

TENDER DOCUMENT FOR HIRING OF OFFICE ACCOMMODATION
AT MOHALI

PART – A : Terms and Conditions

PART – B : Form

PART – A : TERMS AND CONDITIONS

- 1 Premises situated at Mohali only will be considered.
- 2 Requirement : Carpet area of _____
- 3 The premises should not be mortgaged or leased and should be free from any encumbrances. Bonafide owners who can in law let the premises to the department are only invited to participate in the tender.
- 4 The premises offered should be in ready condition.
- 5 The bidder is required to enter into lease agreement in the prescribed format approved by the Punjab Government and the rent in future will be increased as per the instructions issued by the Government from time to time. The specimen of the lease deed can be collected from the office of Labour Commissioner, Punjab, Sector-17, Chandigarh.
- 6 The bidder will be ready to assess the rent from PWD (Building and Roads branch).
- 7 The building should have separate electricity and water connection. If separate connection is not available sub-meter etc. to be got installed by the owner.
- 8 The building should have easy approach and reasonable parking space.
- 9 The building should have adequate toilet facilities.
- 10 No tender can be accepted by fax or email.
- 11 Parties fulfilling the above criteria shall apply in writing in form mentioned at PART – B.
- 12 Tender is likely to be rejected because of non-fulfillment of any of the above terms.
- 13 The department reserves the right to reject any/all offers without assigning any reason.

sd/-
Labour Commissioner, Punjab

PART – B : FORM TO PARTICIPATE IN THE TENDER FOR HIRING OF OFFICE PREMISES AT MOHALI

To

Labour Commissioner, Punjab,
S.C.O. No. 47-48,
Sector- 17E, Chandigarh.

Sir,

I intend to offer my premises for hiring by the Labour Department as specified in your advertisement dated _____ and as per the terms and conditions mentioned. I am submitting herewith in a sealed envelope as follows :

1. Name & address of the land owner/proposed lesser.
2. Complete address and location of the premises alongwith location map.
3. Floor area of the premises (floor wise). Number of rooms and details of other accommodation.
4. Amenities available.
5. Whether direct access is available from the main road.
6. Whether building is independent if no, who will be occupying the other portion.
7. Availability of exclusive parking for 4/2 wheelers in sq.ft.
8. Rate in rupees per square meter of area.
9. Any other charges to be paid.
10. Terms of payment.
11. Time frame for handing over possession.

I have gone through the various terms and conditions. I agree to abide by them. I, _____ son/daughter of _____ solemnly declare that, to the best of my knowledge and belief, the information given above and in the enclosures accompanying it is correct, complete and truly stated.

Yours faithfully,

Signature : _____

Date: Name : _____

Place: Designation : _____