



**District Project Office,
Integrated Development Project,
Kullu-175101**



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No. IDP/Store/Adv./292


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"Notice for Hiring of Office Space"

HP Integrated Development Project, Kullu invites offers for hiring of suitable office accommodation on monthly rent basis, to be assessed by the HP PWD authority:-

Sr. No.	Name of Office	Built up area (in Sq.Ft.)	Location
1	Assistant Project Officer, IDP Banjar-unit-I	1200 Sq.Ft. with sufficient parking for vehicle	Within periphery of Banjar town (Municipal Committee area)

The offers to be submitted by registered letter on or before 10/08/2020 alongwith complete details of the property like location, site and floor plan of the building, legal ownership documents details, Phone numbers. The terms & conditions may be uploaded from the Project Website: www.hpidp.org


**District Project Officer,
Integrated Development Project
(IDP) Kullu 175101.**

Terms & Conditions (Technical)

1. The building offered must be vacant, free from all encumbrances/claims and legal or other disputes etc. Documentary proof w.r.t the ownership of the Building and the absence of any encumbrance, claim and legal or other disputes must be submitted along with the offer document..
2. Owing to nature of work, it would be strongly preferred that the area offered for rent should be a standalone building (commercial) for exclusive use by the department. If it is to be shared with others, then floors offered should be contiguous. **Layout plan of the building should be attached with offer document.**
3. The premises should have proper connectivity with local transport.
4. The building should be sufficiently ventilated and should have natural lighting.
5. The building should preferably be for exclusive use i.e. entirely for the usage of this Department. The Building offered should be ready to be occupied.
6. The area surrounding the building and approach road leading to the building should not be congested and the front road / approach road should be preferably 10 feet wide. Surroundings of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and other related factors will be important criteria to decide the suitability of the offered premises.
7. The owner/landlords will have to construct cabins/partitions, stationery room, record room, toilets etc. as per Department's requirement/ Department's plan and make modifications/alterations in the premises if so desired by the Department **at his own cost** before handing over possession..
8. The layout of the offered space should be suitable for Govt. office.
9. False ceiling, light fittings, power sockets etc. should be provided as per design by the tenant. The building should have adequate toilets facilities separately for ladies and Gents on each floor of the proposed area.
Throughout the period of lease, maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be responsibility of the owner and the owner shall also carry out periodical repairs also. No additional/ separate charges shall be paid for the same by the Department.
10. The building should adhere to the fire safety norms prescribed & conform to the fire fighting norms.
11. The building in which space is offered should have easy and convenient approach and having adequate parking space. Parking should be provided in the same building

offered for hire.

12. The building should be in ready to use condition within one month from the date of communication of hire letter, with electricity, water, sewerage, firefighting equipments and adequate toilet facilities..
13. The offered space should have separate electricity supply and having sufficient installed electricity load and water connection. The electric power available should be indicated. The owner / landlord shall provide separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession. These connections should be in the name of the owner / landlord and the consumption charges of the water supply, electricity and sewerage shall be paid by the hirer.
14. Additionally, the building should have power supply for essential services and common area lighting..
15. All Building services such as Power supply, Plumbing, Toilets, and Sewerage System should be fully operational at the time of submission of the offer by the Landlord. All internal and external walls should be painted with good quality paint at the time of handing over the premises. This would obviate any wastage of time and lead to smooth running of the office right from day one.
16. The building should be operative 24 x 7 so that the office work beyond normal working hours and on non-working days is not hampered or stalled.
17. The building should be under proper maintenance and having all the general facilities viz: permanent arrangement for adequate supply of potable water (separate overhead tanks should be provided for drinking water) and sufficient water for toilets, wash-basins, housekeeping, other cleaning purposes etc on 24 x 7 basis.
18. Maintenance (mechanical, plumbing, electrical, civil including consumables etc.) shall be undertaken by the owner and shall also carry out annual repair and maintenance every year. No additional charges shall be paid for the same by the Department.
19. Painting of the premises including front and back verandahs, bath rooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by hirer.
20. All statutory clearances and permissions required for construction/modification/ additions/alterations and leasing of the premises to hirer.
21. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of hire. The registration charges, stamp duty for registration of lease deed to be borne by the owner /landlord.

