



**CHANDIGARH  
HOUSING BOARD**  
A CHANDIGARH ADMINISTRATION UNDERTAKING

CHANDIGARH HOUSING BOARD  
8 JAN MARG, SECTOR 9-D,  
CHANDIGARH

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**BID DOCUMENT  
FOR  
RENTING OUT THE OFFICE PREMISES/  
SPACE INCLUDING BASEMENT PARKING  
ON PURELY MONTHLY RENTAL BASIS AS-  
IS WHERE-IS BASIS AT BLOCK-'A' OF CHB  
OFFICE BUILDING IN SECTOR 9-D,  
CHANDIGARH**

Last Date for Submission of Bid (online)  
at <https://gem.gov.in/>. : .....

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## TENDER NOTICE

Chief Account Officer, CHB on behalf of the Chairman, Chandigarh Housing Board invites online proposals on **GeM Portal** from the Ministries/ Departments/ Board/ Corporations/ PSU's/ Banks/ reputed Pvt. Ltd Company for **Renting out the office premises/space including basement parking on purely monthly rental basis as-is where-is basis at Block-'A' of CHB Office Building in Sector 9-D, Chandigarh.**

Monthly Basic Rent of the space/premises per month Rs.39,02,953/- (inclusive of GST):  
Earnest Money:- Rs.5,00,000/-, Period of leases/ Rent :- 5 Years.

Milestone Dates	
PQ submissions	Start date:
	End date:
PQ assessment date	
Submission of EMD	Start date:
	End date:
Auction	Start date:
	End date:

For detail Milestone dates of Electronic Tendering, visit the website <https://gem.gov.in/>.



**Detail Regarding Tendering Process**

Name of work	<b>Renting out the office premises/space including basement parking on purely monthly rental basis as-is where-is basis at Block-'A' of CHB Office Building in Sector 9-D, Chandigarh</b>
Period of leases/Rent	5 years
Basic Monthly Rent (inclusive of GST)	Rs.39,02,953/- Per Month Note: <ul style="list-style-type: none"> <li>Lease rent as quoted in the bid/tender will increase by 5% for every subsequent completed year up to period of 5 years or extended further thereof.</li> </ul>
Name of the owner of property	Chandigarh Housing Board
Address of the owner of property	8 Jan Marg, Sector 9 D Chandigarh
Mode	GeM
Website	<a href="https://gem.gov.in/">https://gem.gov.in/</a> .
<b>Milestone Dates</b>	
PQ submissions	Start date: ..... End date: .....
PQ assessment date	.....
Submission of EMD	Start date: ..... End date: .....
Auction	Start date: ..... End date: .....
Bid validity period	Ninety (90) days from the last day of receipt of Bid.
Earnest Money Deposit	The EMD required for placing the e-bid shall be Rs. 5,00,000/- to be submitted on line through e-tendering portal i.e. <a href="https://gem.gov.in/">https://gem.gov.in/</a> . Bidder can submit their bid only after depositing EMD online. The payment may be deposited by bank-to-bank transfer using SBI MOPS or RTGS/NEFT transfer through <a href="https://gem.gov.in/">https://gem.gov.in/</a> portal. The amount of EMD is refundable/adjustable. The EMD shall be refunded online to the bidder account in case of all unsuccessful e-bids, provided it is not forfeited. The bidder must upload the copy of UTR No/ Transaction slip on the web site.
Security Deposit	The Lessee shall has to deposit an amount equal to three months' rent as security in shape of demand draft/NEFT/RTGS before signing of Rent/ lease deed. Security deposit shall not carry any interest nor shall the same be adjusted against the rent payable during the period of

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	lease. The same shall be refunded on the handing over of the peaceful vacant possession of the premises to CHB after lapse of lease/rent deed.
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**LIST OF DOCUMENT TO BE UPLOADED BY THE BIDDERS**

1.	Fee
	i) EMD
2.	Post Qualification /Technical
	i) Check List
	ii) At the time of submission of bid, bidder shall uploads Income tax returns for last 03 financial years i.e. upto 2022-23 (except Govt. departments).
	iii) Form 'A' Letter of Transmittal as per attached Performa in Section-II.
	iv) Certified copy of the power of attorney by the applicant in case of Non Consortium member
	v) Affidavit as per Annexure-II regarding no criminal proceedings
	vi) Certificate of Registration under GST
	vii) Copy of PAN
	viii) Any other document as specified in the bid document.
3.	Finance
	Financial Bid

NOTE: -

Hard copies of the documents listed above except Financial Bid shall be submitted by the H-1 bidder to the CAO, CHB.

