



**OFFICE OF HP STATE COMPENSATORY AFFORESTATION FUND  
MANAGEMENT AND PLANNING AUTHORITY (HP STATE CAMPA),  
ARANYA-BHAWAN, TALLAND, SHIMLA-171 001**

**No. Ft. CAMPA/Accommodation/Vol.I**

**Date:**

**NOTICE INVITING TENDER FOR HIRING OF OFFICE ACCOMMODATION**

Compensatory Afforestation Fund Management and Planning Authority (CAMPA) invites Tender for hiring of office accommodation having area **232 Sqm (2500 Sqf.)** from legal owners/power of attorney holders in the vicinity *of Chhota Shimla or Khalini* in Shimla town.

The interested bidders may collect the tender documents & other terms and conditions applicable from the undersigned or the same may be downloaded from the HP Forest Department website [www.hpforest.nic.in](http://www.hpforest.nic.in) and submit their offers on the appropriate “format” available on the aforementioned departmental website. The bid may be forwarded to the HP State Authority (CAMPA) with a non-refundable tender fee of Rs.500-in the form of Demand Draft in favour of the Chief Executive Officer HP State Authority CAMPAPayable at Shimla.

Bid complete in all respect in sealed envelope along with EMD amounting to Rs. 10,000- in the form of a Demand Draft drawn in favour of the Chief Executive Officer HP State Authority CAMPA payable at Shimla, valid for 45 days beyond the validity of the bid must be delivered either by hand or sent by registered mail to HP State CAMPA so as to reach not later than 18.12.2021 at 3:00 PM. The tender will be opened on 20.12.2021 at 11:00 AM in the office of the Chief Executive Officer HP State Authority CAMPA, Aranya Bhawan, Talland, Shimla.

The Chief Executive Officer HP State Authority reserves the right to reject any or all the offers without assigning any reasons thereof.

Chief Executive Officer  
HP State Authority CAMPA,  
Talland Shimla-171 001.  
Phone No. 0177-2629750.



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The Chief Executive Officer HP State Authority reserves the right to reject any or all the offers without assigning any reasons thereof.

**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 HP State Authority at the address mentioned below so as to reach not later than 18.12.2021 at 3:00 PM . The HP State Authority in no case will be held responsible for late delivery or loss of the documents so mailed.

**Chief Executive Officer  
HP State Authority CAMPA,  
Aranya Bhawan, Talland, Shimla- 171 001.**

The tender should be submitted in accordance with the procedure detailed herein. The bid to be submitted by the Bidder shall consist of 2 (two) parts:

**Part -I: “Technical Bid” (1st Envelope duly scribed as “Technical Bid”) shall contain:-**

- a) Covering letter.
- b) Application as per Annexure-I duly signed and stamped
- c) Requisite tender Fee.
- d) Earnest Money Deposit (EMD)

**Part –II: “Financial Bid “(2nd Envelope duly scribed as “Financial Bid”) shall contain:**

The Financial Bid as per Annexure-II duly signed and stamped.

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover duly subscribed as “**Tender for Hiring of Office Accommodation**” and submit it on or before the last day for the submission of tenders.

If the other envelope is not sealed and marked as required, the HP State Authority 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.

**Evaluation of bids:** Financial bids of only those tenders will be opened who are recommended by a Committee, to be constituted by the Pr. Chief Conservator of Forests (HoFF), after the evaluation of the Technical Bid and inspection of the site of the building. Date of opening of financial bids will be communicated to the concerned tenderers after the evaluation & inspection by the aforesaid committee.

### **Terms & Conditions:-**

1. Compensatory Afforestation Fund Management and Planning Authority (CAMPA) is desirous of hiring suitable office accommodation in the vicinity of *of Chhota Shimla or Khalini* in Shimla town for a period of two years
2. The requirement of hiring accommodation is **232 Sqm (2500 Sqf.)**. The building should preferably have parking space/facility for at least **four** vehicles.
3. The building must be approved by the **Municipal Corporation, Shimla**.
4. The Building should be ideally located near the Chotta Shimla or Khalini in Shimla town and should have proper approach from National Highway / State Highway / motorable link road in safe and secure premises.
5. The building should have provision of independent 24 hours water supply.
6. The building should have independent Electricity Supply with fireproof electric system.

