



# हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय Central University of Himachal Pradesh

धर्मशाला, जिला काँगड़ा (हि.प्र.)-176215  
Dharamshala, Distt. Kangra (H.P.)-176215

Quotation No. 03/2025-26/CUHP/ENGG/NIQ

Dated: 28th August, 2025

## **NOTICE INVITING QUOTATION FOR HIRING OF A BUILDING BY CENTRAL UNIVERSITY OF HIMACHAL PRADESH AT DHARAMSHALA FOR ADMINISTRATIVE ACTIVITIES**

Central University of Himachal Pradesh, Dharamshala invites offline sealed quotations in two bid system on University Website from reputed builders/ private building owners/ Govt. Departments for hiring of a building in the vicinity of CUHP's VC Secretariat and Administrative Block at Dharamshala in Distt. Kangra H.P. The sealed envelope containing quotation shall be superscribed with the Name of Work, Quotation Ref. No. & Date and shall reach the O/o Executive Engineer, CUHP Construction Site Office at Dehra by registered post or delivered personally latest by 08-09-2025 till 02:00 PM and shall be opened on the same day at 02:30 PM in the O/o Executive Engineer, CUHP Construction Site Office at Dehra in the presence of intending bidders/contractors or their authorized representatives. Important information's are as under:

- |   |   |                          |
|---|---|--------------------------|
| 1. Earnest Money (EMD)                      | : | Rs. 45,000.00/-          |
| 2. Initial Period of contract               | : | 1 Year                   |
| 3. Last date & time of submission of bids   | : | 08-09-2025 till 02:00 PM |
| 4. Time & date of opening of Technical bids | : | 08-09-2025 at 02:30 PM   |

Detailed information about the Quotation can be viewed on the University Website ([www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)). All the bidders are advised to go through the "Information & Instructions for Bidders" before submitting / participating in the process.

CUHP reserves the right to accept or reject any Quotation or part thereof or all the Quotations without assigning any reason thereof.

-Sd/-  
Registrar  
Central University of Himachal Pradesh

Copy to:

1. System Analyst for uploading NIQ on University Website.
2. University Notice Board

-Sd/-  
Registrar

# **PART -A**

# **TECHNICAL BID**

# हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

## Central University of Himachal Pradesh

### **NOTICE INVITING QUOTATION FOR HIRING OF A BUILDING BY CENTRAL UNIVERSITY OF HIMACHAL PRADESH AT DHARAMSHALA FOR ADMINISTRATIVE ACTIVITIES**

Central University of Himachal Pradesh, Dharamshala invites online quotations in two bid system on University Website from reputed builders, private building owners, Govt. Departments for hiring of a Building in the vicinity of CUHP's VC Secretariat and Administrative Block at Dharamshala in Distt. Kangra H.P. for a period of one (01) Year, for use as Administrative Block for running its Administrative Activities and Offices.

Important information in this regard has been tabulated below:

Sr. No.	NIQ No.	Earnest money	Period of contract	Last date & time of submission of bids	Time & date of opening of Technical bids	Date and time of opening of Financial Bids
1	2	4	5	6	7	9
1	03/2025-26/CUHP/ENGG/NIQ Dated 28-08-2025.	Rs. 45,000.00/- With Technical Bid	1 year	08-09-2025 till 02:00 PM	08-09-2025 at 02:30 PM.	Financial bids of only Technically qualified bidders shall be opened.

### **INFORMATION AND INSTRUCTIONS TO BIDDERS:**

1. The intending bidder must read the terms and condition carefully. He should submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Joint ventures and conditional quotations will not be accepted.
3. Information and Instructions for bidders posted on CUHP website shall form part of quotation document.
4. The complete quotation document consisting of name of work & its location & set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from University website.
5. Bidder has to submit the quotations in two separate envelopes physically i.e. (i) Part A: Technical Bid comprising of all the documents for Technical Evaluation and (ii) Part B: Financial Bid in a separate envelope as per the price bid format. These two envelopes should be enclosed in a single large envelope.