**'CHECK LIST TO ACCOMPANY THE 'ELIGIBILITY DOCUMENTS'**

S. No.	Description	Remarks
1.	Whether the Earnest Money as per the Tender Notice has been uploaded?	Yes / No
2.	Whether the Form 'A' Letter of Transmittal as per attached Performa in Section-II has been uploaded?	Yes / No
3.	Whether the Affidavit as per Annexure-II have been uploaded?	Yes / No
4.	Whether the Power of Attorney as per Annexure-II or III has been uploaded?	Yes / No
5.	Whether any additional condition in tender has been quoted?	Yes / No
6.	Whether the Scanned copies of self attested documents & other eligibility document has been uploaded along with the Bid?	Yes / No
7.	Whether all the statements, documents, certificates, uploaded owning responsibility for their correctness/ authenticity have been signed?	Yes / No
8.	Whether the Copy of Certificate of Registration under GST or Undertaking as per Notice Inviting Tender has been uploaded?	Yes/ No
9.	Whether the Copy of PAN has been uploaded?	Yes / No

**DECLARATION**

1. I/We \_\_\_\_\_ have carefully gone through all the conditions mentioned in the Bid Document and solemnly declare and affirm that I/we will abide by any penal action of CHB for disqualification or of black listing or determination of contract or any other action as deemed fit, taken by, the Department against me/us, in the event of any of the contents of our this application, the statements, documents, and certificates produced by me/us have been found/ declared to be false/ fabricated without any liability on CHB.

2. I/We hereby further declare that the Tender has been completed and submitted by us in the manner prescribed in the document and consider myself/ ourselves eligible and in possession of all the documents required.

3. I/We hereby also declare that, I/We have not been blacklisted/ debarred/ Suspended/ demoted by any department of Chandigarh Administration or in of any state/ Union Territory of the Republic of India for any reasons what so ever.

Date

Signature of the Bidder (s)  
(Full name in capitals)  
Designation.....  
Seal of Company.....



**CHANDIGARH HOUSING BOARD  
NOTICE INVITING TENDER**

1. Chief Account Officer, CHB on behalf of the Chairman, Chandigarh Housing Board invites online proposals on GeM Portal from the Ministries/ Departments/ Board/ Corporations/ PSU's/ Banks/ reputed Pvt. Ltd Company for Renting out the office premises/space including basement parking on purely monthly rental basis as-is where-is basis at Block-'A' of CHB Office Building in Sector 9-D, Chandigarh:-					
Area of the premises offered on Rent	Minimum basic Monthly Rent of the Premises (inclusive of GST)	Earnest Money	Lease /Rent Period	Last date & time of online submission of Bid, copy of receipt of deposition of original EMD & other documents as specified in the NIT	Date of opening of Technical Bid.
Area of the Premises Offered (in sft) =16134.57 sft	**Rs.39,02,953/- (Per Month)	Rs.5,00,000/-	5 Years	.....	.....

**\*\*Note:**

- Lease rent as quoted in the bid/tender will increased by 5% for every subsequent completed year up to period of 5 years or extended further thereof.

Website for detail of Milestones dates of Electronic Tendering please refer <https://gem.gov.in/>.

**Initial criteria for Eligibility for tender.**

2	Applicants who fulfill the following requirements shall only be eligible to apply for the proposed office space/premises on rent;				
a)	Should be open for all the Ministries/ Departments/ Board/ Corporations/ PSU's/ Banks/ reputed Pvt. Ltd Company.				
b)	Firm /Contractors, against whom any criminal proceedings are pending in any court of law, shall not be considered for post-qualification. <b>To become eligible, for e-tendering, the tenderer shall have to furnish an affidavit as per Annexure-I.</b>				
c)	At the time of submission of bid, bidder shall uploads Income tax returns for last 03 financial years i.e. upto 2022-23 (except Govt. departments)				
<b>Note</b>	<b>All the documents shall be duly signed</b> and stamped by the Bidder/ Authorized Signatory with complete name, Address, Contact No.(s) including Mobile No. (s). (also Indicate the capacity in which signing, whether on his own behalf or as Power of Attorney/ Authorized signatory of the owner)				

3.	Earnest money amount will have to be deposited as mentioned in Detail Regarding Tendering Process in shape as prescribed.				
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4.	Initial period of lease/rent shall be for a period of 5 years. It can be extended further for a period of 5 years on mutual agreement between parties on the rent of 5 <sup>th</sup> year (@5% yearly), with same terms & conditions of the existing contract.
5.	The bid submitted shall become invalid if <ol style="list-style-type: none"> <li>The bidder is found ineligible.</li> <li>The bidder does not upload scanned copies of all the documents stipulated in the bid document.</li> <li>If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the highest bidder (H-1) in the office of bid opening authority.</li> <li>Before proceeding further with the e- Procurement process, Earnest Money shall be opened first and 'Eligibility Document' of those agencies whose Earnest Money found in order shall be opened in the office of CAO, CHB by the committee.</li> </ol>
6.	Downloading and submission of Tender including Financial Bid will be done on GeM portal through web site: <a href="https://gem.gov.in/">https://gem.gov.in/</a> . The bidder shall upload Scanned copy of documents (duly attested and counter signed by Bidder) related to 'Eligibility Documents'. However, certified copy of all the scanned and uploaded documents as specified in e-tender notice shall have to be submitted by the highest (H-1) bidder within a week physically in the office of tender opening authority. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose EMD and other documents scanned and uploaded are found in order.
7.	The tenders for the work shall remain open for acceptance for a period of Ninety (90) days from the last date of receipt of Bids. <ol style="list-style-type: none"> <li>If any bidder withdraws his bid or makes any modifications in the terms &amp; conditions of the tender which is not acceptable to CHB within 7 days after last date of submission of Bids, then the CHB shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the Earnest Money absolutely irrespective of letter of acceptance for the work is issued or not.</li> <li>If any bidder withdraws his bid or makes any modifications in the terms &amp; conditions of the tender which is not acceptable to CHB after expiry of 7 days after last date of submission of Bids, then the CHB shall without prejudice to any other right or remedy, be at liberty to forfeit 100% of the Earnest Money absolutely irrespective of letter of acceptance for the work is issued or not.</li> <li>In case of forfeiture of Earnest Money at prescribed in Para-i &amp; ii above, the bidder shall not be allowed to participate in the rebidding process of the same work.</li> </ol>
8.	<b>Site inspection:</b> It would be deemed that prior to submission of bid, the bidder has made a complete and carefully study of the existing



