

The Administration of Union Territory of Ladakh.

OFFICE OF THE MISSION DIRECTOR NHM

Health & Family Welfare Department

State Health Society, UT Ladakh

No:- 01982-295546, Email Id:-mdnhmladakh@gmail.com, fmgladakh@gmail.com, www.nhmladakh.in

प्रशासन केंद्र शासित प्रदेश लद्दाख।

मिशन निदेशक एनएचएम कार्यालय

स्वास्थ्य एवं परिवार कल्याण विभाग

राज्य स्वास्थ्य सोसायटी, यूटी लद्दाख Tel

**NOTICE INVITING E-TENDER FOR HIRING OF PREMISES FOR THE  
OFFICE OF MISSION DIRECTOR, NATIONAL HEALTH MISSION, UT  
OF LADAKH.**

Office of Mission Director, National Health Mission, UT of Ladakh invites e-tender for hiring of office space at Leh.

Only those bidders having 22-25 rooms with carpet area ranging from 7000-9000 sq ft with Central heating system and power backup may apply (detailed requirement is attached as terms and conditions).

The premises will be hired for an initial period of 03 (three) years which may be renewed from time to time, based on standard terms and conditions.

The tender document will be available on portal [tenders.ladakh.gov.in](http://tenders.ladakh.gov.in) and [www.nhmladakh.in](http://www.nhmladakh.in) from 15<sup>th</sup> October 2024.

The intending parties shall submit their proposal/bid online only at portal [tenders.ladakh.gov.in](http://tenders.ladakh.gov.in)

The bid shall be submitted in two parts viz Technical Bid and Financial Bid. (Both in separate sealed envelopes with clearly mentioning Technical or Financial Bid).

The critical dates for tender submission and processing are as under:-

Last date of submission of bid online	05.11.2024 ( 04:00 PM)
Technical Bid opening date	06.11.2024 ( 11:00 AM)
Financial Bid opening date (To be notified later)	Shall inform separately.

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

No:-SHS/UT Ladakh/ 4057-61

sd/-

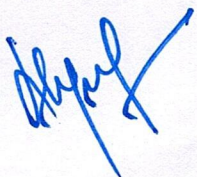
Dated:- 14-10-2024

**Dr. Vasanthakumar Namasivayam (IAS)**

Commissioner Secretary, H&FW/Mission Director,  
National Health Mission, UT Ladakh

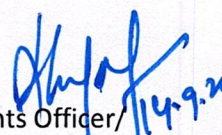
Copy to:

1. Technical Director, National Informatics Centre, NIC Leh for information with the request to upload the Notice inviting Tender on the NIC website for mass information.
2. Director, AIR Leh for announcement in radio after local news.
3. Addl. Director Information department, Leh UT Ladakh for publication of the NIT in a leading NEWS paper of the UT Ladakh and official site and media houses.





4. PA to Commissioner Secretary, Health and Medical Education UT Ladakh for kind information to Commissioner Secretary.
5. Notice board MD Office.

  
Accounts Officer/  
DDO, NHM UT Ladakh.



**For HIRING OF PREMISES FOR THE  
OFFICE OF MISSION DIRECTOR,  
NATIONAL HEALTH MISSION, UT OF  
LADAKH.**

[2024-25]



## E-TENDER

### (Terms & Conditions)

Subject: E-TENDER FOR HIRING OF PREMISES FOR THE OFFICE OF MISSION DIRECTOR, NATIONAL HEALTH MISSION, UT OF LADAKH- REGARDING

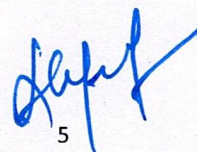
1. The office of Mission Director, National Health Mission, UT of Ladakh requires an office Premises on Rent having office space ranging between 7000-9000 sq ft area. The premises will be hired for an initial period of 03 (three) years which may be renewed from time to time, upon mutual understanding and based on standard terms and conditions.
2. The net carpet area should be and consisting of minimum 7000-9000 sq. ft. area, along with other requirements as mentioned below:-
  - (i) The tender will be acceptable only from the original owner of the building or the persons having valid power of attorney.
  - (ii) The office premises should be legally free from all encumbrances.
  - (iii) The Building offered should be structurally sound and should be suitable for use as office and preferably ready to be occupied with partitions, **complete central heating and provision of running tap water during winter.**
  - (iv) The building should have 22-25 rooms with adequate bathrooms.
  - (v) The building should have a conference hall of 400-600 sq ft.
  - (vi) The building should have a store room of 600-800 sq ft.
  - (vii) The building should have adequate dedicated parking facilities atleast for 15 vehicles.
  - (viii) The building offered should not be more than 7 km from Secretariat, UT of Ladakh
  - (ix) The approach road towards the building should not be less than 12 feet.
  - (x) The building should meet safety norms like earthquake resistance, flood etc required under the law. The building should be free from any hazards and surroundings which makes it harmful for human occupation.
  - (xi) The premises should have power supply for commercial operations.
  - (xii) The premises should have uninterrupted power supply/ back up for all essential services, working spaces and common area.