6. The sealed envelope containing quotation shall be superscribed with the Name of Work, Quotation Enquiry Ref. No. & Date and shall reach the O/o Executive Engineer, CUHP Construction Site Office at Dehra by the stipulated date and time above.
7. EMD of Rs. 45,000/- should be paid in the form of A/c payee Bank Demand Draft or FDR in the favor of Finance Officer, Central University of Himachal Pradesh payable at Dharamshala and attached alongwith the Technical Bid. EMD submitted in the form of Bank Guarantee will not be accepted and quotation will be summarily rejected. No interest shall be paid by the University on the Earnest Money deposited by the bidder. The Earnest Money of unsuccessful bidders will be refunded after the completion of quotation/tendering process.
8. Technical bid shall be opened first on **08-09-2025 at 02:30 PM**. Eligibility related documents shall be evaluated and parties/agencies will be qualified/disqualified by the Central University of Himachal Pradesh.
9. **During Technical Scrutiny of the bids, the technical evaluation committee reserves the right to visit the site/premises to assess its suitability as per Institutional requirements/safety point of view. The building may be accepted/rejected based on the recommendations of the Technical Evaluation Committee.**
10. **Financial Bids of only Technically Qualified Bidders shall be opened on the basis of recommendations of the Technical Evaluation Committee. The date and opening of Financial Bids shall be intimated to the Technically qualified bidders separately.**
11. CUHP reserves the right to accept any Quotation or reject any or all the Quotations.
12. Rates quoted in the quotation should be valid for a period of 60 days from the date of opening of opening of Technical Bids.
13. List of Documents pertaining to technical bid (Eligibility Criteria) to be submitted on due date and time mentioned above:
  - i. Demand Draft/ Fixed Deposit Receipt of any Scheduled nationalised Bank against EMD (of Rs. 45,000/-) to be deposited alongwith the Technical bid.
  - ii. Documents regarding ownership of building and land and other supporting documents.
  - iii. Certificate of Registration for GST, if applicable.
  - iv. Copy of PAN Card.
  - v. Duly filled and signed copy of Application Form as well as copies of the desired documents as per **Annexure-I**.

-sd/-  
**Registrar,**  
CUHP, Dharamshala,  
Distt. Kangra(H.P.) Pin 176103

Copy to:

1. University Website.

-sd/-  
**Registrar**

## Terms & Conditions

1. Central University of Himachal Pradesh is desirous of hiring suitable Building in the vicinity of its Administrative Block & VC Secretariat at Dharamshala in District Kangra of HP on temporary basis for a period of one year. The Buildings shall be used by CUHP as Administrative Block for running its Administrative Activities and Offices, thereat.
2. A Committee duly constituted by the Competent Authority would evaluate the eligible Technical Bids submitted by the bidders and the Financial Bids (i.e., Commercial or Price Bids) of the short- listed bidders.
3. Members of the Technical Evaluation Committee would visit for inspection the premises/building of only those shortlisted bidders who meet the Technical eligibility criteria.
4. Thereafter, based on the overall suitability of the premises offered, as determined by the Committee, the University would qualify the bidders and open the financial bids of such qualified bidders only.
5. The building should be having **atleast 300 sqm** of carpet area, approx .
6. The Bidder/Lessor shall be an owner or competent/duly authorized power-of attorney holder to lease the premises being offered. The quotations shall be accepted only from such owners/ Power - of attorney (PoA) holders of the property. Offers from brokers will not be entertained. No brokerage shall be paid by the Lessee for taking the property on lease/rent.
7. The hiring of building will be for an initial period of one year and could be extended further with mutual consent and on mutually acceptable terms and conditions, for further periods.
8. The building should have the provision of toilets and independent 24 hours water supply and Electricity Supply with fireproof electric system charges for which charges shall be paid by the University as per actual consumption.
9. 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.
10. All rooms should have proper ventilation and be provided with all required electrical fixtures and fittings, such as switches, power points, fans, lights etc as per standard design by the lessor.
11. The offered space should be complete in every respect and in a ready to occupy condition with approved electricity, water, sewerage connections, etc. The electric power load available should be clearly indicated. The overall appearance of the building should be proper and interiors should be well finished including standard quality paint on internal and external walls.
12. The bidder shall offer and quote monthly rent per square metre and total monthly rent for the building in Financial Bid of the quotation document (Part B). This quoted amount shall be inclusive of the Annual and Day to Day Maintenance Charges of the building.

