

Ropeways and Rapid Transport System Development Corporation H.P. Limited

(A State Govt. Undertaking)

Nirman Bhawan Nigam Vihar Shimla-171002

NOTICE INVITING TENDER FOR HIRING OF OFFICE ACCOMMODATION

Ropeways and Rapid Transport System Development Corporation H.P. Limited invites Tender for hiring of office accommodation having area 232 to 325 Sqm (2500 Sqf. to 3500 Sqf.) from legal owners/power of attorney holders in the vicinity of HP Secretariat in Shimla town.

The interested bidders may collect the tender documents & other terms and conditions applicable from the undersigned or the same may be downloaded from Transport Department Himachal Pradesh website <https://himachal.nic.in/transport> and submit their offers on the appropriate "format" available on website. The bid may be forwarded to the Corporation with a non-refundable fee of Rs. 500/- in the form of Demand Draft in favour of the General Manager Ropeways and Rapid Transport System Development Corporation H.P. Limited payable at Shimla.


Bid complete in all respects in sealed envelope along with EMD in the form of a Demand Draft for amount of Rs. 10,000/- valid for 45 days beyond the validity of the bid must be either delivered by hand or sent by registered mail to Corporation so as to reach not later than 2:00 PM on 05/09/2019. The tender will be opened at 03.00 PM on 05/09/2019 at O/o Chief General Manager Ropeways and Rapid Transport System Development Corporation H.P. Limited Nirman Bhawan Nigam Vihar Shimla-171002.

The Chief General Manager Ropeways and Rapid Transport System Development Corporation H.P. Limited reserves the right to reject any or all the offers without assigning any reasons thereof.


(Ajay Sharma)

Chief General Manager,

Ropeways and Rapid Transport System
Development Corporation H.P. Limited,

 Nirman Bhawan, Nigam Vihar, Shimla.
Mob No. 94184-81177

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Procedure:

Tender complete in all respects must be submitted in sealed envelope which must be either delivered by hand or sent by registered mail to Corporation at the address mentioned below so as to reach not later than 2:00 PM on 05/09/2019. The Corporation in no case will be held responsible for late delivery or loss of the documents so mailed.

**Chief General Manager,
Ropeways and Rapid Transport System
Development Corporation H.P. Limited,
Nirman Bhawan, Nigam Vihar, Shimla.
Mob No. 94184-81177**

The tender should be submitted in accordance with the procedure detailed herein. The documents should be enclosed in separate envelope of appropriate size each of which should be sealed.

- I. Envelope No. 1 should contain following documents:
- a. Covering letter
 - b. Information in Annexure I duly signed and stamped
 - c. Requisite Fee



2. Envelop No. 2 should contain Envelope No. 1.

The Envelope No. 2 should be addressed to the Corporation at the above mentioned address, and should clearly mention "**Tender for Hiring of Office Accommodation**". The inner envelope should also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late". If the outer envelope is not sealed and marked as required, the Corporation will assume no responsibility for the bid's misplacement or premature opening. The Tender received through E-mail / Fax, or not in proper format as annexed or without appropriate and supporting documents will be summarily rejected.

Terms & Conditions:-

1. Ropeways and Rapid Transport System Development Corporation H.P. Limited is desirous of hiring suitable office accommodation in the vicinity of HP Secretariat, Shimla town for a period of two years.
2. The requirement of hiring accommodation is between 232 Sqm to 325 Sqm (2500 Sqf. to 3500 Sqf.).
3. The building should preferably have parking space/facility for at least 4 vehicles.
4. The building should have the provision of independent 24 hours water supply.
5. The building should have independent Electricity Supply with fireproof electric system.
6. The bidder shall offer and quote monthly rent per square foot and total sum/rent for the building in the tender document.
7. The bids offered shall be valid for a period of 120 days (one hundred twenty days) from the date of opening of tenders.
8. The building should be complete in every respect to be put to immediate use.
9. Repair work, if any pointed out by the Corporation shall be carried out by the owner within 15 days failing which the same shall be done by the Corporation and cost of it, upto ceiling of one month's rent, shall be recovered out of the rent payable in the next month.
10. **The application should be accompanied by a Demand Draft of ₹ 500/- on account of tender processing fee in favour of the General Manager, Ropeways and Rapid Transport System Development Corporation H.P. Limited.**
11. **The proposal should be submitted along with EMD in the form of a Demand Draft for an amount of Rs. 10,000/- valid for 45 days beyond the validity of the bid.**
12. The Building should be ideally located near the HP Secretariat, Shimla town and should have proper approach from National Highway / State Highway / motorable link road, in safe and secure premises.
13. No activity other than the activities of the RTDC will be carried out on the leased premises by the land lord/contractor.
14. Independent and regular water and electricity must be available with meters. Stand by arrangements would be preferred for water & electricity. Water and electric meters for the premises should be exclusive for the Office. Charges will be paid by office as per meter readings.
15. Selected party shall be required to sign a lease agreement containing detailed terms & conditions with the office, in accordance with the provisions of the law applicable. The Agreement shall be signed for a period of two years which may be extended for a further period on mutually agreed terms and conditions.
16. 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, telephone, water, electricity charges etc. must be submitted along with this Tender document.
17. The parties may furnish complete details in the application from attached with this document

(ANNEXURE – I).

