

**NOTICE INVITING EXPRESSION OF INTEREST  
FOR  
RENTING OF OFFICE SPACE ON MONTHLY RENTAL BASIS  
AT  
SHILLONG**

HOUSING & URBAN DEVELOPMENT CORPORATION LTD. (HUDCO) , a Govt. of India Enterprise under the administrative control of Ministry of Housing and Urban Affairs, having its Registered Office at HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi-110003 and its Regional Office at “HUDCO Regional Office, Guwhati ”, invites sealed offers from intending Central/State/Quasi Govt. Agencies/ PSUs of the Central/State Govt./PSU Banks “**for renting of built up Office Space based on monthly ‘Rental Basis’**” within Shillong Municipal area for its Development office, Shillong.

1. Office Space required on Rent: Area 500 sq.ft.
2. **Facilities to be provided**
  - Parking:1 No. of 4 wheeler car parking .
  - Common Power Back Up for running Light & Fans from 9.30 AM to 6.00 PM (except for holidays).
3. The initial period of sub-lease/rent shall be for a period of 3-5 years, as may be agreed upon pursuant to negotiations with the prospective landlords/agency, w.e.f. date of execution of the Sub-Lease Deed/Tenancy Agreement. Unless HUDCO decides otherwise, the mechanisms of renewal, termination of agreement, revision of rent etc. shall be governed by the Agreement to be executed as per **Annexure-III**.
4. The space shall be used for office purpose only.
5. Eligible interested agencies/house owner may submit their bids in the proforma enclosed herewith.

**General Terms & Conditions:**

- i. The bidder shall submit the bid in two parts consisting of **Part – I (Technical Bid-Annexure-I) and Part – II (Financial Bid-Annexure-II)** each in separate envelope, duly sealed and superscribed with respective Part Number. Formats are enclosed at Annexure-I and Annexure-II respectively.

Both the envelopes containing Part – I& Part-II shall be put in a third envelope duly sealed, super-scribed with “**Bids for hiring of office space on rent**”, and addressed to Regional Chief, HUDCO Regional Office, Guwahati.

Bid without separate envelopes containing the information as asked in Part-I and Part-II properly sealed as prescribed above shall be considered as invalid and will be summarily rejected.

- ii. **Due Date for Submission:** The bid complete in all respect in single envelope may be sent at HUDCO, Regional Office address by Speed Post/Courier or may be deposited in the tender box lying near Reception upto 15.00 hrs. **on 30.05.2024**
- ii. **Bid Opening Date:** The bids shall be opened **on 30.05.2024 at 15.30 hrs.** at HUDCO Regional Office, Guwahati stated above. Bids received later than the stipulated date and time shall be summarily rejected. The representative of bidders can participate in Tender Opening, if so desired.
- iv) The “Technical Bid” Part-I (Annexure – I) shall be opened first and if found in order & acceptable to HUDCO, the “Financial Bid” Part-II (Annexure-II) shall be opened.
- v) The bidder, before submitting bids, should clearly understand HUDCO’s requirement, terms & conditions specified in Agreement (Annexure-III) and in case any further information/clarification/inspection of premises is required, the bidder may visit HUDCO office during working days (Monday to Friday between 9.30 a.m. to 6 p.m.) with prior appointment. It may be noted that no clarification/information shall be entertained after closure of the last date of receipt of bids.  
**Contact Person:** **Shri S.Ghosh, DGM(P) Mob: 73549-73701.**
- vi) Any modification/change in the offer after opening of bid will not be considered.
- vii) The office space will be offered to the bidder who will quote the highest monthly rent.
- viii) The HUDCO reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- ix) HUDCO reserves the right to alter the extent of area to be rented out at its discretion.

(Authorised Signatory)

Encl. As above

## **Annexure-I**

### **OFFER FOR HIRING OF OFFICE SPACE**

#### **TECHNICAL BID**

**(To be submitted in separate sealed envelope)**

|     |                                                                |                                                         |
|-----|----------------------------------------------------------------|---------------------------------------------------------|
| 1.  | Name of the Organisation/<br>Landlord/Houseowner               |                                                         |
| 2.  | Status of the organisation                                     | Central / State/ Quasi Govt. / PSUs/PS<br>Banks/Private |
| 3.  | Nature of Business                                             |                                                         |
| 5.  | Address for communication                                      |                                                         |
| 6.  | Any other information<br>considered relevant                   |                                                         |
|     |                                                                |                                                         |
| 7.  | Details of office space held in<br>Shillong for rental purpose |                                                         |
|     | i) Name and address of owner                                   |                                                         |
|     | ii) Address of hired property                                  |                                                         |
|     | iii) Area available                                            |                                                         |
|     | iv) Property occupied since                                    |                                                         |
|     | v) Rent to be paid                                             |                                                         |
|     |                                                                |                                                         |
| 8.  | GSTIN (Supporting documents<br>to be enclosed) if any          |                                                         |
| 9.  | PAN No. (Supporting documents<br>to be enclosed)if any         |                                                         |
| 10. | Bank Details:                                                  |                                                         |
|     | (A) Name of the Bank & Branch                                  | (Supporting documents to be enclosed)                   |
|     | (B) A/c. No. & nature of A/c.                                  | -do-                                                    |
|     | (C) IFSC Code                                                  | -do-                                                    |

Signed copy of the draft agreement (Annexure-III) towards acceptance of terms & condition of the said agreement is enclosed.