13. **The Building rent quoted in Financial Bid shall be got assessed by the University from CPWD and the Central University of Himachal Pradesh shall pay rent as agreed upon per month or the amount that shall be assessed by CPWD whichever is less. Assessment Charges, if any for the same shall be paid by the owner of the building. Area of the building shall be measured as per IS 3861:2002. Any rent paid in excess of Rent Reasonability Certificate shall be adjusted in future payments and both parties shall be under legal obligation for the same. Assessment Charges for the same shall be paid by the owner of the building.**
14. 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.
15. The Building should be ideally located in the vicinity of CUHP's VC Secretariat and Administrative Block at Dharamshala in Distt. Kangra H.P. and should have proper approach from National Highway / State Highway / Motorable link road, in safe and secure premises.
16. 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 one year which may be extended for a further period on mutually agreed terms and conditions.
17. Building offered must be free from all encumbrances, liabilities, claims and legal disputes etc. with respect to ownership or construction as per approved plans or bye-laws as per Local/Municipal Bodies. Documentary proof of ownership of building, payment of all taxes, duties, dues, telephone, water, electricity charges etc. must be ensured by the Lessor. CUHP shall be not liable in any manner in such matters.
18. All existing and future rates, taxes including property taxes, assessment charges by the CPWD (if any) and other out goings whatsoever of description in respect of the said premises payable by the owner thereof, shall continue to be paid by the landlord. Further, the GST (if applicable) shall be paid by the university on submission of challans of previous months.
19. The parties may furnish complete details in the application from attached with this document **(ANNEXURE-I).**
20. Arrangements of sufficient numbers of fire extinguishers, buckets with sand etc. shall be installed on each floor of the building by the Bidder/land lord. Building with multiple stories should have internal passage.
21. CUHP reserves the right to set up a generator set and other electrical fittings in the premises of the building, if required and the successful bidder shall facilitate such installations at no additional cost.
22. 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.
23. Incomplete bids, bids received late, bids not conforming to the specifications and/or the instructions/terms & conditions contained herein, will be rejected summarily.
24. The University reserves the right to consider/reject any proposal without assigning any reason, irrespective of the number of offers received or their competitiveness and is not bound to divulge any reason to the unsuccessful bidders. In case of rejection of application, 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 quotation.

25. The bidders whose near relatives / blood relation are employed at CUHP need not apply, and the same will not be considered.
26. 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 binding upon both parties.
27. In case the date of opening of Quotation is declared as Public Holiday, the quotation shall be opened on the next working day at the same time.
28. The bidder should take cognizance of various CVC guidelines while participating in the bidding process.

### **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.

### **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 a period of one year.
2. The agreement may be terminated by giving one month notice by either parties. 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. To avoid hardship to the lessor, initially the monthly rent charges shall be paid at a fixed rate at the end of each month as agreed in terms of **Terms & Condition No. 12** 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. However, after rent assessment, the rent shall be paid as per the Rent Reasonability Certificate provided by CPWD. **Any rent paid in excess of Rent Reasonability Certificate shall be adjusted in future payments and both parties shall be under legal obligation for the same. Assessment Charges for the same shall be paid by the owner of the building**
2. The monthly payment of rent shall be subject to deduction of taxes as per rules.