**3. Evaluation of Technical Bid.**

The technical part of the bid shall be scrutinized as per the qualifying criteria of the NIT, the financial bid of the technically qualified bidders shall only be opened.

4. After qualifying in the technical bid the contract shall be allotted to the L1 bidder.
5. The interested parties shall submit their proposal/bid online only at portal [tenders.ladakh.gov.in](http://tenders.ladakh.gov.in) . The bid shall be submitted in two parts viz Technical Bid and Financial Bid.
6. The bid must be valid for a minimum period of 1 year reckonable from the date of opening of financial bid.
7. The 'Technical Bid' must be accompanied with Bid Security Agreement in favour of Mission Director, National Health Mission, Ladakh.
8. **The hard copy of the original document of Bid Security Agreement must be delivered to the office of Mission Director, National Health Mission, Ladakh on or before Technical Bid opening date/time** as mentioned in critical date sheet. Bidders will be treated as non-responsive and their bid will be rejected, at the initial stage itself, if hard copy of Bid Security Agreement is not received on or before opening of Technical Bid Process.
9. The Bid Security Agreement of the successful bidder shall be retained till the validity, including extended validity, of the offer or handing over the possession of the building, whichever event is later.
10. Following documents are to be uploaded along with the Technical Bid:-
  - a. Signed and scanned copy of the of Bid Security Agreement. (Online as well as offline)
  - b. Offer letter (duly signed and stamped) as per Annexure-III.
  - c. This tender/offer document (duly signed and stamped on each page) in token of acceptance of Terms & Conditions mentioned therein.
  - d. Technical bid in Annexure 'I' (duly signed and stamped on each page).
  - e. Other documents as detailed in the Technical Bid i.e. Annexure 'I' (duly signed and stamped on each page).
  - f. Signed and scanned copy of "Title Deed" showing the ownership of the premises with the bidder.
  - g. Signed and scanned copy of an 'Affidavit" from the owner(s)/Power of Attorney holder that the premises offered are free from litigation/liability/pending dues and taxes.
  - h. Signed and scanned copy of the approved drawings from local development authority/municipal body for the premises.



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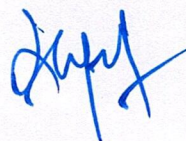


I. GST Certificate or undertaking of applying for the same after allotment of the contract.

H. PAN card or undertaking of applying for the same after allotment of the contract.

- Any technical bid with misrepresentation of facts or incomplete details or without mandatory documents or any offer for incomplete premises will be summarily rejected and their technical evaluation will not be done.
- Tender applications/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected without doing their technical evaluation.
- The bidder should **not** indicate the rent details in the "Technical Bid".
- Only those bids that fulfill the criteria of Bid Security Agreement and total minimum carpet area offered for rent will be shortlisted for further processing.

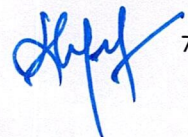
11. After opening the Technical Bids, the Evaluation Committee will first screen the offers and shortlist the premises qualifying the norms, mentioned in the tender documents, for physical inspection. Physical inspection of the technically qualified premises covered by the tendered bids shall be carried out by the Evaluation Committee to verify whether the offer complies with the technical specifications or otherwise. Evaluation Committee will thereafter shortlist the premises based on the norms mentioned in the Evaluation Criteria.
12. In case the technical bid is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property or original evidence for lodgement of deed with any bank/financial institution along with proof of identity of the owner before the Financial Bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.
13. Each complete bid or offer will be evaluated by the Evaluation Committee with the job of Technical Evaluation of the bids. This will be done by the 'Evaluation Committee' constituted for the purpose. The opening of Financial Bids shall be done at a later date. The Financial Bids of only those offers will be opened which are qualified in the technical evaluation as per the terms and conditions offered, compliance to technical specifications, verification of their credentials and other liabilities.
14. The stamp duty and registration charges in respect of the lease deed (if any) shall be paid/borne by the lessor.
15. The premises offered should preferably be in ready to move condition and the owner of the premises will have to hand over the possession of premises within

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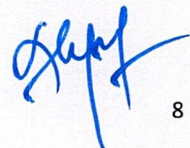
thirty days from the issue of LOI (Letter of Intent). It is clarified that department will not incur any expenditure on these heads other than removable furniture.

16. No Earnest Money or Security Deposit or Advance Rent will be given by the department to the owner offering the premises.
17. It may be noted that all such documents/clearances/certificates etc. must be attached with the technical bids.
18. Finalization of rent based on location and quality of construction and age of the building is **subject to certification by District Rent Assessment Committee/PWD** and final approval/sanction by the department will be as per rules framed in this regard.
19. The Bidder should be ready to abide by the rules in this regard and submit the information desired by the concerned authorities. The lease deed including renewal deed will be executed on the prescribed Standard Lease Agreement.
20. Renewal of lease agreement, if required by the department will also be subject to **certification by PWD/ District Rent Assessment Committee** and approval/sanction by as per rules framed in this regard.
21. A tender having incomplete details/documents or misrepresentation of facts is liable to be rejected. The Evaluation Committee may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and completeness of the documents submitted. Submission of wrong or incomplete details/documents would render the tender form invalid.
22. A duly filled up prescribed proforma with all the details/documents for fair rent assessment by PWD/ District Rent Assessment Committee shall also be submitted by the qualified bidder. This will however not confer any right of financial claim to the bidder and it will not be an approval of the Department for hiring. The agreement shall be signed initially for a period of 3 (three) years extendable for further period as per requirement. The original copy of the lease document shall be retained by the hirer.
23. Annual rent should be quoted as per the financial bid as attached at Annexure-II for the initial agreement period of 3 (three) years. Bidders may note that no increase in rental charges will be allowed during the initial period of 3 (three) years of the agreement. If lease is extended beyond 3 (three) years, percentage increase in rent would be at a rate mutually agreed upon between the parties after evaluation of rate by the PWD and/or recommended by the District Rent Assessment Committee/approved by the Competent Authority.

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24. The annual rent will start as and when possession of the fully furnished/operational building space is taken over by department with all services in place and made operational. The rent shall be paid as per the lease agreement. GST will be charged on the rent, as applicable.
25. Department shall pay the charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates. For electricity supply through generator set/power back up, a separate meter should be installed.
26. All the maintenance related to minor complaints shall be attended by the successful bidder on priority but not later than 7 days to the satisfaction of Department. If the bidder fails to do so, Rs 1000/- per day per complaint shall be recoverable/deductible from the annual rental bill in compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs 1000/- per minor complaint from the annual rent.
27. Department at the time during the lease period/extended lease period may make or ask for temporary alterations like partitions, office fixtures and fittings etc. to suit the requirements, at no extra cost.
28. Terms and conditions given in this tender document are sacrosanct and shall be considered as an integral part of this offer/tender.
29. Department reserves the right to amend any or all terms and conditions, as it deems necessary, in accordance to the provision of rule 173(iii) of GFR 2017
30. The market rate for the area where the property is located shall be assessed by District Rent Assessment authority/PWD before opening the Financial Bid.
31. The assessment of reasonable rent will be done by the office of PWD which is the Competent Authority and **the rent recommended by the rent assessment committee shall also taken into consideration and the final rate shall be either the quoted rate of the bidder or the recommended rate of the rent assessment committee whichever is less.**
32. Participation in the tender process does not entail the bidders any commitment from Department. Department will not be liable for any damage/loss caused to the bidders due to tendering process. Department reserves the right to reject any/all offers without assigning any reason.



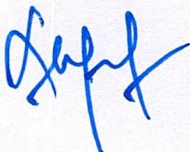


**Evaluation Criteria for Bid/Offer:-**

**METHOD OF EVALUATION OF PROPOSAL**

**FOR HIRING OF OFFICE ACCOMODATION ON LEASE BASIS**

1. Offers to be submitted on-line in two bid-system – Technical bid and Financial bid.
2. Evaluation Committees shall screen the offers received with reference to parameters given in tender documents.
3. Any technical bid with incomplete details or without mandatory documents or any offer for incomplete premises may be rejected and their technical evaluation will not be done.
4. Tender applications/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected without doing their technical evaluation.
5. Evaluation Committee will shortlist the premises qualifying the norms mentioned in the tender documents.
6. The premises shall be inspected by Evaluation Committee.
7. The Evaluation Committee shall evaluate the technical bid as per the online documents submitted and on the basis of physical verification.
8. Any kind of misrepresentation of facts/incompleteness of the document observed by the Evaluation Committee will render the bid defective and the same shall be rejected without doing its technical evaluation.
9. Each complete bid or offer will be evaluated on the above criteria by the Evaluation Committee entrusted with the job of Technical Evaluation of the Bids.
10. Any bid or offer not qualified in technical evaluation will not be shortlisted for opening of financial bids/offer.

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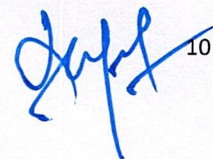
**LEASE AGREEMENT**

An Agreement made this \_\_\_\_\_ Day \_\_\_\_\_ of Two Thousand and  
\_\_\_\_\_ between

\_\_\_\_\_ hereinafter called the Lessor (which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part and the President of India (hereinafter referred as the Office of MD, NHM, Ladakh or Lessee) of the other part.

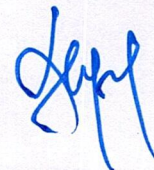
**WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:**

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the land, hereditaments and premises known as together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "The Said Premises") more particularly described in Schedule 'A'.
2. The lease shall commence/shall be deemed to have been commenced\* on the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand Twenty \_\_\_\_\_ and shall, subject to the terms hereof, continue for a term of \_\_\_\_\_ year with and option to extend the period of lease for a further term as set out in Clause 14 hereof.
3. The lease shall, subject to the terms hereof, pay gross rent in annual arrears for the said premises at the rate of Rs \_\_\_\_\_ per annum, which also includes a sum of Rs \_\_\_\_\_ towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 8% per annum of the rent payable at such revision, such rent being equivalent to gross rent reduced by the rent payable towards maintenance and tax.

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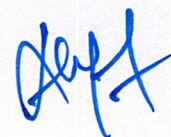
4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule 'B' and the Office of MD, NHM, Ladakh shall upon the expiration of the term hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of God, riots or other civil commotion, enemy action and/or other causes not within the control of Office of MD, NHM, Ladakh excepted, provide that the Office of MD, NHM, Ladakh shall not be responsible for any structural damage which may occur to the same during the term hereby created or any renewal thereof.
5. The Office of MD, NHM, Ladakh shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of landlord.
6. The Office of MD, NHM, Ladakh shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.
7. All existing and future rates, taxes including property tax, assessment charges and other outgoings whatsoever of every description in respect of the said premises payable by the owner thereof, shall be paid by the Lessor. The Lessor, however, shall entitled to recover additional levies, paid on account of enhancement in taxes, from the Office of MD, NHM, Ladakh and such recovery shall be proportionate to the amount of taxes payable during the pendency lease. In case the said premises is portion of a building subject to payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessor, additional tax payable by the Office of MD, NHM, Ladakh shall be as determined by the District Rent Assessment Committee/PWD of the Office of MD, NHM, Ladakh. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would open for the Lessee to deduct such dues from the gross rent (including taxes) Payable to the Lessor, and to apy the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.
8. The Office of MD, NHM, Ladakh shall pay all charges in respect of electric power, light and water used on the said premises during the continuance of these presents.
9. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Office of MD, NHM, Ladakh in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Office of MD, NHM, Ladakh may cause the





repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.

10. The Office of MD, NHM, Ladakh may, at the time during the terms hereby created and any renewal thereof make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable. Provided always that such installations or other works, fittings and fixtures shall remain the property of the Office of MD, NHM, Ladakh who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof provided further that the Office of MD, NHM, Ladakh shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the Office of MD, NHM, Ladakh excepted or at its option pay compensation in lieu thereof provided further that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.
11. The Office of MD, NHM, Ladakh shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes not within the control of the Office of MD, NHM, Ladakh or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, and at its option the Office of MD, NHM, Ladakh shall have power to terminate these presents forthwith without prejudice to its right to remove works, fittings, fixtures and machinery under clause 10 hereof.
12. The Office of MD, NHM, Ladakh shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.
13. The Lessor agree with the Office of MD, NHM, Ladakh that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the Office of MD, NHM, Ladakh's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.
14. If the Office of MD, NHM, Ladakh shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Office of MD, NHM, Ladakh and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present covenant for renewal.



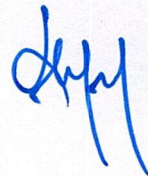


“Provided that in the event of expiry of the term of lease, whenever an action for renewal described above is pending with the Lessee and the premises remain in actual occupation, the payable rent at the old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to the Lessee.”

“Provided further that the Lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted.”

15. The Office of MD, NHM, Ladakh shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.
16. Any notice to be made or given to the Office of MD, NHM, Ladakh under these presents or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the \_\_\_\_\_ on behalf of the Office of MD, NHM, Ladakh, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of post.
17. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitration. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communication select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such/other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Office of MD, NHM, Ladakh, Delhi.

The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed there under shall be applicable to such arbitration proceedings which shall be held at \_\_\_\_\_. The arbitration proceedings shall be conducted in Hindi/English. The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purpose of this clause, the officer





mentioned in clause 16 shall be authorized to act and nominate arbitrator on behalf of the Office of MD, NHM, Ladakh.

18. This lease agreement has been executed in duplicate. Our counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

**THE SCHEDULE 'A' REFERRED TO ABOVE**

All that the \_\_\_\_\_ The \_\_\_\_\_ floor of the building known as \_\_\_\_\_ in the city of \_\_\_\_\_ on plot/land bearing Survey Nos. \_\_\_\_\_ and is bounded on or towards \_\_\_\_\_ on or towards North by \_\_\_\_\_ on or towards South by \_\_\_\_\_.

**THE SCHEDULE 'B' REFERRED TO ABOVE**

Details of fixtures and fittings

In witness whereof the official seal of \_\_\_\_\_ has been affixed in the manner herein after mentioned and the lease agreement has been signed for and on behalf of the President of India on the day and year first above written by

(Signature)

For and on behalf of the President of India

In the presence of Witnesses:

1. \_\_\_\_\_
2. \_\_\_\_\_

(Signature)

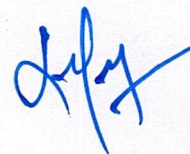
Name and Address of the Lessor

And by the Lessor in presence of Witnesses:

1. \_\_\_\_\_
2. \_\_\_\_\_

(In case the Lessor is a Company)

Firm or Society Add: \_\_\_\_\_





For and on behalf of \_\_\_\_\_ having authority to sign on behalf of  
the Lessor \_\_\_\_\_ vide resolution dated  
\_\_\_\_\_ of \_\_\_\_\_.

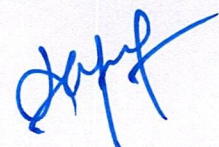
\*Portions which are not applicable may be scored off at the time of filing up of the  
Standard Lease Agreement (SLA) format

**REQUEST FOR ASSESSMENT OF RENT FOR PRIVATE BUILDING  
TAKEN ON RENT FOR GOVERNMENT PURPOSE**

To,  
The Deputy Commissioner/CEO,  
District Rent Assessment Committee, Leh, Ladakh

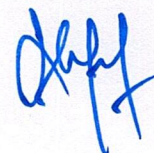
The following building has been/will be taken for the particulars of the same as  
under:-

Sl. No.	Details	Submission
1.	Name of the building with full address and its location.	
2.	Full name of present authorized owner (Land Lords/Ladies) of the property.	
3.	Purpose for which the building is being taken on hire and status of hiring department i.e. Ministry/ Department/ Attached Office/ Subordinate Office/ Others.	
4.		
5.	Date from which the building has been/will be hired by the hiring Dept. for which the RRC is required.	
6.	Details of accommodation indicating area occupied/ proposed to be occupied duly marked on approved drawing and signed by the owner and hiring office should be provided.	
7.	Whether site plan showing the position of plot has been attached including surrounding roads and location.	
8.	Whether the building on the plot is single storey only or has many floors e.g. basement, ground floor, first floor, second floor, garbage, servant quarters, cycle/scooter sheds, give details of the building plan, sections with dimensions and full scale size blue print (floor-wise covered area and permissible F.A.R. may also be indicated) to be signed by the Land Lords and hiring officer.	
9.	If any portion of the building is occupied by the officer or	

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	any other staff of the Department for his use, full details may be mentioned and show on the drawing.	
10.	If any portion of the building on the plot is occupied by the landlord or any other tenant, full details may be mentioned and show on the drawings.	
11.	If there is any common portion or passage inside the building or outside but inside the plot is should be clearly indicated on the plan.	
12.	Has a non-availability certificate been obtained from the Directorate of Estates, M/o UD, if so give its number and date (copy to be enclosed)	
13.	State, if the Reasonable Rent Certificate was issued previously (If yes, reference number to be intimated)	
14.	Annual Rent demanded for the premises including House Tax (in words and also in figures)	
15.	Amount of House Tax paid for the previous financial year by the landlord (copy of receipt to be attached)	
16.	Whether the landlord will demand any other Taxes, if so, give details.	
17.	Category of land allotted by the land owing Authority (Commercial/Institutional/Residential)	
18.	Whether the open land space has got full/partial utility for the staff. Give full details clearly.	
19.	Whether sanitary and water-supply installation have been provided or not.	
20.	(a) Whether the building is Air-Conditioned. (b) Whether power back-up provided.	
21.	Whether building has been provided with fans in all rooms.	
22.	Whether the fire Clearance Certificate from Chief Fire Officer obtained.	
23.	Any special provisions are existing in the building.	
24.	Whether the land will carry out the annual repairs and maintenance required in the building every year.	
25.	The hiring department while sending the proposal to CPWD for assessment of the rent would also send the lowest three offers of rent received from the owners of the premises without disclosing the identity or owners. Owner will be marked as A, B & C and their offers would be mentioned against them.	
26.	Remarks, if any.	





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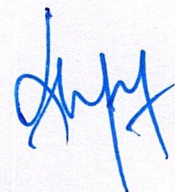
Signature of the Landlord  
the

Signature and Designation of  
Officer hiring the building

NOTES:

1. All columns of this form must be filled correctly type. No column should be left blank. Reply must be given in figures as well in words whether required. If there is any overwriting, it should be duly signed by the concerned officer.
2. It must be clearly understood that responsibility for acquiring accommodation, within the permissible area limit, rests, with the Dept./Office hiring and using the accommodation.
3. The form along with copies of all the drawings duly signed by the landlord and hiring officer should be sent to this office along with following documents:
  - i. Letter indicating rent demanded by the landlord.
  - ii. Undertaking from the owner for carrying out annual repairs and special repairs every year.
  - iii. Undertaking from the owner about agreeing to enter into the Standard Lease Agreement (SLA), as approved by the Government.

All the above document should be sent duly countersigned by the Hiring Officer, competent to taken on hire.



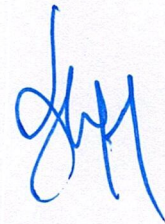


**Annexure-‘I’**

SUBJECT: TENDER FOR HIRING OF OFFICE PREMISES FOR AT UT of Ladakh  
– Regarding:

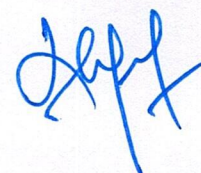
**TECHINAL BID**

<b>Location and address of the Property</b>	
<b>Total carpet area offered for Rent</b>	



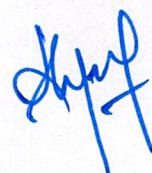


Sl. No.	Particulars	Remarks	Details by Bidder
1.	Name of person/party submitting the bid (hereafter referred to as the bidder);	Attach authority with regard to authorization for submitting the bid.	
2.	Status of the bidder (Individual/ Partnership/ Firm/ Company/ Society/ Any other (specify)	In case of other than Individual, attach proof of status.	
3.	Name of the person/party holding title to the property (hereafter referred to as the owner)	Attach copy of the conveyance deed to prove the ownership of person.	
4.	Status of the owner (Individual/ Partnership/ Firm/ Company/ Society/ Any other (specify)	In case of other than Individual, attach proof of status.	
5.	Whether the bidder is himself the owner of property offered on rent or Power of Attorney/ duly Authorized Signatory of owner (specify clearly)	Attach attested copy of Power of Attorney.	
5.01	Detail regarding experience of bidder/ owner in construction of building (if the bidder/owner are separate persons such details have to be given in respect of both), if applicable	Attach relevant proof, if applicable.	
6.	Contact details of bidder		
6.01	Name		
6.02	Complete Portal Address		
6.03	Telephone Nos. with STD code including Mobile Number		
6.04	Fax Nos. with STD code		
6.05	Email id of the person at Sl. No. 1 and any other responsible person.		
7.	Contact details of the owner (if different from bidder)		
7.01	Name		
7.02	Complete Portal Address		



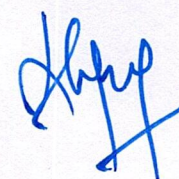


7.03	Telephone Nos. with STD code including Mobile Number		
7.04	Fax Nos. with STD code		
7.05	Email id of the person at Sl. No. 7 and any other responsible person.		
8.	Details of property offered	Give complete details of the property offered for rent.	
8.01	Location and Address of the property	Give complete details of the property	
8.02	Land use of the property when purchased and as on date	Give narrative and attach document in confirmation. In case of change of Land Use from original, furnish certificate for Change of Land Use.	
8.03	Date of issue of Completion Certificate issued by the Competent Authority.	Attach attested copy of Completion Certificate issued by the Competent Authority.	
8.04	Details of construction. Whether the same is as per the permissible use or not.	Provide details/ attach relevant documents.	
8.05	Whether the property having "Commercial Use" to be used for office purpose is permissible by Competent Authority.	Attach document of proof.	
8.09	Whether it is an independent property for exclusive use by the Office of Mission Director, National Health Mission, Ladakh without sharing with any other use. If not, give details of tenant/ proposed tenants. (The bidder may be required to furnish copy of lease agreement with other tenants, if called for)	Give details as per the Sl. No. 5 of the Criteria of Evaluation of Technical Bids.	
8.10	Whether the space offered for hire is situated in more than one floor of a property, if yes, specify number of floors/ area per floor.	Attach typical floor plan of the building highlighted the area offered for rent.	
8.11	Total carpet area on each floor offered for rent (in Sq. Ft.)	Attach typical floor plan and floor wise details.	
8.12	Total carpet area (total of all floors) offered (excluding underground/ covered parking areas) (in Sq. Ft.)	Give total area with floor wise details.	
8.13	Total plot area of the property where office is offered (complete land area including open spaces, constructed are	Attach approved layout plan.	



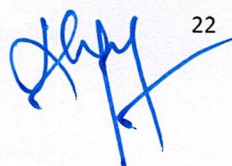


	within the boundary of property offered on rent) (in Sq. Ft.)		
8.14	Open area (Unallocated Parking Space, Garden etc)	Give details as per Sl. No. 6 & 10 of the Criteria of Evaluation of Technical Bids.	
8.15	Whether parking space for car/vehicles is available.	Give details as per Sl. No. 7 of the Criteria of Evaluation of Technical Bids.	
8.16	Motorable distance of the property from Secretariat, Leh.	Attach Google Map showing distance.	
8.18	Width of approach road to the property.	Give details as per Sl. No. 3 of the Criteria of Evaluation of Technical Bids.	
8.20	Details regarding natural light and proper ventilation.	Give details.	
8.22	Whether all government dues including property tax, electricity, telephone, water bills etc. have been duly paid up to date. (Enclose documentary proof for the same)	Attach documents. With regard to Municipal/ Property Tax, attach copy of relevant order and receipt for payment of tax.	
8.23	Whether the property is physically vacant and available for immediate possession.	Give details and undertaking.	
8.28	Whether the building is centrally Heated. If yes, give details.	Give details.	
8.29	Whether there is continuous supply of drinking water in Winter season. If yes, give details.	Give details.	
8.30	Whether power back up provided. If yes give details including its capacity.	Give details.	
8.31	If not, whether adequate open space for installation of generator is available.	Give details.	
9.	Have you enclosed following documents along with this offer		
9.01	Copy of title of the property, its layout plan, duly approved by the competent authority/ Govt. as the case may be		
9.02	If bidding as Power of Attorney of owner. Copy of duly constituted Power of Attorney. If bidding as Authorized Signatory of Company/ Partnership Firm, copy of requisite Board Resolution/ Authority Letter etc.		
9.03	If the owner or Power of Attorney of the		





	owner is a Partnership Firm of a Company/ Society etc, copy of Partnership Deed or Memorandum/ Article of Association of the Company/ Registration Certificate/ Bye Laws etc. of the society, Board Resolution (if bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted)		
9.04	If bidder is Power of Attorney holder of the owner, copy of duly constituted Power of Attorney. If bidder is Authorized Signatory of Company/ Partnership Firm, copy of requisite Board Resolution/ Authority Letter etc.		
9.05	If the bidder of the owner is a Partnership Firm or a Company/ Society etc, copy of the Partnership Deed of the Firm, or Memorandum/ Article of Association of the Company/ Registration Certificate/ Bye Laws etc. of the society, along with Board Resolution (if bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted)		
9.06	Any other relevant documents (please specify)		
10.01	Whether the space offered has partitions as per the Department's requirement, as per the Infrastructure manual or is it a bare shell building?	Give details as per Sl. No. 6 of the Criteria of Evaluation of Technical Bids. (Point 6 of original tender has been removed)	
10.02	Time required for completing the internal wall partitions and other finishing works as per Department's requirements	Give details as per Sl. No. 6 of the Criteria of Evaluation of Technical Bids. (Point 6 of original tender has been removed)	
11.	Further general details relating to the building/ location.		
11.01	Whether the proposed property/ building is free from all encumbrances, claims, litigations etc? If yes, attach copies of relevant certificates. If not, give details of the nature and status of encumbrances, claims, litigations etc.		

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11.02	Whether the building has dedicated and exclusive entrance and lifts for exclusive use by the Office of Mission Director, National Health Mission, Ladakh without sharing with any other user?	Give details as per Sl. No. 2 of the Criteria of Evaluation of Technical Bids.	
11.03	Year of Construction, Specify whether the said building was given on lease/ hire of occupied earlier? If yes, furnish details along of vacation by the earlier Lessee.	Give details as per Sl. No. 4 of the Criteria of Evaluation of Technical Bids.	
11.04	Please specify the distance of nearest metro station from the premises.	Give details as per Sl. No. 9 of the Criteria of Evaluation of Technical Bids.	
11.05	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been imposed by Govt. or other Authorities.	Give details.	
11.06	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation.	Give details. Also refer Sl. No. 10 of the Criteria of Evaluation of Technical Bids.	
11.07	Whether the premises have extra storage facility? If yes, give details. If not, specify whether such facilities are available in the vicinity.		
12.	Building management – Please provide full details of the building management company (if any)		
13.	Electricity availability		
14.	Satellite – Office of Mission Director, National Health Mission, Ladakh require the option of installing a Satellite Dish, on the rooftop/ terrace of the building	Give comments.	
15.	Signage – Office of Mission Director, National Health Mission, Ladakh requires the right to use its logos and graphics/ signage or display board/ bill board etc. at the entrance to its premises and within the premises including rooftop or any other place of the building. The Office of Mission Director, National Health Mission, Ladakh shall also be provided	Give comments.	



	signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building façade.		
16.	List of documents which are required in the above column but not enclosed with the Technical Bid.		

\*Enclose documents whether required.

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ solemnly declare to the best of my knowledge and belief, the information given above and in the enclosure accompanying it, is correct, complete and truly stated.

Yours faithfully,

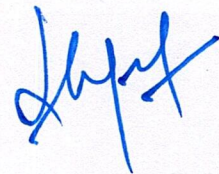
Signature and stamp of the Authorized Signatory

Name:

Designation:

Place:

Date:



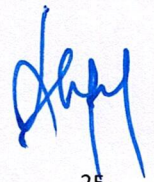


Annexure – 'II'

**SUBJECT: TENDER FOR HIRING OF OFFICE PREMISES FOR OFFICE  
OF MISSION DIRECTOR, NATIONAL HEALTH MISSION, LADAKH**

**FINANCIAL BID**

**As per BOQ Template.**





OFFER LETTER

To,  
The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

**Sub: Hiring of Office Premises for Office of Mission Director, National Health Mission, Ladakh – Regarding –**

Ref No. \_\_\_\_\_

With reference to your tender notice calling for offer for hiring of office accommodation for Office of Mission Director, National Health Mission, Ladakh, I/ We hereby submit my/ our offer as follows:-

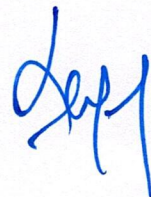
- A. Technical Bid: Annexure I
- B. Financial Bid: Annexure II

2. I hereby undertake to abide by various terms and conditions contained in your \_\_\_\_\_ calling for offers. (Copy, duly signed, enclosed)

3. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Yours Sincerely,

Signature and stamp of the owner/  
Bidder/ Authorized Signatory with  
Complete name, Address, Contact  
No(s), including Mobile No(s)  
(also indicate the category in which  
signing, whether on his own behalf  
of as Power of Attorney Signatory of the owner)





## Bid Security Declaration Form

Date:

To

The Mission Director,

National Health Mission,

Ladakh

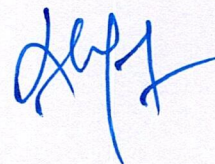
I / we undersigned declare that: I / we understand that according to bidding conditions, bids must be supported by a Bid Securing Declaration. I / we solemnly declare that I / we may be disqualified from bidding for any contract with you for a period of One (01) year from the date of issuance of this notification of e-Tender if I / We are in a breach of any obligation under the bid conditions, because I / We

- i. Have withdrawn / modified / amended, impairs or derogates from the tender, my / our Bid during the period of bid validity specified in the form of Bid or
- ii. Having been notified of the acceptance of our bid by the tender receiving authority during the period of bid validity if
  - a) I / we fail or refuse to execute the contract in accordance with the instructions of the Bidding.
  - b) I / we fail or refuse to furnish the Performance Security.

I / we understand this Bid Securing Declaration shall cease to be valid if I / we are not the successful Bidder, upon the earlier of

- i. the receipt of your notification of the name of successful Bidder or
- ii. Thirty Days after the expiration of the validity of bid.

Yours Sincerely,  
Signature and stamp of the owner/  
Bidder/ Authorized Signatory with  
Complete name, Address, Contact  
No(s), including Mobile No(s)

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