Signature \_\_\_\_\_  
Name & Designation

Place :

(Office Seal)

Date :

## **Annexure -II**

### **FINANCIAL BID**

#### **FOR RENTING OF OFFICE SPACE AT SHILLONG**

|   |                                                                                |  |
|---|--------------------------------------------------------------------------------|--|
| 1 | NAME AND ADDRESS OF THE BIDDER                                                 |  |
| 2 | RATE PER SQUARE FEET EXCLUDING GST. (Carpet Area) (Rupees in Figure and Words) |  |

- NOTE**
1. Rate per sq.ft. is fixed (excluding applicable tax).
  2. Applicable GST/duties will be in addition to the above.
  3. We agree to abide by all the terms and conditions of HUDCO.
  4. The Carpet area is defined as the covered area at any floor level excluding the area of the wall (Reference National Building Code).
  5. The electricity charges shall be paid by the Tenant based on the consumption. Water consumption charges, Common maintenance charges, Power back-up charges& other applicable charges shall be paid by the Tenant proportionate to the area occupied by them on chargeable basis, as may be decided by HUDCO.

Signature \_\_\_\_\_

Name & Designation

(Office Seal)

Place :

Date :

THIS TENANCY AGREEMENT made this ..... day of ..... , BETWEEN Mr./Mrs. .... (hereinafter called the 'Landlord' which terms shall unless excluded by or repugnant to the context be deemed to include her heirs, executors, administrators, representatives and assigns) of the one part.

AND

The HOUSING AND URBAN DEVELOPMENT CORPORATION LTD, a Govt. Company, having its Registered Office at HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi – 110 003 (hereinafter referred to as the 'Tenant') of the other part.

WHEREAS the Landlord is the absolute owner of the Building, situated at ....., Shillong, Meghalaya more particularly mentioned in the schedule below.

AND WHEREAS the Landlord has agreed to give and the Tenant has agreed to take on monthly Tenancy basis, an area of ..... sq.ft at ..... Building situated at ....., Shillong, Meghalaya for a period of ..... years with effect from .....

AND WHEREAS the Landlord and the Tenant have mutually agreed to execute an agreement on the terms and conditions as contained herein under agreed to between the parties.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :-

1. This Tenancy Agreement is deemed to have commenced with effect from ..... and shall remain in force till .....
2. That the Tenant shall, subject to the terms hereof pay a monthly rent to the tune of Rs...../-(Rupees ..... ) per month (i.e. for .....sq. ft. @ Rs...../- per sq. ft. per month) payable within the Tenth day of each subsequent English Calendar month with enhancement @ 10 % annually.
3. That it is also agreed that under the circumstances whatsoever the Tenant shall stay in the said premises after the expiry of the period of Tenancy which is three years only commencing from ..... and ending on ..... and shall deliver the vacant possession of the said premises to the landlord on ..... unless the period of tenancy is extended by mutually agreement by the parties.
- 4 that the landlord shall install a separate electric submeter and all charges in respect of electricity (power and light) consumed on the rented premises during the continuance of those present as per the sub-meter reading shall be paid by the tenant.

i)That the Tenant shall not sublet the whole or any part of the said premises without the prior express consent of the Landlord.

ii)That it is also agreed that the Landlord will pay all the rates, taxes and assessments which are now or during the said terms will be imposed or assessed on the said premises by the authority of Govt. or otherwise.

iii) That the tenant shall use the rented premises for office purpose only and shall not carry on or permit to be carried on any offensive trade or business or anything that is repugnant to the social customs and religious ideas and sentiments on the said premises.

iv) That the tenant shall not make any alteration or repairs to the rented premises without prior permission from the Landlord.

v) That the tenancy may be terminated by either party by giving 1 (one) English calendar month notice to the other.

vi) That save and except as foresaid the rights and obligation between the parties shall be governed by the law relating to statutory tenancy for the time being in force.

#### SCHEDULE

One ..... Building of rental area ..... sq. ft., Municipal Holding No. .... of Ward No. .... at ..... Shillong Municipal Board, covered by Dag No. \_\_\_\_ of Patta No. \_\_\_\_\_

On the North : .....  
On the South : .....  
On the East : .....  
On the West : .....

IN THE WITNESS WHEREOF, the parties hereto set their hands on this \_\_\_\_\_ day of \_\_\_\_\_ 2024 at \_\_\_\_\_.

..... (OWNER)

..... (TENANT)

(For and on behalf of HUDCO)

#### WITNESSES

- 1.
- 2.







