



भारत सरकार
Government
of India

Government of India
Directorate General of Training (DGT)
Ministry of Skill Development &
Entrepreneurship (MSDE)
Regional Directorate of Skill Development &
Entrepreneurship Haryana & Chandigarh
Campus: Govt. ITI (W), SAS Nagar, Mohali
(160059)



Directorate General of Training



Skill India
कौशल भारत - कुशल भारत

No. z- 11025/28/2021-O/o RDSDE CHANDIGARH

NOTICE INVITING QUOTATIONS
FOR HIRING PERMISES FOR THE OFFICE OF
REGIONAL DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP-HARYANA AND
CHANDIGARH

1. **The Regional Director, Regional Directorate of Skill Development & Entrepreneurship, Government of India, Ministry of Skill Development & Entrepreneurship, Directorate General of Training, RDSDE Haryana/Chandigarh, Campus Govt ITI (W), phase 5, Sector 59, Mohali 160059** invites the quotation from the interested parties for providing ready-built office premises within Municipality limits of Chandigarh City. The space of office should be, newly constructed/renovated preferably situated at main road having proper road approach, with adequate parking facility, toilet facility. The space (Carpet area) required for the office is 1300-1800 sq. ft.
2. Interested parties should send their proposal in 2 parts (Technical & Financial separately in a sealed cover at the address as mentioned at para (1) above.
3. The proposal should contain technical parameters like address of the building, carpet area as well as built-up area, design of the premises etc. The owner should also indicate the monthly rent proposed to be charged on fixed basis for a period of 3 year as financial bid and other financial terms & conditions.
4. The dates for the submission of quotation and processing are as under-

Quotation submission End date & Time	15/07/2022 5.00 PM
Quotation Opening date	18/07/2022
5. The power to accept/reject the quotations shall remain with this Directorate.
6. Minor changes in terms & conditions may be allowed during the possession of the premises as per requirement of the Directorate.
7. Instructions/Guidelines for submitting the offer may be downloaded from the website www.rdsde-hry-msde@gov.in. “ Enquiry No:- 01722272773”

Regional Director
RDSDE-Haryana & Chandigarh

INSTRUCTIONS / GUIDELINES FOR SUBMITTING THE OFFER

1. Offers have to be submitted as per the following formats duly filled up and with each page thereof duly signed as provided in the formats:
 - **Format I: 'OFFER TO GIVE THE PREMISES ON RENT TO RDSDE Chandigarh & Haryana Enclosures to Format I:**
 - A. : DETAILS OF PREMISES OFFERED ON RENT**
 - B. : DECLARATION BY OWNER/(s)**
 - C. : AGREED TERMS AND CONDITIONS**
 - **Format II: 'FINANCIAL TERMS'**
2. Duly filled up **Format I**, together with its enclosures as above, should be enclosed in a separate cover marked as **COVER 1**.
3. Duly filled up **Format II** should be enclosed in a separate cover marked as **COVER 2**.
4. The **COVER 1** & **COVER 2** should then, together, be enclosed in a separate cover addressed to the concerned Officer of the Directorate whose particulars in this regard are given in the Advertisement inviting offers/the Concerned Website in this connection.
5. The Directorate will be opening **COVER 2** of only such offers that meet the requirement of the Director as detailed mentioned in the advertisement.
6. Copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc. should be enclosed with the offer. The drawings should also indicate dimensions of open spaces around the building, locations of underground and overhead tanks, space for housing D.G. set as also for locating dish antenna at the roof level, car parking space, making earthing pits, area of the space offered, distance between columns, floor heights i.e. below the deepest beam, bottom of slab, etc.
7. The offer should state the type of material used for flooring and cladding on surface on the exterior of the building provided so far and confirm the Owner/(s)'s willingness to carry out, at his own cost, the work of provision of standard finishes in regard to flooring as desired by the Directorate.
8. **The directorate shall build/construct common wall/partitions, interiors and other related infrastructure at its own expenses, as per requirements without altering/damaging the original structure of the premises.**
9. Before making the offer, it would be desirable for the Owner/(s) to go through the Guidance Note regarding the Directorate requirements while taking premises on rent to ensure that his/her offer is in line with and in conformity with the Guidance Note.

10. In the event of any of the above mentioned date being subsequently declared as a holiday/ closed for this office, the tenders will be opened on the next working days at the scheduled time.