	conditions including but not limited to (a) the site conditions; (b) condition of building/structure; (c) condition of the access road & surroundings, and has assessed the extent of the work/construction requirements for utilization of the building. It is also deemed that they are fully aware of all the applicable laws and applicable permits pertaining to the purpose for which they intend to use the premises. The CHB shall not be liable for any mistake or error or neglect by the bidder in respect of the above. The tendered assets are offered on rent as-is where-is basis.
9.	On submission of bid, it will be presumed that the bidder has inspected the CHB office building of Block-'A' and agrees to take it on 'as is where is' basis.
10.	Lease/Rent Agreement shall be drawn with the highest (H-1) bidder on the prescribed Format. Bidders shall quote their rates above the basic lease/rent rate fixed as per various terms and conditions which will form part of the agreement. Highest rank of bid i.e. H-1, H2,H-3, H-4 .... shall be highest quoted amount.
11.	This 'Bid Document' shall form a part of the contract document. The successful tenderer/ Bidder, on acceptance of his bid by the Accepting Authority, shall, within 15 days sign the contract consisting of:  a) The Notice Inviting Tender, all the documents including additional conditions, drawings if any, forming part of the tender as up loaded at the time of invitation of tender and the rates quoted on line at the time of submission of the Bid and acceptance thereof together with any correspondence leading thereto.
12.	The interested bidders who require assistance on e-bidding process etc. may contact the followings:-  1) For General Assistance, (Sh. Vishal Goyal, Clerk, CHB, Mob: No. 9041247147), Sh. Satpreet Singh, Sr. Asstt, CHB, Mob: No. 9478713052)
13.	As per provisions contained under Section 194-1 A of Income Tax Act, 1961, 1% TDS as Income Tax is livable on the total consideration for transfer of immovable property costing above Rs.50.00 lac. In case the total consideration for transfer of immovable property is more than Rs.50.00 lac, it is the responsibility of the purchaser to deduct 1% amount out of the total consideration and deposit the same with income tax department after mentioning his/her PAN/TAN and PAN of Chandigarh Housing Board (PAN No. AAALC0132H) and he/she will be submitted the photocopy of receipted online challan in respect of the TDS so deposited and the balance amount payable to Chandigarh Housing Board would be total consideration minus 1% of TDS. The purchaser shall bear the applicable stamp duty/additional stamp duty/transportation charges/fee etc. and also all the statutory and non-statutory dues,



	<p>taxes, rates, assessment charges, fee etc. owing to anybody. Any Govt. tax/levy present as well as future shall be borne by the bidder/participant. TDS @1% will be deposited as per the details given below:-</p> <p>Name of the seller:- Chandigarh Housing Board. Address of the seller:- 8 Jan Marg, Sector 9-D, UT, Chd. PAN of the seller:- AAALC0132H. Mob: No:- 7888711126.</p>
14.	<p>The payments would be made through RTGS/NEFT to the following account of Chandigarh Housing Board:-</p> <p>Name of the Bank &amp; Branch: SBI, CHB premises, Sector 9-D, UT, Chandigarh. Bank Account No.10413593032 IFSC No.:SBIN0010604</p>
15.	<p>Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the tenders submitted by the bidder who resort to canvassing will be liable for rejection.</p>
16.	<p>The cost incurred by the Bidder in preparing this application, in providing clarifications or attending discussions/ conferences in connection with this document shall be borne by the bidder and the Board in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.</p>
17.	<p>Before the last date for submission of Bids, the Bid/Tender Inviting Officer may modify any of the Contents of the Bid/Tender Notice, Bid/Tender documents by issuing amendment / Addendum.</p>
18.	<p>Any addendum/amendments issued by the Bid/Tender Inviting Officer shall be part of the Bid/Tender Document.</p>
19.	<p>Bidder shall sign and put the date at the end of each page of the documents of Bid/tender including these instructions and terms &amp; conditions, which will be part of this Bid/tender.</p>
20.	<p>The Bidder is advised to attach any additional information, which he/she thinks to be necessary. No further information will be entertained after submission of application unless it is called for by the Board. The Board reserves the right to call for additional information &amp; clarification of information submitted by the Bidder/Tenderer.</p>
21.	<p>The Committee will evaluate whether each Bidder/Tenderer is satisfying the eligibility criteria prescribed in the bid document. If the technical bid of a Bidder is not satisfying any of the eligibility criteria it will be rejected by the Committee.</p>
22.	<p>The CHB reserves the right to accept or reject any Bid and to annul the post-qualification process and reject all Bids at any time, without assigning any reason or incurring any liability to the Bidders.</p>
23.	<p>In case any discrepancy is noticed between the documents as uploaded at the time of submission of the bid online then the bid submitted shall become invalid and the CHB shall, without prejudice</p>