18. All existing and future rates, taxes including property taxes, assessment charges and other out-going whatsoever of description in respect of the said premises shall be payable by the owner thereof.
19. The electricity and water supply lines / connection shall be provided by the owner at his cost and expenses. However, the office shall pay all running charges with respect to electric power, light and water charges of the said premises during the lease period on the basis of actual consumption.
20. Arrangements of sufficient numbers of fire extinguishers, buckets with sand etc. shall be installed on each floor of the building.
21. Building with multiple stories should have internal passage.
22. The Corporation reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application for issue of tender, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for no issue of tender.
23. In case of any dispute arising in the implementation of the terms of the contract, the decision of the Chief General Manager of the corporation shall be final and binding upon both parties.
24. In case the date of opening of tender is declared as Public Holiday, the tender shall be opened on the next working day at the same time.

Insurance

At all times during the currency of the lease period, it shall be responsibility of the owner of the building to obtain insurance coverage in line with standard industry practice, including cover for fire, theft and natural calamities. Such insurance will have to be obtained by the land lord/party before entering into contract.

Commencement & Termination

1. The agreement for hiring of buildings / accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
2. The agreement may be terminated by giving three months' notice by the office. However, during such notice period the buildings / accommodation shall remain in the possession of this office.

Indemnification

The party shall keep the office indemnified against all claims / litigation in respect of the buildings / accommodation so hired by the office.

Terms of payment:-

1. The monthly rent charges shall be paid at the fixed rate at the end of each month as agreed in terms of Terms & Condition No. 6 stated above and as per the lease agreement entered into with mutually agreed terms & conditions.
2. The monthly payment of rent shall be subject to deduction of taxes as per rules.
3. The Corporation/office may, at any time during the currency of the lease period make such

structural alterations to the existing building such as partitions, office fixtures and fittings as may be easily removable and mutually agreed upon.

4. Interested parties should return the complete expression of interest document, including Annexure - I, duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. These documents should be sealed in an envelope superscripted "**Tender for Hiring of office accommodation**".



(Er. Ajay Sharma)
Chief General Manager
Ropeways and Rapid Transport
System Development Corporation
H.P. Limited, Shimla.
E-mail:- cgmrtdchp@gmail.com
Mob. No. 94184-81177

APPLICATION FORM

1.	Name of the person / party holding title to the property	
2.	Nationality of Owner	
3.	Full postal address of property	
4.	Email ID, Mobile, Landline No.	
5.	Description of build up area in sq.ft	
	i. Number of rooms with attached toilets : Carpet Area of the floor/building: Built up area of the floor/building:	
	ii. Number of toilets floorwise if more than one floor	
6.	Essential documents to be furnished	
	i. Copy of the title deed of the property/building	
	ii. Copy of the building plan duly approved by the local government.	
	iii. Particulars of completion certificate, year of construction, : age of the building etc. (Enclose attested / self-certified copy of completion certificate issued by Competent Authority)	
	iv. Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes, due or like (Enclose copy of Affidavit from owner or Power of Attorney holder)	
7.	i. Please Indicate whether it is an independent building for exclusive use of the Corporation or otherwise (Details may be clearly illustrated & stated)	
	ii. General amenities: Facility of provision of kitchen etc. (these are not essentials)	
	iii. Availability of parking space in Sq. Ft. / Mtr within the compound	
	iv. Whether proposed building is free from all encumbrances, claims, litigations	
	v. Whether proposed building is ready to occupy ?	
	vi. Whether the Himachal Pradesh State Electricity Board (HPSEB) has certified for safety standards of electric wiring.	
	vii. Whether all Govt. dues (property) taxes, electricity, : telephone, water bills are paid up as on date of application (documentary proof should be provided)	
8.	Monthly Rent Offered (in Rupees). Please clearly mention per square foot and total carpet and built up areas and total rent for the premises.	

	i.	Whether the owner of the building is agreeable to Monthly rent as determined and fixed by CPWD/HPPWD/PWD, if the offered rent found to be at higher side than that of rent assessed by the CPWD/HPPWD.	
	ii.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of certificate to be enclosed).	
	iii.	Provisions of regular repairs and maintenance and special : repairs, if any of the building	
	iv.	Availability of shelter/room for the chowkidar, if any	
	v.	Other information, if any, which the intending party wishes to furnish	
9.	Declaration:		
	I / We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the tender documents and agree to abide by the same in totality.		
	It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I / We shall be liable to such consequences / lawful action as the Corporation may wish to take.		

Signature of the Legal Owner

(Name in Block Letters)