


Government of Himachal Pradesh
Treasuries, Accounts & Lotteries
Department of Finance
Block No. 23, SDA Complex Kasumpti, Shimla
Himachal Pradesh-171009.

Expression of interest for hiring of Office Space

The Director, Treasuries, Accounts and Lotteries is desirous of hiring office space for its office. The requirement is for carpet area measuring 4000 Sq. ft ($\pm 10\%$) in the vicinity of Directorate of TAL Block No. 23, SDA Complex, Shimla-171009 connected with the approved road and parking space for at least 5 vehicles. Monthly rent should be quoted initially on a fixed basis for a period of 3 years.

Interested bidders may collect tender documents/application forms from the undersigned or download from Finance Department website www.himachal.nic.in/finance. Bids complete in all respects in sealed envelope containing the Technical & Financial bids should be super scribed "APPLICATION FOR HIRING OF OFFICE SPACE". Bids against the EOI should reach us along with non-refundable fee of Rs. 500/- before 15/09/23 up to 4:00 PM in person or by post addressed to the Director, Treasuries, Accounts and Lotteries, Block-23, SDA Complex Kasumpti, Shimla-09 Himachal Pradesh.

Director, Treasuries Accounts and Lotteries, reserves the right to accept/reject any or all offers at its sole discretion without assigning any reason whatsoever and the same will be binding on the Applicants.


Rohit Jamwal (I.A.S)
Director, Treasuries, Accounts and Lotteries,
Shimla-9 (H.P)

Director Treasuries, Accounts & Lotteries
Department of Finance
Block No. 23, SDA Complex Kasumpti, Shimla
Himachal Pradesh-171009.

Expression of interest

For
Hiring of office space for The Department of Treasuries, Accounts & Lotteries.

Important time schedule of tender related events:-

1.	Cost of Bid Document (Non-Refundable)	Rs. 500/- (Rupees Five Hundred Only)
2.	Last Date & time for submission of both Technical Bid and Financial Bid	15/09/2023 at 4:00 PM
3.	Date & Time for the opening of Technical bids	16/09/2023 at 11:00 AM
4.	Venue for opening the Technical bids	Treasuries, Accounts & Lotteries Department of Finance Block No. 23, SDA Complex Kasumpti, Shimla Himachal Pradesh-171009.
5.	Date, time & Venue for opening the Financial Bid	To be intimated to the shortlisted bidders after technical qualification and site visit.

Director, Treasuries, Accounts & Lotteries
Department of Finance
Block No. 23, SDA Complex Kasumpti, Shimla
Himachal Pradesh-171009.

Tender for Hiring of Office Space

The Director, Treasuries, Accounts and Lotteries is desirous of hiring office space for its office. The requirement is for carpet area 4000 Sq. ft ($\pm 10\%$) in the vicinity of Directorate of Treasuries, Accounts & Lotteries Block No. 23, SDA Complex, Shimla-171009 connected with the approved road and parking space for at least 05 vehicles. Monthly rent should be quoted initially on a fixed basis for a period of 3 years. Requests received against the EOI shall be processed in two parts (Technical & Financial) EOI should reach us on or before 11 A.M. 15/09/23 in person or by post addressed to Director, Treasuries, Accounts and Lotteries, Ph. No.0177-2626444.

CONDITIONS TO BE SATISFIED:

- 1) Building offered must be free from all encumbrances, claims and legal disputes etc. Documentary Proof of ownership of Building, payment of all Taxes, Duties, Dues, Telephones, Water, Electricity charges etc. Must be submitted along with this EOI Document.
- 2) Selected party shall be required to sign a Rent Agreement with the designated authority in Director, Treasuries, Accounts and Lotteries, in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of three years extendable with the mutual consent of the user only. A format of the Rent Agreement document is attached at Annexure-II.
- 3) Director, Treasuries, Accounts and Lotteries will have the right to act as lessee for a period not less than Five years, during the period of which the landlord/authorized person shall not notify the Director, Treasuries, Accounts and Lotteries to vacate the building, failing which the lesser shall compensate for all the damages and losses to Director, Treasuries, Accounts and Lotteries against the capital invested in the building to enable the smooth functioning of the office, at the rate fixed by Director, Treasuries, Accounts and Lotteries and this shall be binding on the lesser.
- 4) Monthly rent should be quoted initially on a fixed basis for a period of three years. Quoting parties may note that no increase in Rental Charges per month will be allowed during the initial three years of the Agreement period.

- 5) Terms and condition as appearing in the different clauses given in the Lease Agreement format at Annexure-II are sacrosanct and shall be considered as integral part of this Expression of Interest.
- 6) Intending Parties may furnish complete details in the Questionnaire given in Annexure-I to this document.
- 7) All existing and future rates, taxes including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the Owner thereof, shall be continued to be paid by the landlord.
- 8) Director, Treasuries, Accounts and Lotteries shall pay all charges in respect of electric power, light and water used on the said premises during the lease period.
- 9) Director, Treasuries, Accounts and Lotteries may, at any time during the period of the rent/extended rent Period make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.
- 10) Interested parties should return the complete Expression of Interest document, including annexure-I and II duly filled in and signed at the bottom of each page, in token of having accepted the terms and conditions. These documents as well as additional information and the documents called for in EOI document should be sealed in an envelope superscripted:

**"TECHNICAL DOCUMENT FOR OFFICE ACCOMMODATION FOR DIRECTOR,
TREASURIES, ACCOUNTS AND LOTTERIES"**

Price Quotation as per Annexure-II for monthly rent, in lump sum, may be put in second envelop duly wax sealed and superscripted:

