



# हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अधीन स्थापित)

## Central University of Himachal Pradesh

(Established under Central Universities Act 2009)

पोस्ट बॉक्स नं.- 21, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176 215

PO Box: 21, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH - 176215

Tender No. 01/2017/CUHP/NIT

Dated: 27 June, 2017

### **NOTICE INVITING TENDER FOR HIRING OF BUILDING(S) FOR UNIVERSITY**

Central University of Himachal Pradesh, Dharamshala invites Tender for immediate hiring of building in the vicinity its Camp Office, Dharamshala, Distt. Kangra H.P. for its Academic Activities.

The interested bidders may submit their offers on the appropriate format which may be downloaded from the University Website [www.cuhimachal.ac.in](http://www.cuhimachal.ac.in) and forward the same to the University with a non-refundable processing fee of Rs. 500/- in the form of Demand Draft in favour of the Finance Officer, Central University of Himachal Pradesh payable at Dharamshala, District - Kangra. The last date for the receipt of tenders is **06<sup>th</sup> July, 2017** and will be opened at **04.00 PM** on same day at **Camp Office, Near HPCA Cricket Stadium, Dharamshala, Distt. Kangra H.P.**

#### **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 University at the address mentioned below so as to reach not later than **04.00 PM on 06<sup>th</sup> July, 2017**. The University in no case will be held responsible for late delivery or loss of the documents so mailed.

**The Registrar  
Central University of Himachal Pradesh  
Camp Office, Near HPCA Cricket Stadium  
Dharamshala, District Kangra - 176 215**

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.

1. **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 University at the above mentioned address, and should clearly mention "**Tender for Hiring of Building for Academic Activities of the University**" with Tender Number and Date. 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 University 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. Central University of Himachal Pradesh is desirous of hiring suitable Building(s) in the vicinity of its Camp Office, Near HPCA Cricket Stadium, Dharamshala, Distt. Kangra H.P. on temporary basis for a period of two years.
2. The size of rooms/building should be as per the following specifications:

Sr. No.	No. of Rooms	Specification of Rooms
1.	<b>03 Class Rooms</b>	360 sq. ft. each
2.	<b>03 Faculty Rooms</b>	Approx. each room size should be enough to accommodate at least 04 faculty members with their work stations and Almira (approx... 200 sq. ft. The no. of required rooms may be lowered for a larger room. However, it must done keeping in view that the rooms must be able to accommodate at least 12 faculty members.
3.	<b>03 Rooms for HoD, Deans and supporting staff</b>	With the capacity of accommodate furniture of Dean/HoD and work station of their supporting staff (approx. 150 sq.ft.)
4.	<b>01 Reading Room</b>	With a seating capacity of 25-30 students
5.	<b>01 Room for Research Assistants</b>	With a seating capacity of 04 people (approx... 150 sq. ft.)
6.	<b>01 Room for library</b>	Minimum space for library is same as that of a class room. However, a larger room may be preferable.
7.	<b>01 Room for Non-teaching staff</b>	With a seating capacity of about 04 persons (approx. 200 sq. ft.)
8.	<b>Parking space</b>	A building with parking space would be preferred.
9.	<b>Other requirements</b>	The Building must have the required functionalities, such as water supply, electricity connection, points for lightening and fans, and sewage facility.
10.	<b>Toilets (01 Girls+01Boys)</b>	

3. The building should have the provision of independent 24 hours water supply.
4. The building should have independent Electricity Supply with fireproof electric system.
5. The building should be fenced with the boundary wall with parking facility (desirable) and Security Gate.
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 rent shall be got assessed by the University from CPWD/HPPWD and shall be restricted at par with Rent Reasonability Certificate, in case the rent offered/quoted by the bidder is found to be on the higher side.
8. The building should be complete in every respect to be put to immediate use.
9. Repair work, if any pointed out by the University shall be carried out by the owner within 15 days failing which the same shall be done by the University 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 Rs.500/-** on account of application **processing fee** in favour of the **Finance Officer, Central University of Himachal Pradesh** payable at **Dharamshala, District - Kangra**.
11. The Building should be ideally located in the vicinity of Camp Office, Near HPCA Cricket Stadium, Dharamshala and should have proper approach from National Highway / State Highway / motorable link road, in safe and secure premises.
12. No activity other than the Academic activities of the University will be carried out on the leased premises by the land lord/contractor..