	to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder/tenderer shall not be allowed to participate in the re-bidding/tendering process.
24.	If any case the agency violates the terms & conditions of the deed the security deposit shall be forfeited.
25.	The bidder/tenderer is liable to be blacklisted as per policy of Chandigarh Administration 2009 and the EMD will be forfeited if he has been found to have misled and has furnished false information in the forms / statements / certificates/online information submitted by him as proof in support of qualification requirements or record of performance. Further, if this contract has been awarded, the same shall be rescinded including forfeiture of EMD and three month rent as security.
26.	The Committee will evaluate and compare the price bids of all the qualified Bidder/Tenderer.
27.	The highest bidder quoting above the reserve price shall be declared the successful bidder. Bid less than the reserve price shall not be accepted.
28.	The competent authority on behalf of the Chairman, CHB does not bind itself to accept the Highest (H-1) or any other Bid/tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. All bids in which any of the prescribed condition is not fulfilled or any condition put forth by the bidder/tenderer, the same shall be summarily rejected.
29.	Lease Agreement /and Registration – The successful bidder shall execute a Lease/Rent Agreement with CHB. All the clauses mentioned in this bid/tender document will be mentioned in the Lease Agreement. The said Lease Agreement shall be Registered before the Competent Authority and Registration Charge/Stamp Duty and all other expenses towards Registration shall be borne by the tenant.
30.	<b>Security Deposit:</b> The Lessee shall has to deposit an amount equal to three months' rent as security in the shape of demand draft/NEFT/RTGS in the bank account , which shall not carry any interest nor the same shall be adjusted against the rent payable during the period of lease. The same shall be refunded on the handing over of the peaceful vacant possession of the premises along-with fittings and fixtures in original conditions by the lessee to CHB on the expiry of lease and on settlement of all the dues including electricity charges & damages if any, made/caused to the demised premises & the fittings and fixtures etc.
31.	The rent shall be paid from the date of taking possession of the Property and in line with terms and conditions of the lease agreement to be executed. Monthly rent shall be payable in advance before 10 <sup>th</sup> of every month by way of e-Payment plus applicable GST in CHB bank account..
32.	Water Charges-The Water Charges shall be borne by the bidder for the area taken on lease, on actual basis based on the separate meter



	which would be provided by the CHB. Any additional cost on the water connectivity will be borne by the bidder.
33.	At the time of taking over possession of the Premises, electricity meter reading shall be noted in presence of bidder.
34.	The rates quoted by the bidder shall be inclusive of 18% GST. If any increase/decrease in the GST applicable on the monthly rent, shall be the same additional/less payable by the agency.
35.	Electricity – Electricity charges shall be borne by the bidder for the area taken on lease, on actual basis based on the separate meter which would be provided by the CHB. Any additional cost on the electrical connectivity will be borne by the bidder. No extra shall be charged for facility of Generator used during break-down of Electricity. Inventory of Electrical fittings enclosed, the lessee will ensure all the items are working condition at the time of vacancy of the office building.
36.	Property Tax :- Property tax and other charges as may be levied by Government/Municipal Corporation/CHB shall be paid by the bidder for the area taken on lease.
37.	The tenant of the CHB office building of Block-'A' will be responsible to keep the area clean. In case of insanitation and encroachment by the tenant beyond the permissible area, there will be fine of Rs. 500/- for first time and Rs. 1,000/- for the second time and the third time the lease will be cancelled in case of violations of terms and conditions.
38.	The successful bidder should maintain the leased plot clean, tidy and hygienic during the entire period of lease. Further the successful bidder shall take adequate precautions against fire hazards during the entire period of lease.
39.	The both the parties reserve the right to terminate the lease at any time by serving a notice of three months upon the other party to the effect and the Lessee shall hand over the vacant possession of the Demised Premises by date as stipulated in the notice.
40.	The successful bidder should ensure proper disposal of all wastage generated in the leased premises during the lease period.
41.	The successful bidder should keep a harmonious relationship with nearby occupants/ lessees, and shall take adequate precautions against any anti-social activities during the entire period of lease
42.	The tenant shall not paste any bill, advertisement, posters, notices, cutting etc. on the walls of the CHB office building of Block-'A' under any circumstances.
43.	The lease will be subject to provisions of Capital of Punjab (Development and Regulations) Act, 1952, as amended from time to time and rules made there under from time to time and of Haryana Housing Board Act 1971 and rules/regulations made there under.
44.	During the period of tenancy, if the bidder desires to carry out any alterations works at its own cost, the prior approval of competent authority of CHB is required.