**"PRICE QUOTATION FOR MONTHLY RENT FOR DIRECTOR, TREASURIES,
ACCOUNTS AND LOTTERIES"**

Both this envelopes may then be put in another bigger separate cover. This third cover may also be wax sealed and bear superscription:

**"EOI FOR OFFICE ACCOMMODATION FOR DIRECTOR, TREASURIES,
ACCOUNTS and LOTTERIES"**

- 11) The EOI offer should be submitted in person or by post so as to reach Director, Treasuries, Accounts and Lotteries on or before 11:00 A.M...15/09/2023
- 12) Request received against the EOI shall be processed in two parts. **All information and documents furnished in response to this initiation including**

Annexure-I shall be deemed to be a technical offer. In the event prices are indicated by the party in the Technical document, the EOI request shall stand rejected. Details furnished in the Technical Offer shall be assessed/evaluated. Price quotation of only those bidders/Parties shall be opened on a later date whose Technical Offers are found acceptable and suitable to Director, Treasuries, Accounts and Lotteries.

13) Rent charges shall be paid at the fixed rate at the beginning of each month for previous month or as per the Lease Agreement entered into with the party on the Terms & Conditions mutually agreed. Advance payments shall not be made.

14) In the event of Technical offer being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the Property along with proof of identity of the owner along with photograph(s) before the price bids are opened. Original Documents shall be returned after decision is taken to open price bids or otherwise.

15) Quoting parties will keep their offer valid for a period of 90 days. Offers with a shorter validity or inconsistent with the requirements set out in this EOI shall be ignored summarily and no representation in this regard shall be entertained.

16) Director, Treasuries, Accounts and Lotteries will be at liberty to choose few offers from the available "Technical document for office accommodation for on the basis of merits, location, facilities etc. and to reject the other offers.

17) The "Price quotations for monthly rent for Director, Treasuries, Accounts and Lotteries of the selected technical offers only will be opened and the nonqualified offers will be returned.

18) The decision of the Director, Treasuries, Accounts and Lotteries will be final and cannot be challenged.

19) If any special offers, additional facilities are there form the owner's side that may be mentioned as separate attachment.



Technical Bid**QUESTIONNAIRE****ANNEXURE-I**

1.	Demand Draft of Rs 500/- in favor of Director Treasuries Accounts and Lotteries if tender document is downloaded from site	
2.	Name of Person/Party holding title to the Property: (enclose power of attorney also if applicant is other than owner)	
3.	Complete Address and Location of the building	
4.	Details of the Accommodation offered for rent(viz. carpet area, No. of floors, floor wise area)(Enclose approved/certified drawing/ Map by the competent Authority)	
5.	Particulars of completion certificate. Enclose attested/self- certified copy of completion certificate issued by Competent Authority)	
6.	Distance in Kms from Block No. 23, SDA Complex, Shimla-171009.	
7.	Parking Space:	
8.	Contact Details Name:	Mobile No. _____ Fax: _____ E-mail: _____
9.	Essential Documents Furnished (please tick mark the correct option	YES/NO
(I)	whether it is an independent Building for exclusive use of Director, Treasuries, Accounts and Lotteries without sharing:	YES/NO
(II)	General Amenities/Toilets available on each floor:	YES/NO
(III)	100% Power Backup:	YES/NO
(IV)	Connectivity with approved road	YES/NO
(V)	Parking Space for 5 Cars/Vehicles:	YES/NO
(VI)	Number and Area of Cabins/Rooms already built up:	YES/NO
(VII)	Any Temporary Structure Built up with area of each such Structure:	YES/NO
(VIII)	Whether proposed building is free from all Encumbrances, Claims, Litigations:	YES/NO
(IX)	Whether proposed building is PHYSICALLY	YES/NO

(IX)	Whether proposed building is PHYSICALLY VACANT/READY TO OCCUPY:	YES/NO
(X)	Whether all Govt. dues, (property) Taxes Electricity, Telephone, water Bills are paid up as on date of Application with: (DOCUMENTARY PROOF should be furnished).	YES/NO
(XI)	Water Storage Tanks fitted on the roof: If yes, Water storage capacity (In Liters)-	YES/NO
(XII)	Whether the Land Lord is prepared to execute the Rent Agreement as per the Sample format given at Annexure-II: [If not, changes desired/modified maybe stated] (Please furnish reasons thereof)	YES/NO
(XIII)	Whether there is separate electricity connection and sufficient sanctioned electricity load.	YES/NO
(XIV)	Details of Fire Safety Mechanism, if any	YES/NO
(XV)	Other information which the indenting Party wishes to furnish.	YES/NO



Financial Bid**Annexure-II**

Sr.No.	Description	Detail
01	Name & Address of the applicant with Phone Nos.	
02	Full Particulars of the Owner: (i) Name (ii) Address(es) (iii) Tel. Nos/Mobile No. (iv) Business	
03	Complete details of the building viz. complete postal address of the location	
04	Available Area in Sq. ft.	
05.	Rent in Indian Rupees per month in lump sum for the carpet area as mentioned in Technical Bid.(Both in words and figures).In case there is difference in fig. & words, the rates quoted in words shall be treated as quoted rates. The rent will be subject to issue of Fair Rent Certificate by HPPWD as per procedure laid down by Govt. All corporation taxes, cess or any other tax applicable are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne by the department.	Rate be quoted per month in lump sum (Both in figures and words)
06	Any other conditions having financial implications relevant to the offer of the building. Give details, if applicable.	

Signature of the Legal
Owner/Power of Attorney
Holder with Office Seal