13. Independent and regular water and electricity must be available with meters. Stand by arrangements would be preferred for water & electricity. Water and electric metres for the premises should be exclusive for CUHP. Charges will be paid by CUHP as per meter readings.
14. Selected party shall be required to sign a lease agreement containing detailed terms & conditions with CUHP, 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.
15. 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.
16. The parties may furnish complete details in the application from attached with this document **ANNEXURE - I**.
17. All existing and future rates, taxes including property taxes, assessment charges and local government levies of whatsoever description in respect of the said premises shall be payable by the owner thereof.
18. The electricity and water supply lines / connection shall be provided by the owner at his cost and expenses. However, the CUHP 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.
19. Arrangements of sufficient numbers of fire extinguishers, buckets with sand etc. shall be installed on each floor of the building by the contractor/land lord.
20. Building with multiple stories should have internal passage.
21. The University 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.
22. The Tenderers whose near relatives / blood relation are employed at CUHP need not apply, and the same will not be considered.
23. In case of any dispute arising in the implementation of the terms of the contract, the decision of the Vice-Chancellor of University 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 CUHP. However, during such notice period the buildings / accommodation shall remain in the possession of CUHP.

### **Indemnification**

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

### **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. 8 stated above and as per the lease agreement entered into with mutually agreed terms & conditions. Advance payments shall not be ordinarily made unless specifically agreed upon or allowed by the Vice-Chancellor CUHP.
2. The monthly payment of rent shall be subject to deduction of taxes as per rules.
3. The CUHP may, at anytime 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 Building for Academic Activities of the University**".

**Registrar**  
**Central University of Himachal Pradesh**

**APPLICATION FORM**

1.	<b>Name of the person / party holding title to the property</b>	:	
2.	<b>Nationality of Owner</b>	:	
3.	<b>Full postal address of property</b>	:	
4.	<b>Email ID, Mobile, with STD code</b>	:	
5.	<b>Description of built-up area in Sq. Ft</b>		
i.	No. of rooms and dimensions (..Ft x ...Ft) of each room. Give Total carpet and built up area of the building.	:	
ii.	No. of toilets with type of toilets	:	
	a) Ground Floor	:	
	b) First Floor	:	
	c) Second Floor	:	
	d) Third Floor e) Any other floor	:	
6.	<b>Distance (in KM) from</b>		
	Camp Office, Near HPCA Cricket Stadium, Dharamshala	:	

7. Essential / Documents to be furnished		
i.	Copy of the title deed of the property	:
ii.	Copy of building plan duly approved by local government body	:
iii.	Particulars of completion certificate, year of construction, age of the building etc. <i>(Enclose attested / self-certified copy of completion certificate issued by Competent Authority)</i>	:
iv.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes, due or like <i>(Enclose copy of Affidavit from owner or Power of Attorney holder)</i>	:
8. Please Indicate		
i.	Whether it is an independent building for exclusive use of : CUHP or otherwise <i>(Details may be clearly illustrated &amp; stated)</i>	<b>Yes / No</b>
ii.	<b>General amenities:</b>	
	No. of attached Bath Rooms available, if any (with attached toilet) <i>(please state whether Indian or WC used)</i>	:
	Facility & provision of Kitchen & Mess, if any (these are not essentials)	:
	Common Room Facility, if any <i>(Varandahs, staircase and balconies with size)</i>	:
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 <i>(documentary proof should be provided)</i>	:	
viii.	Whether the landlord of the building is a near relative or any of the personnel of CUHP?	:	
ix	Monthly Rent Offered (in Rupees). Please clearly mention per square foot and total carpet and built up areas and total rent for the premises.	:	
x	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.	:	
xi	Are there any items or special services intended to be provided for payment of additional charges (besides the rent)? If so, please indicate each such service / intended to be provided with details of such charges separately against	:	
xii	a) Details of Power Back-up facility / Generator with Capacity, if any.	:	
	b) Arrangements of regular repairs and maintenance of such Power Back up facility, if any.	:	
Xiii	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate <i>(Copy of certificate to be enclosed)</i> .		
xiv.	Provisions of regular repairs and maintenance and special repairs, if any of the building	:	
xv.	Availability of Shelter / post for Security Guards, if any.	:	
xvi	Other information, if any, which the intending party wishes to : furnish		

**Declaration:**

- (i) 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.
- (ii) 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 University may wish to take.

**Signature of the Legal Owner / Power of Attorney Holder**  
(Delete as inapplicable)

**(Name in Block Letters)**  
(Designation and Seal where applicable)