45.	The bidder shall keep entire property in its custody. Bidder shall not rent out the part of property to third party.
46.	The lessee shall pay to the Lessor the agreed monthly rent in advance by 10th day of the month. For example, the due date for the rent of August will be 10th of August. In case of default or late payment, interest @12 % per annum shall be charged from the due date to the actual date of payment. The monthly rent shall be remitted to the Chandigarh Housing Board, Chandigarh by means of demand draft payable to the Chandigarh Housing Board, Chandigarh and drawn on any scheduled bank situated at Chandigarh. The rent may also be paid through electronic modes in the bank account details provided by the Lessor. The lease shall be terminated on continuous default of non-payment of two months' rents.
47.	Either party can exit from the lease / contract by giving a notice period of three months.
48.	The Chandigarh Housing Board reserves the right to terminate the rent agreement at any time after handing over the possession of the said CHB office building of Block-'A' by serving upon the tenant a notice to the effect and the tenant shall be able to hand over the vacant possession of the CHB office building of Block-'A' by date as stipulated in the notice.
49.	The bidder shall have to hand over the possession of the property within 15 days after the expiry of lease/rent agreement in good and ready to occupy condition.
50.	Bidder, while handing over the property to the CHB, shall ensure that all pending charges of Electricity / Water etc. have been cleared. In case it is found at any subsequent stage that any charges of local authorities/ municipal bodies/ electricity /Water pertaining to period prior to lease, are outstanding then the bidder/lessor undertakes to clear them/pay them to the appropriate authorities/bodies within a period of 10 days of written intimation by CHB. In case of default by the lessor, CHB reserves the right to make the payment for the same and deduct this amount from security deposit by the lessor. Further security deposit will be refunded after submission of NDC from EE(civil), EE(Elect.) & EE(PH) of CHB.
51.	All disputes concerning in any way shall be subject to the Jurisdiction of Chandigarh.

  
Chief Account Officer  
Chandigarh Housing Board  
Chandigarh



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LETTER OF TRANSMITTAL

From:

To

Chief Account Officer  
Chandigarh Housing Board  
Chandigarh.

**Sub: Submission of Bid for Renting out the office premises/space including basement parking on purely monthly rental basis as-is where-is basis at Block-'A' of CHB Office Building in Sector 9-D, Chandigarh**

Sir/Madam

Having examined the details given in the bid document for the above work, I/we hereby submit the relevant information.

I / we hereby certify that all the statements made and information supplied in the enclosed Annexure-I, II & III and accompanying statement are true and correct.

I / we have furnished all information and details necessary for post-qualification eligibility and have no further pertinent information to supply.

Certificate: -

It is certified that the information given in the enclosed eligibility bids are correct. It is also certified that I/we shall be liable to be debarred, disqualified/ cancellation of enlistment in case of any information furnished by me /us found to be incorrect.

Enclosures:

Seal of bidder

Date of submission

SIGNATURE(S) OF BIDDER(S)

**Annexure-I**

**Format for Power of Attorney for authorized signatory**

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL**

Know all men by these presents, We.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr / Ms.....(name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for

, including signing and submission of all documents and providing information / responses to CHB, representing us in all matters before CHB, and generally dealing with CHB in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the .....Day of .....2024

..... (Executants)

(In case of consortium, to be executed by all the members of the Consortium Applicant/Lead member of Consortium)

Note:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

This Power of Attorney should be provided on stamp paper of appropriate value.



FORM  
PARTICULARS OF MINISTRIES/ DEPARTMENTS/ BOARD/ CORPORATIONS/  
PSU'S/ BANKS/ REPUTED PVT. LTD COMPANY  
(To be submitted by Bidder on their Letter Head)

Name of Ministries/ Departments/ Board/ Corporations/ PSU's/ Banks/ Reputed Pvt. Ltd Company	
Nature of Business	
Status of Firm	Proprietorship Firm/Partnership firm/ Limited/Others If Others Specify:
Name of Proprietor/Partners/Directors of the firm/Agency/company/Individual	
Full address of the Registered Office City: District: State: PIN: Phone No.:	
Full address of the Branch Office City: District: State: PIN: Phone No.:	
Email address	
Mobile No :	
Banker of Firm/Agency/company/ Individual (Full Address)	
Branch Code	
Bank Account No.	
IFSC Code	
PAN No.	
GST No.	
Any other detail/Information which the bidder may wish to furnish.	

Certified that the above information is true and factual.

Date

Signature  
(Full name in capitals)  
Designation.....  
Seal of Company.....