22. Carpet area measurements : The carpet area measurements shall be the area or the premises which is covered as assessed by HPPWD authority.
23. Lease Rent - Rate per sq. ft. on Carpet area: The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes /cess present and future – House Tax , Property Tax, Service Tax and Municipal Taxes etc & include all amenities.) except GST. **The rent will be paid from the date of taking possession of the premises.** Nothing extra will be paid other than the monthly lease rent. Lease rent for every month is payable by 10th of next month.
24. Lessee shall have the right to carry out necessary alterations / modifications or make such structural or other changes to/in the premises as may be required by it for the purpose of its functioning. Provided always that the hirer shall not make any permanent structural alterations incapable of being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of owner / landlord(s) but such consent shall not be unreasonably withheld in the case of such alterations as shall be necessary or required by hire. But the hirer shall have all right to make temporary alterations in the demised premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on the day to day activities.
25. Since lessee has no insurable interest, the lessee will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets on account of risks like burglary, fire or natural calamity.
26. Whenever necessary, the owner / landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on the part or the owner / landlord to carry out or effect necessary repairs, it will be optional for the lessee either to terminate the lease or to retain the occupation of the demised premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner / landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner / landlord. No rent will be payable for the period during which the lessee is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner / landlord to carry out the necessary repairs of the demised premises.
27. The possession of the premises will be given to the lessee after completion of entire work as per lessee's requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to lessee's specifications, the owner/landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default hirer will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the

owner / landlords.

28. During the period of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the lessee with any party affecting lessee's right of occupation and any of the terms of the lease without written consent of the lessee.
29. If the landlord is desirous of making any addition to the building it shall be ensured by him that no access/approach by whatever means from the demised portion or by encroaching upon the open spaces which been available to the exclusive use of the lessee.
30. Before accepting the offer, all the documents and space/Building shall be inspected by a committee authorized by the hirer and only those premises found satisfactory in all respect shall be proceeded with for hiring and such decision shall be final. The physical inspection of the premises will also be carried out to verify whether the premises comply with the terms and conditions.
31. If the demised premises at the time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God and be not caused by the acts or neglect or fault of the lessee, then in such case it shall be optional with the lessee to determine the lease or to retain occupation of the demised premises, if the lessee so desires without any diminution of rent hereby reserved.
32. The hirer shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving **two months'** notice in writing or subject the whole or a part of the premises. The owner / landlord shall not claim /be shall not be entitled for any compensation/rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the lessee.
33. That the hirer will at the expiration of the said term or any extension thereof (if agreed to mutual) peaceable and quietly yield and deliver up possession of the demised premises to the owner / landlord in the nearly same condition as at the time of commencement of initial lease. Wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God excepted but this condition shall not be construed to render the hirer liable to do any repairs of any kind to the demised premises.
34. Participation in the offer does not entail any commitment from the lessee and lessee reserves the right to reject any all offers without assigning any reason.
35. Finalization of rent based on location and quality of construction and age of the building is subject to certification by HPPWD / Hiring Committee and final

approval/sanction by competent authority as per rules framed in this regard. The assessment of reasonable rent will be done by the HPPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) / Fair Rent Certificate. The rent shall be paid as per the RRC.

36. Renewal of lease agreement is also subject to certification by Hiring Committee and final approval/ sanction by competent authority as per rules framed in this regard. If lease is extended beyond three years, renewal of rent would be as per Fair Rent Certificate given by the HPPWD and rate mutually agreed upon between the parties.
37. All disputes lie within the jurisdiction of Kullu Town.


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