. The “Rate” shall mean Rent per month.
5. That the tenant shall ensure to provide regular & timely wool carding facilities to the local people/public at the wool carding centre Kaza during the office hours on all working days.
6. In case the wool carding facilities to the local people remain disrupted due to breakdown of machinery or any other reason(s) for more than 30 days, the tenant will liable for the same and will levy a fine of Rs. 200/- per day for keeping the W.C. plant non-functional/working.
7. The tenancy shall be initially for a period of five years which can be renewed/extended further for another 5 years at a time provided that the tenant is running the wool carding machinery properly and is also being properly maintained at the satisfaction of the owner by the tenant.
8. The minimum bidding price is Rs. 16700/-only per month (or Rs. Sixteen thousand seven hundred only per month). A bid lower than the minimum bidding price shall be rejected outrightly.
9. Increase in standard rent shall be @ 10% automatically after every 3 years and if there is any dispute between the landlord and the tenant in regard to any increase or decrease in rent such dispute shall be decided by the Rent controller,..
10. In case of non-payment of rent for a period of two continuous months the owners reserve the right to initiate all legal action/process to vacated the premises and the earnest/security money shall be forfeited. The tenant shall have no claim what so ever regarding any valuable materials and articles kept by tenant in the premises/building in this case.
11. In case of 3 accumulative defaults on account of non-payment of rent for 2 continuous months during the tenancy of rent agreement, the Board may terminate of rent agreement and tenant shall be liable for eviction.
12. The security deposit shall remain with the owner till three months after expiry of the tenancy period and shall be released subject to the transfer of possession of complete premises(building, plant & machinery etc) by the tenant at the satisfaction of the owner. In case of any damage/breakage found to the building, plant & machinery etc at the time of handing over the premises etc the tenant shall have to get same done/restore at his own cost and to the complete satisfaction of the owner.
13. In case tenant intends to carry on/run any other Village Industries activity under the ambit the KVI sector, he shall have to clearly mention the name of KVI activity to be undertaken in the building/premises in the Bidder’s profile ( Sr. No.10 of Annexure-A). Any change/addition to run the other village industry activity during the currency of agreement period shall be subject to the prior permission/approval from the owner of the premises.
14. The tenant shall have to run and maintain the building, plant & machinery etc during the tenancy period at his own cost.
15. The possession of the premises (building, Plant & machinery etc.) shall be handed over to the tenant after execution of rent agreement.
16. The tenant shall obtain a receipt/certificate along with list of articles/machinery etc. with complete specification/description while taking over the possession of the premises (building, plant & machinery etc.) from the owner/Authorized representative of the owner which shall also list the damages/breakages , if any, noted at the time of taking over by the tenant.
17. All the electricity and water supply charges or any other taxes levy-able shall be paid by tenant.
18. The tenant shall have the responsibility to keep the premises neat & clean including the open area to the satisfaction of the owner. The tenant shall also make the adequate arrangements for watch & ward of building, Plants & machinery and shall ensure safety,

- breakage and any theft of the material fixed in the building including plant & machinery at his own cost.
19. The tenant shall not temper/deface/ alter or add anything to the accommodation provided to him. He shall not be allowed to remove anything provided in the building by the owner.
  20. The premises shall not be used in any way for gambling or any other illegal/unauthorized purpose.
  21. In case of any violation with regard to the use of the premises the tenancy/rent agreement shall be cancelled with immediate effect without any notice and the security deposit shall be forfeited by the owner.
  22. The owner and his representative shall have unrestricted right of inspection of the premises i.e building, plant & machinery to satisfy himself that the terms and conditions of agreement are strictly complied with.
  23. The tenant shall take necessary precaution for carrying out work to avoid any damage to the structural/machineries/parts etc. The tenant will rectify any damages done to building, plant & machinery etc at his own cost.
  24. That the tenant shall make annual repairs like white washing/painting every year at his own cost. Other kinds of repairs will also be done by the tenant immediately including machineries parts & equipments, glass panes, window and electrical fittings etc.
  25. The tenant shall not further sublet the Plant to any other person/firm, in case such discrepancy or complaint comes to the notice of the owner the rent agreement shall be cancelled and tenant has to vacate the Plant within seven days and security deposited will be forfeited.
  26. The tenant shall not use the rental accommodation/premises for a purpose other than that for which it has been rented out.
  27. The employees/workers employed by tenant for works in Plant shall be purely his employees and not of the owner in any respect.
  28. The intending Tenders/Bidders are requested to visit & see over the site/premises of the wool carding Plant (i.e. Building, Machineries & Equipments) before submitting the tender.
  29. The Chief Executive Officer reserves the right to reject or accept the tender without assessing any reason.
  30. In case of any dispute between the owner and the tenant, the jurisdiction of the court shall be at Shimla.

(Signature of Tendered)

Seal

Name of the tenderer.....

Annexure-“D”

**Financial Bid**

Name of the Bidder.....

Permanent Address:.....

Correspondence Address:.....

Contact No..... email.....

Sr. No.	Particulars	In Rs.	In words
1.	Rent per month quoted for wool carding Plant Kaza,		

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Company/Firm** \_\_\_\_\_

**Address** \_\_\_\_\_

Tel/ Mob. No./ email ID

**DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS  
CONTAINED IN THE TENDER DOCUMENT.**

(Affidavit duly attested by Public Notary /Oath Commissioner)

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

I have carefully gone through “terms and Conditions in the tender document regarding the tender for renting out Wool Carding Plant, Kaza Distt. Lahaul & Spiti and declare that all the terms/provisions of this tender document are acceptable to me/my company/firm. I further certify that I am the authorized signatory of my company/firm and I am therefore competent to make this declaration. I further declare that none of the employee of the Board is related to me.

Yours faithfully

Name \_\_\_\_\_

Designation\_\_\_\_\_

Company/Firm\_\_\_\_\_

Address \_\_\_\_\_

**Annexure “A”**



**Profile of the Bidder(Individual/Firm/Society/SHG etc).**

<b>Sr. No.</b>	<b>Particulars</b>	
1	Name of the Bidder	
2.	Permanent address of the Bidder	
3.	Correspondence address of the bidder	
4.	Contact No. & email ID	
5.	Aadhar No.	
6.	PAN No., if available	
7.	GST No., if available	
8.	Earnest Money & DD No.	
9.	Undertaking	
10	Pl. specify the Name of other V.I. activity intends to run in the building/ premises at Kaza (Proposed Activity should be under KVI sector/ambit)	

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Company/Firm** \_\_\_\_\_

**Address** \_\_\_\_\_

**Tel./Mob.NO**.....