7. The bidder shall offer and quote monthly rent per square foot and total sum/rent for the building in the tender document.
8. The bids offered shall be valid for a period of **120 days** from the date of opening of tenders. Rate must be quoted both in words and figures. In the event of any difference between the amount quoted in words and figures, the rate shown in words will be considered.
9. The building should be complete in every respect to be put to immediate use.
10. Repair work, if any, pointed out by the HP State Authority CAMPA shall be carried out by the owner within **15 days** failing which the same shall be done by the HP State Authority CAMPA and cost of it, upto ceiling of one month's rent shall be recovered out of the rent payable in the next month(s).
11. **The application should be accompanied with** a non-refundable tender fee of Rs.500-in the form of Demand Draft in favour of the Chief Executive Officer HP State Authority CAMPA payable at Shimla.
12. **The proposal should be submitted along with** with EMD amounting to Rs. 10,000- in the form of a Demand Draft drawn in favour of the Chief Executive Officer HP State Authority CAMPA payable at Shimla, valid for 45 days beyond the validity of the bid.
13. No. activity other than the activities of the HP State Authority CAMPA will be carried out on the leased premises by the land lord/contractor.
14. Independent and regular water and electricity must be available with meters. Stand by arrangements would be preferred for water and electricity. Water and electric meters for the premises should be exclusive for the Office. Charges will be paid by office as per meter readings.
15. Selected party shall be required to sign a lease agreement containing detailed terms & conditions with the office, 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.
16. 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.
17. The parties may furnish complete details in the application form attached with this document (ANNEXURE-I).

18. All existing and future rates, taxes including property taxes, assessment charges and other out-going whatsoever of description in respect of the said premises shall be payable by the owner thereof.
19. The electricity and water supply lines / connection shall be provided by the owner at his cost and expenses. However, the office 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.
20. Arrangements of sufficient numbers of fire extinguishers, buckets with sand etc. shall be installed on each floor of the building.
21. Building with multiple stories should have internal passage.
22. The HP State authority 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 the Pr. Chief Conservator of Forests (HoFF), HP Forest Department will be final and binding and the party shall not be entitled to any of compensation whatsoever for no issue of tender.
23. In case of any dispute arising in the implementation of the terms of the contract, the decision of the Chief Executive Officer HP State authority 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 the 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 HP State Authority CAMPA. However, during such notice period the buildings/ accommodation shall remain in the possession of HP State Authority CAMPA.

### **Indemnification**

The party shall keep the office indemnified against all claims / litigation in respect of the buildings / accommodation so hired by the HP State Authority CAMPA.

**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. 7 stated above and as per the lease agreements entered into with mutually agreed terms & conditions.
2. The monthly payment of rent shall be subject to deduction of taxes, if any, as per rules.
3. The HP State Authority CAMPA may, at any time 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. The HP State Authority CAMPA will not be liable to pay any type of taxes in respect of hired building/premises leived by the Municipal Corporation, Shimla or any other authority.
5. 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 toke of having accepted the terms and conditions. These documents should be sealed in an envelope superscripted “**Tender for Hiring of office accommodation**”.

Chief Executive Officer  
HP State Authority,  
Aranya Bhawan, Talland Shimla-1.  
Phone No. 0177-2629750.

**APPLICATION FORM**

Reference: NIT No. Ft. CAMPA/Accommodation/Vol.I

Dated:

1.	Name of the person / party holding title to the property	
2.	Nationality of Owner	
3.	Full postal address of property	
4.	Email ID, Mobile, Landline No.	
5	Description of built up area in sq. ft.	
	i. Number of rooms with attached toilets : Carpet Area of the floor/building: Built up area of the floor/building:	
	ii. Number of toilets floor wise if more than one floor	
6	Essential document to be furnished	
	i. Copy of the title deed of the property/building	
	ii. Copy of the building plan duly approved by the Municipal Corporation.	
	iii. Particulars of completion certificate, year of construction, : age of the building etc. (Enclose attested / self-certified copy of completion certificate issued by Competent Authority)	
	iv. Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes, due or like (Enclose copy of Affidavit from owner or Power of Attorney holder)	
7	i. Please Indicate whether it is an independent building for exclusive use of the HP State Authority CAMPA or otherwise (Details may be clearly illustrated & stated)	
	ii. General amenities: Facility of provision of kitchen etc. (these are not essentials)	
	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 (documentary proof should be provided)	

8	i.	Whether the owner of the building is agreeable to Monthly rent as determined and fixed by HPPWD, if the offered rent found to be at higher side than that of rent assessed by the HPPWD.	
	ii.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of certificate to be enclosed)	
	iii.	Provision of regular repairs and maintenance and special repairs, if any of the building	
	iv.	Availability of shelter/room for the chowkidar, if any	
	v.	Other information if any which the intending party wishes to furnish	
9	Declaration:		
	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.		
	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 HP State Authority may wish to take.		

Signature of the Legal Owner

(Name in Block Letters)



**FINANCIAL BID**

Reference :NIT No. No. Ft. CAMPA/Accommodation/Vol.I                      Dated                      of the  
Chief Executive Officer HP State Authority, Aranya Bhawan, Talland Shimla-1

Address of the property/building/premises	Total built up area (in Sqft.)	Total carpet area (in Sqft.)	Rate per square foot( in Rs.)	Total monthly rent for the premises offered (in Rupees)	
				In figures	In words.

Signature of the Legal Owner

(Name in Block Letters)

Date:

Address:

N- The following procedure, Terms & conditions, Terms of payment:

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If above proposed procedure, Terms & conditions, Terms of payment are approved, draft NIT alongwith tender document is placed at **Flag A** for favour of perusal and approval please.