Attachments:

- (i) **Guidance Note** regarding the Directorate's requirements while taking premises on lease
- (ii) **Format I** with its enclosures A, B, and C
- (iii) **Format II**

GUIDANCE NOTE

THE DIRECTORATE'S REQUIREMENTS WHILE TAKING PREMISES ON RENT

A. Technical and Legal Aspects

1. The Directorate will take the premises on the basis of carpet area, which means that the usable area inside the outer walls will be measured and not on the basis of Plinth Area / Built up area / Super Built Up Area. The actual carpet area will be worked out as per joint measurements and rent will be paid based on CPWD norms.
2. The premises offered for the Directorate should have direct access from the main road with provision of steps as also, preferably, ramp for physically challenged/senior citizens and with handrails as per standard specification.
3. The Directorate will take the premises on rent for a minimum period of three years renewable thereafter in tranches of four/ five years.
4. Before handing over possession of the premises to the Directorate, the Owner/(s) will have to obtain all necessary approvals from the concerned local and statutory authorities for using the premises for commercial / official purpose. The Directorate will furnish the interior layout plan to the owner for this purpose.
5. The Directorate will, however, have the exclusive right to vacate the premises at any time during the rent, by giving 3 months notice in writing without paying any compensation for early termination of the leave.
6. The Owner/(s) should submit the documents to title as and when called for to the satisfaction of the Advocates appointed by the Directorate.
7. One certified copy each of the following documents should be submitted by the Owner/(s) whose offers are short-listed by the Directorate:
 - ✓ Title document (preferably with English translation);
 - ✓ Copy of allotment letter from electricity authority regarding approval of additional power supply;

- ✓ Copy of land and building taxes paid i.e. last receipt paid to the authorities;
- ✓ Clearance of Development Authority/Local Body obtained if any, in connection with the related work;
- ✓ Copy of approved plan; and
- ✓ Encumbrance certificate.

11. The Owner(s) has to provide the following amenities at his/her/their cost as per requirement of the Directorate.

- ✓ Adequate three/ single -phase power supply as a single connection with meter and main switch of required capacity. The internal electrical works for the premises should be as per requirement of the Directorate. The schematic layout of the works and electrical design details should be available.
- ✓ Continuous water supply at all times by providing overhead tank, sump tank, motor and necessary pipe connections;
- ✓ A good sewerage system (either municipal / septic tank) for the building;
- ✓ Space for installation of sign board for full frontage length of the premises offered on rent (minimum-30 ft.);
- ✓ Adequate car & two-wheeler parking space;
- ✓ The Owner/(s) should permit the Directorate to install the outdoor AC machines either on the sidewalls and / roof top as per requirements.

B. Terms of Rent

1. The rent quoted should be on per sq. ft. of carpet area of the premises or lump sum rates offered and should be inclusive of applicable taxes, outgoings, maintenance charges etc. The rate quoted to be competitive and in line with the rate prevalent for comparable premises in the locality.
2. **The monthly rent charges will be subjected to issue of Rent Certificate by CPWD as per the procedure laid down by Govt. as a matter of policy.**
3. The Offer is expected to be in conformity with commercial terms, namely, as interest-free deposit, lease period, percentage periodic increase in monthly rentals etc. have been set out in the **Formats I** and **Format II** and these guidelines.
4. To quicken completion of internal civil work and commence internal furnishing, the Directorate can take up the above-mentioned owner(s) scope of work viz. internal staircase (wherever needed), pantry, toilets, flooring, strong room, and windows as per the Directorate's specifications.
5. All existing and enhanced Municipal Corporation taxes, rates and cesses, society charges, maintenance charges etc. pertaining to the premises will have to borne by the Owner.
6. The Rent agreement has to be registered with the registering authority. Stamp Duty, Registration charges, etc. to be shared equally by the Directorate and the owner(s).

C. Miscellaneous

1. The Directorate shall bear actual charges for consumption of electricity and water for which the landlord has to provide separate electricity / water meters.
2. All repairs, including painting in common area and external surface, will be got done by landlord at their cost. In case, the repairs and / or painting is / are not done by the landlord as agreed, the Directorate will be at liberty to carry out such repairs and painting etc. and deduct all such expenses from the rent payable to the landlord.
3. The Directorate does not have any direct dealing with brokers. If any broker wishes to submit any offer representing a bonafide Owner/(s), such broker/consultant should enclose an authority letter from the Owner/(s) to submit such an offer. Real Estate Consultants / Agents may please note that no brokerage will be paid by the Directorate.
4. The Directorate reserves the right to reject any or all of the offers without assigning any reasons to the Owners/(s).