**ANNEXURE-II**

**Specimen Proforma for the Affidavit to be submitted by the applicant along with other documents.**

(On Judicial Stamp paper duly attested by Ist class Magistrate or Notary Public)

I, \_\_\_\_\_ S/o Sh. \_\_\_\_\_ authorized representative of \_\_\_\_\_ with its office at \_\_\_\_\_ solemnly affirms and declares as under on behalf of the firm: -

1. I/We in the name and style of \_\_\_\_\_ had applied for the work **Renting out the office premises/space including basement parking on purely monthly rental basis as-is where-is basis at Block-'A' of CHB Office Building in Sector 9-D, Chandigarh.**
2. The undersigned hereby certify that there are no criminal proceedings pending/ ongoing in any court of law.
3. The undersigned hereby certify that all the documents and information submitted with the Bid/tender are 'True' & I/We stands fully responsible as per law for their genuineness and correctness.
4. I/we undertake and confirm that if such a violation comes to the notice of the department then I/we shall be debarred for bidding/tendering in CHB in future forever. Also if, such a violation comes to the notice of the department before the date of start of work then the CHB shall be free to forfeit the entire amount of Earnest Money deposited.

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

Authorized Signatory of  
firm/Deponent

**VERIFICATION:**

I the above named signatory/deponent do hereby solemnly affirm & declare that the contents of this affidavit are true to the best of my knowledge & nothing has been concealed therein.

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

Authorized Signatory of  
firm/Deponent



**ANNEXURE-III**

**FORMAT FOR POWER OF ATTORNEY- by all individual Applicants  
(On judicial Stamp paper duly attested by First Class Magistrate/Notary)**

Dated: \_\_\_\_\_

**To whomsoever it may Concern**

Know all men by these presents, we \_\_\_\_\_ (name and registered office address of the Applicant) do hereby constitute, appoint and authorize Mr. \_\_\_\_\_ (Name of the Person(s)), domiciled at \_\_\_\_\_ (Address), acting as \_\_\_\_\_ (Designation and the name of the firm), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our request for prequalification work of \_\_\_\_\_, including signing and submission of all documents and providing information and responses to clarifications/enquiries etc. as may be required by CHB and signing of agreement if awarded the said work.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For \_\_\_\_\_

(Signature)

(Name, Title and Address)

Accept

(Attested signature of Mr. \_\_\_\_\_)

(Name, Title and Address of the Attorney) \_\_\_\_\_

Notes:

To be executed by the Applicant

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s)



**FORMAT OF INDEMNITY BOND.**

(To be furnished in Stamp paper as per Stamp Act)

(At presents not less than Rs.80/-Stamp paper)

This deed of indemnity executed by. hereinafter referred to as Indemnifier which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assignees in favour of Chandigarh Housing Board, hereinafter to as the indemnified which expression shall unless repugnant to the context of meaning thereof, include its successors and assignees witness us to.

Whereas the indemnified herein has awarded to the Indemnifier therein a contract for **Renting out the office premises/space including basement parking on purely monthly rental basis as-is where-is basis at Block-'A' of CHB Office Building in Sector 9-D, Chandigarh.**

on terms and conditions set out interalia in contract/Award No. \_\_\_\_\_ valued at Rs. \_\_\_\_\_ only)

And whereas the above mentioned contract provides for **Renting out the office premises/space including basement parking on purely monthly rental basis as-is where-is basis at Block-'A' of CHB Office Building in Sector 9-D, Chandigarh** as per terms & conditions of the contract.

The indemnifier hereby irrevocably agrees to indemnify the indemnified that he shall be liable for and shall also indemnify the CHB and its employees against all liabilities, losses, claims, demands, proceeding, damages, costs, charges and expenses and further agrees to defend, indemnify and hold the Board and its employees harmless from any penalty whatsoever in respect of any injury or damage to any property of to personals during the execution of lease/rent deed, work or by the action of any central or state of local authority for violation by the bidder/contractor or sub-contractor engaged on the work in respect of his contractual obligations emanated from the contract already referred to the extent of Rs. \_\_\_\_\_/- Rupees \_\_\_\_\_ only)

This indemnity shall be in force up to the date of the item from our end.

Name

Designation

WITNESS:

- 1.
- 2.



**RENT/LEASE DEED**

LEASE DEED" made and executed, this \_\_\_\_\_ Day of 2024 at Chandigarh by and between: Chandigarh Housing Board, a body corporate constituted under the Haryana Housing Board Act, 1971(as extended to Chandigarh) and having its Office at 8 Jan Marg, Sector 9-D, Chandigarh through the Secretary Chandigarh Housing Board, Chandigarh, hereinafter referred to as the "LESSOR" (Which expression unless repugnant to the subject matter or context shall include its Nominees, Assigns, Legal Representatives, Executors, Administrators and successors in interest) of the one part.

And

\_\_\_\_\_, a body corporate constituted under the \_\_\_\_\_ Act, having its corporate office/head office at \_\_\_\_\_, one of its local head office at Sector \_\_\_\_\_ Chandigarh and \_\_\_\_\_, hereinafter referred to as the "LESSEE" (which expression unless repugnant to the context or meaning thereof, be deemed to includes their Successors and assigns of the other part , represented herein through its Authorized signatory Sh. \_\_\_\_\_ Sector \_\_\_\_\_ Chandigarh witnesses:

WHEREAS, the Lessee has applied to the Lessor for the grant of lease of Building Block-A of Chandigarh Housing Board Office Complex at 8 Jan Marg, Sector 9-D, Chandigarh, hereinafter referred as the premises for office use and the Lessor on the faith of the statements and representation made by the Lessee and after following the prescribed procedure, has agreed to let and Lessee has agreed to take on lease the Demised Premises, consisting of the accommodation as shown in the plan attached (Annexure-A) with fittings/fixtures etc. belonging to the Lessor above named, on the following terms and conditions:

NOW, THEREFORE, THIS DEED WITNESSES AS UNDER:

1) That in pursuance of the said agreement and in consideration of the rent hereinafter reserved and the covenants on the part of the lessees hereinafter contained the lessor doth hereby demise unto the Lessees the premises more particularly shown and delineated on the plan hereto annexed (hereinafter referred to as "the DEMISED PREMISES") together with all fittings/fixtures and with full right and liberty to the Lessees and their servants and workmen and all persons authorized by or having business with the lessees to use in common with the Lessor and/or other occupants of the Block 'A' building, the stairs and common passage/common services in the said building for the purpose of ingress and egress to and from the premises.

2. That the duration of the lease shall be for a period of 05 (Five) Years from 2024 to 2029 with an option for renewal and extension of the lease after expiry of five years on mutual consent & mutually agreed terms and conditions subject to the exceptions, reservations, conditions and covenants hereinafter contained.

3) The demised premises will be given on monthly rent of \_\_\_\_\_ Rs - \_\_\_\_\_/- (GST inclusive) as per below table. The monthly rent shall be increased after every 12 months @5% of the last rent paid:

Period From	Period To	Monthly Rent (GST inclusive) (In Rs.)
...../...../2024	...../...../2025	Per month
...../...../2025	...../...../2026	Per month
...../...../2026	...../...../2027	Per month



...../...../2027	...../...../2028	Per month
...../...../2028	...../...../2029	Per month

- 4) The Lessee has deposited Rs \_\_\_\_\_/- an amount equal to three months' rent as security, which shall not carry any interest nor the same shall be adjusted against the rent payable during the period of lease. The same shall be refunded on the handing over of the peaceful vacant possession of the demised premises along-with fittings and fixtures in original conditions by the lessee to lessor on the expiry of lease and on settlement of all the dues including electricity charges & damages if any, made/ caused to the demised premises & the fittings and fixtures etc.
- 5) The lessee shall be given about 16134.57 sft of area as per plan (Annexure A) and the basement for parking of vehicles for which nothing extra shall be charged.
- 6) The both the parties reserve the right to terminate the lease at any time by serving a notice of three months upon the other party to the effect and the Lessee shall hand over the vacant possession of the Demised Premises by date as stipulated in the notice.
- 7) The lessee shall bear and pay all expenses in respect of the execution of rent deed / lease deed including the stamps duty and registration fee payable in respect thereof in accordance with law in force.
- 8) The Demised Premises will be rented out on "AS IS WHERE IS BASIS" and the Lessor/Chandigarh Housing Board will not entertain any claim regarding it.
- 9) Fragmentation/amalgamation or any kind of structural alteration of the Demised Premises shall not be permitted without the written consent of the Lessor.
- 10) The Demised Premises shall be used for office purpose only, not be used for any other purpose.
- 11) The lessee shall be liable to pay all such fees, Electricity, water charges, property tax or any other charges including GST, as may be levied by the Government/Municipal Corporation Chandigarh/ Chandigarh Housing Board, Chandigarh or any other authority from time to time in respect of the Demised Premises under any law in force.
- 12) The lessee shall pay to the Lessor the agreed monthly rent in advance by 10th day of the month. For example, the due date for the rent of August will be 10th of August. In case of default or late payment, interest @12 % per annum shall be charged from the due date to the actual date of payment. The monthly rent shall be remitted to the Chandigarh Housing Board, Chandigarh by means of demand draft payable to the Chandigarh Housing Board, Chandigarh and drawn on any scheduled bank situated at Chandigarh. The rent may also be paid through electronic modes in the bank account details provided by the Lessor. The lease shall be terminated on continuous default of non-payment of two months' rents.
- 13) The lessee shall pay all charges of electrical energy consumed by the lessees on the demised premises, as registered on the respective meters/ sub-meters pertaining to the demised premises. The relative meters/sub-meters however, to be obtained directly by the lessee or alternatively provided by the lessor at lessee's cost.
- 14) The lessee shall at all times keep and maintain the said Demised Premises in proper state of cleanliness and sanitization to the satisfaction of the lessor or its employees duly authorized by it in this behalf. The Lessee shall share the maintenance and repair expenditure of common area /facilities/services with other occupants of Block-A.
- 15) The lessee shall be responsible to keep the area clean. In case of insanitation and encroachment by the lessee beyond the permissible area, the lease will be cancelled.



- 16) The lessee shall not sub-let, re-let, assign, transfer or part with possession of the demised premises or any part thereof to any person or persons without prior written consent of the lessor.
- 17) The lessee shall execute and to do all petty repairs like breakages of doors'/ windows' shutters/panes and the like interior repairs at its own cost. Similarly, to keep and maintain the electric/sanitary installations etc.
- 18) The lessee shall not cut or injure any load bearing walls or timbers or permanent fixtures of the demised premises or to make any structural alterations or additions in the internal arrangement or in the external appearance of the demised premises, without the prior written consent of the Lessor.
- 19) The lessor shall have full right, power and authority to do at all times through its authorized employees all acts and things which may be necessary or expedient for the purpose of enforcing compliance with the terms and conditions and reservations contained and to recover from the lessee the cost of doing any such act or thing.
- 20) The lease shall not be transferable during the period of agreement except to Successors in office of the lessee in case of its merger etc.
- 21) On termination of lease under any of the terms and conditions of the lease: -  
The lessee will deliver the vacant possession of the Demised Premises in its original state to the lessor, failing which the Demised Premises shall be got vacated in accordance with law.  
The lessee will submit the "No Dues Certificate" from the concerned department regarding electricity charges, water charges and other tax/rent payable by the lessee against the Demised Premises.  
The amount of security lying with the lessor after adjusting all the dues/damages/other applicable charges shall be refunded to lessee without any interest on the amount of security so deposited.
- 22) The lease shall be subject to provisions of The Capital of Punjab (Development and Regulations) Act, 1952, as amended from time to time and rules made there under from time to time and of Haryana Housing Board Act 1971(as extended to Chandigarh) and rules/regulations made there under.
- 23) In the event of any dispute or difference arising out of this lease or in any manner touching this lease and solution of which is not expressly provided in the lease agreement, the same shall be referred to the sole Arbitrator to be appointed by the Chairman, Chandigarh Housing Board.
- 24) The Chandigarh Housing Board, Chandigarh reserves the right to develop any new services in the area in the public interest at any time during the lease period.
- 25) In these terms and conditions unless the context otherwise required.  
"Lessor"/"Board" means the Chandigarh Housing Board, Chandigarh through the Secretary, Chandigarh Housing Board, Chandigarh.  
"Lessee" means, \_\_\_\_\_.  
"Rent" means the sum of money payable monthly by the lessee in accordance with the terms and conditions of the lease in respect of the Demised Premises leased out by the lessor.  
"Lease" means the allotment containing detailed terms and conditions of allotment of the Demised Premises for a specified period.  
"Lease deed" means an agreement containing the terms and conditions on which the Demised Premises has been leased out duly executed between the lessor and lessee.
- 26) Any dispute whatsoever arising out of the Agreement/Lease shall be subject to jurisdiction of the Courts at Chandigarh only.



27) In witness whereof the parties hereto set their hands and signatures on this deed on this \_\_\_\_ day the \_\_\_\_ month and 2024 year first above written in the presence of witnesses:

(The successful bidder shall pay during the term of annual lease rent as quoted in the bid/tender with 5% cumulative annual escalation up to period of 5 years.);

Witnesses

1. \_\_\_\_\_  
For and on behalf of the Lessor  
Chandigarh Housing Board

Parties

1.

2. \_\_\_\_\_  
For and on behalf of the Lessor

2.



**FINANCIAL BID**

Details of the Property	Area offered on rent in Sq.ft.)	Unit	Rate offered (Per Sq.ft.)	Minimum Monthly Basic Rent of the Premises (Inclusive of GST)
(a)	(b)	I	(d)	(e)
Renting out the office premises/space including basement parking on purely monthly rental basis as-is where-is basis at Block-'A' of CHB Office Building in Sector 9-D, Chandigarh	16134.57	Sft.	205/-	Rs.39,02,953/-
I/we will pay to CHB in Rs..... (In figures) per month i.e..... (In words)				
Note				
1.	For filling up the portion mentioned above, the Bidder is to quote the amount rate in figure and words.			
2.	In case of any ambiguity or difference between the quoted rate in figures and words, the quoted rate in words above will be considered as correct.			
3.	Bidders shall quote their rates above basic lease/rent rate fixed.			
4.	The rates quoted by the bidder shall be inclusive of 18% GST. If any increase/decrease in the GST applicable on the monthly rent, shall be the same additional/less payable by the agency.			
5.	Lease/Rent Agreement shall be drawn with the highest (H-1) bidder on the prescribed Format.			
Dated		Signature of the Bidder (s)		

Account Officer,  
Chandigarh Housing Board  
Chandigarh

Chief Account Officer,  
Chandigarh Housing Board  
Chandigarh



Building Plan