*Note:- Interested parties should sign the complete quotation 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.*

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

<b>APPLICATION FORM</b>			
<b>1</b>		<b>Name of the person / party holding title to the property</b>	
<b>2</b>		<b>Nationality of Owner</b>	
<b>3</b>		<b>PAN Number</b>	
<b>4</b>		<b>GST Number (if any)</b>	
<b>5</b>		<b>Complete Address and Location of the Building</b>	
<b>6</b>	i	Address for communication	
	ii	Email ID & Mobile with STD code	
<b>7</b>	<b>Building Details</b>		
	i	Total Rentable area offered for rent in square metre.	
	ii	No. of rooms and dimensions of each room. (Attach additional sheet if required)	
	iii	No. of toilets with type of toilets	
	iv	Number of Floors	
	v	Any other building area details	
<b>8</b>		<b>Distance (in KM) from CUHP Administrative Office/VC Secretariat at Dharamshala</b>	
<b>9</b>	<b>Essential / Documents to be furnished</b>		
	i	<b>Copy of the title deed of the property/Ownership documents related to land and building.</b>	
	ii	<b>Signed Copy of building plan, floor plan and layout being offered by the bidder for lease. The drawings should be approved by local government Body, if applicable.</b>	
	iii	<b>Particulars of completion certificate, year of construction, age of the building etc. (Enclose attested / self-certified copy of completion certificate issued by Competent Authority)</b>	



	iv	<b>Affidavit from Owner/lessor that the accommodation offered for rent is free from all encumbrances , liabilities, litigation disputes in regard to ownership, pending taxes, dues etc</b>	
	v	<b>Supporting documentation for facilities and amenities; furniture and fixtures, if any</b>	
<b>10</b>	<b>General Amenities Please Indicate</b>		<b>Yes/No</b>
	i	Whether it is an independent building for exclusive use of CUHP or otherwise (Details may be clearly illustrated & stated)	
	ii	Type of building is commercial or residential as per the Government norms and records	
	iii	Availability of parking space in Sq Mtr within the compound.	
	iv	Whether the owner / lessor of the building is any close relative / acquaintance of any person working in CUHP? If yes, details thereof to be furnished.	
	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. Copy of sanctioned Electrical Load Certificate to be attached.	
	vii	Whether all Govt. dues (property) taxes, electricity, : telephone, water bills are paid up as on date of application (documentary proof should be provided)	
	viii	Whether running water is available round the clock? Details of water supply and storage may be enumerated	
	ix	Whether the owner of the building is agreeable to Monthly rent as determined and fixed by CPWD, if the offered rent found to be at higher side than that of rent assessed by the CPWD.	
	x	Is there any power backup facility available, if so details of Power Back-up facility / Generator with Capacity may be provided.	
	xi	Whether arrangements/provision of regular repairs and maintenance is available.	

	xii	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of certificate to be enclosed).	
	xiii	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 quotation 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)

# **PART -B**

## **FINANCIAL BID**

<b>FINANCIAL BID</b>	
<b>Name of Work: NOTICE INVITING QUOTATION FOR HIRING OF A BUILDING BY CENTRAL UNIVERISTY OF HIMACHAL PRADESH AT DHARAMSHALA FOR ADMINISTRATIVE ACTIVITIES</b>	
<b>QUOTATION No. Quotation No. 03/2025-26/CUHP/ENGG/NIQ</b>	<b>Dated: 28th August, 2025</b>
<b>Name of Bidder :</b>	
<b>Total Rentable Area offered (in sqm):</b>	
<b>Monthly Rent per square metre (In figure):</b>	
<b>Monthly Rent per square metre (In Words):</b>	
<b>Total Monthy Rent (In figure):</b>	
<b>Total Monthy Rent (In Words):</b>	

Date:

Place:

Name of the Legal Owner / Power of Attorney Holder:

*Note: GST (if applicable) shall be paid extra as per norms*