FORMAT - I

OFFER TO GIVE THE PREMISES ON RENT TO RDSDE Chandigarh & Haryana

From:

Name: _____

Address: _____

City: _____

Pin Code: _____

Contact No.: Mobile _____

Email: _____

To:

Dear Sir/Madam,

With reference to the advertisement dated _____ in _____ calling for offers for acquisition of premises for use of **RDSDE Chandigarh & Haryana**, I / We, submit my / our offer for renting the premises described here below, for your Directorate. We have read and understood the requirements of the Directorate's terms & conditions listed out in this context, for offering the premises detailed in the offer format. Please find enclosed following documents duly filled up:

- A. Details of the Premises offered on Rent**
- B. Declaration by me / us.**
- C. Agreed Terms & Conditions**

A. DETAILS OF PREMISES OFFERED ON RENT

I Information of the Offeror / Owner	
1	Name, address and telephone no. (office/ residence /cell) of the Owner / Offeror.
2	Name and contact no. of the person to be contacted.
II Particulars of the Premises Offered	
1	Name of the building
2	Postal Address of the building with pin code
3	Whether the Building is in a
a)	Commercial Complex
b)	Commercial cum Residential Complex
c)	Residential Complex
d)	Status of necessary permissions of Competent Authority for using the premises for commercial use
4	Location of the premises offered i.e. ground floor or mezzanine or upper ground floor or basement or first floor etc.
5	Present Status of the building
a)	Ready for occupation
b)	Building under construction
c)	Proposed for construction
6	If it is ready building, year of Completion of construction with Proof.
7	Whether there is direct access to the premises from the main road
	Yes/No
8	Carpet Area offered in sq.ft.(correctness of the same will be established on joint measurement only for the offer selected)
9	Whether the building has Occupancy Certificate (OC)
	Yes / No
10	Boundaries of the Property
a)	North
b)	South
c)	East
d)	West
11	Water supply- Municipal / Bore-well
12	Sewerage – Municipal / Septic Tank
13	Type of Structure – RCC/ Load Bearing
14	Height available
a)	Below slab to floor
	----- ft.
b)	Below beams to floor
	----- ft.

15	Parking available/can be provided for the Directorate	
a)	Two - wheeler	----- Nos
b)	Four - wheeler	-----Nos
16	Facilities available at present which may be altered as per the Directorate's specifications, if required	Facilities available
a)	Flooring & cladding	
b)	Windows & Ventilators	
c)	Toilets (flooring, other utilities etc)	
d)	Pantry	
e)	Rolling Shutters etc.	
f)	Type of electric wiring	
g)	Type of Painting on walls	
h)	Provision of lift	
17	Whether adequate space as required by the Directorate is available for keeping / installing	
a)	DG Set (Power Back Up)	Yes / No
b)	VSAT Antenna	Yes / No
c)	Outdoor AC Units	Yes / No
d)	Signage	Yes / No
e)	Location for 2 nos. earth pits	Yes / No
18	Whether there is a basement floor below the premises offered	Yes / No
19.	Whether access to terrace provided	Yes / No
20.	Whether building is independent. If not, who are the occupier of other portions of building	
21.	Whether there is any central AC duct/plant	Yes / No
22.	Any other information	

B. DECLARATION BY OWNER

1. I am / we are aware that, the rent shall be calculated as per the usable carpet area or lump sum rent offered, which will be measured in the presence of owner(s), the Directorate's Officials and the CPWD's officials representing the Directorate.
2. I am / we are agreeable to provide the following facilities, as per layout and specifications of the Directorate, at no extra cost to the Directorate: -
 - (ii) Flooring with befitting tiles;
 - (iii) Windows & Ventilators with grills and with adequate safety.
 - (iv) Necessary partition walls with neatly plastered surface as per layout given by the Directorate for various sections and Toilet.
 - (v) A pantry platform with stainless steel sink & a lunch platform (if, required);
 - (vi) Minimum Three toilets with facility for differently abled persons.
 - (vii) Adequate 3 /single phase power supply as a single connection with meter and main switch of required capacity at my/our cost including arranging the approvals for electrical works inside the premises done;
 - (viii) Continuous water supply at all times by providing overhead tank, sump tank, motor and necessary pipe connections;
 - (ix) Space for installation of signboard for full frontage length of the premises offered on lease;
 - (x) Adequate car and two-wheeler parking space.
 - (xi) Direct access from the main road by providing necessary steps and ramp for differently abled persons as also senior citizens and with handrails;
 - (xii) Necessary sewerage system (either municipal / septic tank);
 - (xiii) Installation, by the Directorate, of the outdoor A/c units either on the sidewalls / rooftop as the case may be as per design requirements.

3. I / We declare that I am / we are the absolute owner of the plot / building / premises offered to the Directorate and having valid marketable title over the above.
4. The Directorate, at the time of vacating the premises, is at liberty to remove all fittings and fixtures installed by the Directorate.
5. If my / our offer is acceptable, I / we will give you possession of the above premises on or before _____.
6. I / We further confirm that this Offer is irrevocable and shall be open for _____ days from date hereof, for acceptance by the Directorate.
7. I/We undertake to enter into an agreement as and when intimated by the Directorate.

C. AGREED TERMS AND CONDITIONS

I / We hereby agree that:

1. Rent

- i) Rent shall be paid by **RDSDE Chandigarh & Haryana** (hereinafter referred to as the Directorate) for the exclusive usable carpet area on sq. ft. or lump sum offered rate basis after expiry of each month during the tenure of rent period which will initially be for 3 years and subsequently for the extended rent period.
- ii) The Directorate has the exclusive right to vacate the premises at any time by giving 3 months notice in writing without paying any compensation for early termination.
- iii) Rent shall be paid by the Directorate with effect from the date of possession of the premises.
- iv) The monthly rent charges will be subjected to issue of Rent Certificate by CPWD as per the procedure laid down by Govt. as a matter of policy.
- v) Rent rates per Sq.ft of floor area will be calculated defined as(Floor area is the area which is covered but excluding the following portions i.e Walls and Columns, Portico, Sanitary Shafts, AC ducts, balcony, Portions below window, lofts).

2. Taxes / Rates

All existing and enhanced Municipal Corporation taxes, rates and cesses, society charges, maintenance charges etc. will be paid by me / us (owner(s)).

3. Maintenance / Repairs

- i) The Directorate shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs/maintenance including painting in common area and external surface will be got done by me / us at my / our cost. In case, the repairs/maintenance and painting is / are not done by me / us as agreed now, the Directorate will be at liberty to carry out such repairs/maintenance and painting etc at its cost and deduct all such expenses from the rent payable to me/us.

4. Rent Deed / Registration Charges

I / We undertake to execute an agreement to Rent, in your favour containing the mutually accepted / sanctioned terms of rent at an early date. I / We undertake to bear the charges towards stamp duty and registration charges for registering the rent deed.

Signature of Owner/(s) / Applicant

5. Usage of Premises for Commercial Purpose

I/We confirm that the premises offered have been approved by the Local Development Authority for its usage as commercial premises.

6. The original registered documents shall be deposited with the Directorate and a certified copy of the same shall be with me / us (owners).

7. The owner(s) shall submit the title documents as and when called for to the satisfaction of the Advocate appointed by the Directorate.

8. Approvals for the Building, Power Supply etc. from the Authorities

I/We confirm that all necessary permissions/ approvals will be arranged by me / us, by completing all related formalities of the Local / Statutory Authorities.

Place:

Date:

FORMAT - IIFINANCIAL TERMS

Sr No.	Commercial Terms	Rupees
1	Offered Rate per sq. ft. of usable carpet area or lump sum offered rate for the total area (rate to be inclusive of all amenities as required by the Directorate) Note: Offer to quote the monthly rent on per sq.ft. of carpet area or lump sum offered rate for the total area - which shall be inclusive of applicable taxes, other outgoings, maintenance charges, society charges, if any etc.	
2	Increase in monthly rental (not to exceed 10% after every 3 years or 15% after every 5 years).	
3	Rent Period (Minimum: 3years)	
4	Stamp Duty and Registration Charges to be Paid by the owner.	Yes

NOTE: -
Place:

Date: