



## **NOTICE INVITING TENDER (NIT)**

**FOR**

**ENGAGEMENT OF CONSULTANT FOR DEMAND ASSESSMENT  
AND FINANCIAL FEASIBILITY STUDY FOR DEVELOPMENT OF  
HUDCO OWNED PLOT NO.1, SECTOR-25 AT PANCHKULA,  
HARYANA**

**NIT No.: HUDCO/PD&S/Panchkula/2024-25**

**Dated: 28/04/2025**

**Executive Director (PD&S)  
Housing and Urban Development Corporation Limited,  
IV Floor, HUDCO Bhawan, Core 7-A,  
India Habitat Centre, Lodhi Road, New Delhi – 110 003  
An ISO 9001: 2015 Certified Company**

[www.hudco.org.in](http://www.hudco.org.in)  
[CIN: L74899DL1970GOI005276](#)  
[GSTN: 07AAACH0632A1ZF](#)

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# **SECTION I**

## **(Overview)**

**Notice Inviting Tender for Engagement of Consultant for demand assessment and financial feasibility study for development of HUDCO owned plot at Panchkula, Haryana.**

NIT No.: HUDCO/PD&S/Panchkula/2024-25 dated 28/04/2025.

The schedule of Bidding Process shall follow the events as detailed in **Table 1**.

**Table 1 Schedule of Bidding Process**

| S. No.                  | Event Description                                                           | Date/Time                                                                                                                                                |
|-------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                       | NIT No.                                                                     | HUDCO/PD&S/Panchkula/2024-25                                                                                                                             |
| 2                       | Name of the work                                                            | ENGAGEMENT OF CONSULTANT FOR DEMAND ASSESSMENT AND FINANCIAL FEASIBILITY STUDY FOR DEVELOPMENT OF HUDCO OWNED PLOT NO.1, SECTOR-25 AT PANCHKULA, HARYANA |
| 3                       | Type of Tender                                                              | 2 Bid, Lumpsum Rate Tender                                                                                                                               |
| 1.                      | Date of Online pre-bid meeting                                              | 05.05.2025                                                                                                                                               |
| 2.                      | Last date of submission of proposals                                        | 13.05.2025                                                                                                                                               |
| 3.                      | Date of opening of EMD, Pre-qualification Proposals and Technical Proposals | 13.05.2025                                                                                                                                               |
| 6                       | Non-refundable cost of e-tender document                                    | Rs. 500/- plus GST(Rupees Five Hundred plus GST).                                                                                                        |
| 7                       | EMD                                                                         | <b>NIL</b>                                                                                                                                               |
| 4.                      | Date of Opening of Financial Proposals                                      | Shall be intimated after Evaluation of Technical Proposals                                                                                               |
| 5.                      | Validity of Proposals                                                       | 180 days from the Due Date of submission of proposals/ bids                                                                                              |
| 6.                      | Signing of Agreement                                                        | Within 5 days from the issue of LOA                                                                                                                      |
| <b>Other details</b>    |                                                                             |                                                                                                                                                          |
| Scope of the assignment |                                                                             | Demand assessment & Financial Feasibility study for development of 2457 sqm of institutional plot.                                                       |
| Estimated fee           |                                                                             | Rs. 236000/- inclusive GST (Rupees Two Lakhs thirty six thousand only)                                                                                   |

**For further Clarification/ Information, if any:**

Executive Director (Consultancy Services)  
Housing and Urban Development Corporation  
Limited, IV Floor, HUDCO Bhawan, Core 7-A,  
India Habitat Centre, Lodhi Road, New Delhi – 110 003  
Tel: 011-24648425  
Email. Id.: - [j\\_chhikara@hudco.org](mailto:j_chhikara@hudco.org)

# **Engagement of Consultant for demand assessment and financial feasibility study for development of HUDCO owned plot at Panchkula, Haryana**

## **1. INTRODUCTION**

The Housing and Urban Development Corporation Ltd. (HUDCO) established in 1970 under the Companies Act, 1956 is a Navratna Central Public Sector Undertaking under the Ministry of Housing and Urban Affairs. It is a premier techno-financing institution in the field of Housing and Urban Development. HUDCO owns an institutional plot admeasuring 2457 sqm. at Panchkula. HUDCO proposes to develop this land with a product mix to realize the maximum economic value.

## **2. SCOPE OF WORK**

HUDCO owns an institutional plot admeasuring 2457 sqm.( 57.10m X 47.03 m) at Plot No1, Sector 25 Panchkula, Haryana. The plot abuts a road of width 10m with a frontage of 47.03 m.

As per the conditions stipulated in the allotment letter (**Annexure -1**), Building / Zoning plan for development of the plot shall be got approved by HUDA. The control over the building shall be exercised through a Zoning plan of the site which shall provide for the building zone, maximum coverage, maximum height, parking area, type of boundary wall & gate etc. besides specifying the use of plot. The relevant documents pertaining to the allotment of plot is placed at **Annexure – I**.

**The Consultant has to carry out the following:**

- To study the prevailing status of the institutional/commercial facilities available in and around Panchkula and assess the demand for such facilities.
- To carry out a Market Survey of State / Central Govt. departments / PSUs/ Banks/ Insurance Companies / Autonomous bodies who are currently functioning from various rented spaces in and around Panchkula, Chandigarh & Mohali, Carpet area currently occupied by them, the current rental rate and additional office space required for them.
- To ascertain the maximum FAR allowable considering the allotment terms & conditions, prevailing bye-laws.
- To carry out Market Survey and propose a product mix for ensuring maximum by utilizing the entire permissible FAR.
- Revenue model including identification of revenue sources and estimation of project cost and revenue for at least next 30 years after the completion of construction of the entire complex and marketing of developed space.
- Financial Analysis of the project with sensitivity analysis including Development cost with respect to the relevant financial indicators (IRR, ROI, NPV etc.).
- Model document for disposal/ renting of the spaces created in the project.

## **3. INFORMATION TO CONSULTANTS**

- 3.1 The bidders shall submit their Bids electronically through HUDCO Portal. The detailed instruction to bidders with regard to online submission of bids on HUDCO web.
- 3.2 HUDCO will select the Consultant as per the selection criteria mentioned in the NIT
- 3.3 Interested consultancy firms should submit their proposals in English Language only.
- 3.4 The applicant/bidder shall be a single 'legal entity' on standalone basis and would be responsible for the deliverables as primary applicant.

- 3.5 Formation of Joint venture/Consortium to perform the assignment in part or full shall not be allowed.
- 3.6 Proposals must remain valid for 180 days after the submission date until validity extended by HUDCO. During this period, the consultant is expected to keep available the key professional staff proposed for the assignment. HUDCO will make the best effort to complete the tendering process within this period. If HUDCO wishes to extend the validity period of the proposals, HUDCO may do so and those who do not agree would have the right to exit supported by a written communication not to extend the validity of their proposals.
- 3.7 Each page of the tender application shall be signed and sealed by the Bidder. The application shall be signed and sealed by authorized person/signatory on behalf of the organization having necessary authorization /Power of Attorney to do so.
- 3.8 Applications containing false and / or inadequate information are liable for rejection.
- 3.9 While filling up the application with regard to the list of important assignments completed (or ongoing), the applicants shall include projects relating to institutional & commercial developments of state Govt / Central Govt./ PSUs / Corporates for which demand assessment and feasibility study has been done and shall mention all features and services of the project handled by the applicant, as indicated in **Annexure-IV**.
- 3.10 Applicants shall furnish documentary evidence / certificates in support of their claims of work undertaken and work in hand, failing which the application will be liable for rejection.
- 3.11 The technical qualification criteria shall be as stipulated in this NIT. However, mere fulfilment of the same will not entitle for appointment of consultant as appointment will be done after taking into account various parameters including receipt of satisfactory reports from previous clients. The firms shall not have any discouraging / adverse report against their past performance.
- 3.12 At any time before the due date of submission of Proposals, HUDCO may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, may modify the NIT documents by amendment/corrigendum. Interested agencies should visit the HUDCO web site from time to time and before final submission of bid to take into account any such developments.

## **SECTION – II**

### **(Method of Selection)**

#### 4. METHOD OF SELECTION

- 4.1 The bids are required to be submitted in three sealed cover envelopes separately which shall be finally placed in one place.

The first envelope (**Superscribed as 'Tender Cost'**) shall contain tender cost (Copy of receipt of payment of tender cost or MSME Registration Certificate).

The second envelope (**Superscribed as 'Technical Bid'**) shall contain the details as per **Table 3**.

The third envelope (**Superscribed as 'Financial Bid'**) shall contain financial quote as per **Annexure- XI**.

5. **Envelope 1** superscribed as 'Tender Cost' shall contain a copy of the receipt of the payment of Rs 500/- **exclusive of** GST. In case of an MSME bidder registered has to submit a copy of valid MSME registration certificate along with Bid Security Declaration by **13/05/2025**, 3:00 P.M. (Product range/ activity mentioned in such certificate should be similar to the requirement of this NIT). The tender document cost shall only be accepted electronically in the **account** of HUDCO as per details given below.

|                            |                                                  |
|----------------------------|--------------------------------------------------|
| <b>Name of Beneficiary</b> | <b>Housing and Urban Development Corporation</b> |
| Bank                       | HDFC                                             |
| Branch                     | KG MARG, New Delhi                               |
| IFSC Code                  | HDFC0000003                                      |
| A/c No.                    | 00030350017801                                   |
| Purpose                    | Tender Fee                                       |
| Name of Agency             | _____                                            |

The bidder has to ensure that the tender document cost is credited to HUDCO's account as mentioned well before the stipulated date and time.

6. Technical bid envelope (**Envelope 2**) of only those bidders shall be opened, whose tender document cost or MSME Registration certificate are submitted within the stipulated date and time. All the documents submitted shall be in the form of scanned/photo copy of original documents.

6.1.1 Bidders shall submit information in the prescribed Technical Forms provided in **Annexure I to Annexure XI** of this document. Only those bidders whose documents are found complete and satisfactory will be considered for evaluation of next stage i.e Stage two /Financial Proposal. Material deficiencies in providing the information requested may result in rejection of the Proposal.

6.1.2 Bidder shall submit the scanned/photo copy of the documents duly stamped and signed pertaining to Technical requirements mentioned in the **Table 3**:

**Table 3: Technical Requirements**

| <b>S No.</b> | <b>Contents of Technical requirements</b>                                                                                                                                                                                                                                                                                         | <b>Copy of documents to be Submitted (Mandatory)</b>                                                                                                                                                                                                                                                                                        |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | Covering letter on the letter head of consultant                                                                                                                                                                                                                                                                                  | Duly filled and signed as per <b>Annexure II</b>                                                                                                                                                                                                                                                                                            |
| 2            | Company Profile and Registration of the Firm/Certificate of Incorporation, related field of services, details of local/branch office in Delhi/ NCR Chandigarh/Panchkula and office infrastructure etc.<br><i>Please note that the Applicant should necessarily have a local/branch office in Delhi/NCR / Chandigarh/Panchkula</i> | Duly filled and signed as per <b>Annexure III</b>                                                                                                                                                                                                                                                                                           |
| 3            | The Consultants' firm shall have minimum 05 years' experience as on 31st March 2024 in the field of rendering consultancy services for Demand Assessment and Financial Feasibility study.                                                                                                                                         | Duly filled and signed as per <b>Annexure III</b> (Copy of relevant documents to be attached)                                                                                                                                                                                                                                               |
| 4            | The Consultants' firm during last <b>05</b> years must have successfully completed minimum of 2 assignments of rendering consultancy services for Demand Assessment and Financial Feasibility study with cost of each such proposed development not less than Rs.20 crore.                                                        | Duly filled and signed as per <b>Annexure IV</b><br>Copy of Completion Certificates and Work Orders/ Contract/ Agreements pertaining to at least three projects of similar nature<br>Completion certificates / work orders/ agreements/ contracts issued by the respective Clients to include the scope of work executed by the consultant. |
| 5            | Audited Financial Statements of the last 5 years. (Financial Year 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24). If the audited Financial Statements for the year 2023-24 are not available, the agency may submit for the year 2018- 19.                                                                                         | Scanned copy of balance sheet along with the profit & loss account authenticated by Chartered Accountant should be submitted.                                                                                                                                                                                                               |
| 6            | Average Annual Turnover of at least Rs.20.00 Lakhs through Professional fees/consultancy operations during the last five years ( <b>Financial Year 2019-20, 2020-21, 2021-22, 2022-23 &amp; 2023-24</b> ).                                                                                                                        | Duly filled as per <b>Annexure V</b> Authenticated by the Statutory Auditor/Chartered Accountant.                                                                                                                                                                                                                                           |
| 7            | The net worth of the applicant firm should not be negative as on 31/03/2024                                                                                                                                                                                                                                                       | A certificate authenticated by CA is required to be submitted.                                                                                                                                                                                                                                                                              |
| 8            | GSTIN, PAN, EPF/ESI (In case of non-applicability, the agency is required to submit the relevant document pertaining to exemption from the same)                                                                                                                                                                                  | 1. Copy of GSTIN Registration Certificate<br>2. Copy of PAN<br>3. Copy of EPF Registration Certificate<br>4. Copy of ESI Registration Certificate                                                                                                                                                                                           |
| 9            | Undertaking: Bidder is not Blacklisted by any government, semi-government, PSUs and CPSUs, for corrupt and fraudulent practices.                                                                                                                                                                                                  | Duly filled & signed as per <b>Annexure VI</b>                                                                                                                                                                                                                                                                                              |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 10 | Self-declaration and Power of Attorney to sign the bid                                                                                                                                                                                                                                                                                                                                                                                                                     | Duly filled & signed as per <b>Annexure-VII</b> and <b>Annexure-VIII</b> with signatures of Authorized signatory |
| 11 | Technical Personnel                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Duly filled & signed as per in as per proforma at <b>Annexure IX</b>                                             |
| 12 | CVs/Resume                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Duly filled & signed as per in as per proforma at <b>Annexure X</b>                                              |
| 13 | Please provide references of two persons (Engineers, Architects or top officials of an organization with their designation & detailed official address) for whom you have provided the services as mentioned in scope of work for similar Projects of importance, who may be in a position to advise and confirm HUDCO about the ability, competence and capability of your organization. (Name, Mobile Number and E Mail ID of the concerned persons shall be furnished.) |                                                                                                                  |
| 14 | Each page of the NIT document & Annexures/ Corrigendum shall be signed and stamped by the bidders submitting the proposal in token of his/their having acquainted himself/ themselves and accepted the entire NIT document including various conditions of contract.                                                                                                                                                                                                       | Duly signed and stamped copy of complete NIT document along with another schedules/ annexures/ corrigendum       |

- 6.1.3 Agencies who have been black listed / debarred / removed by any Central/State Govt./PSU/Banks/Financial Institutions/Corporates, etc. or whose contract has been rescinded during last five years ending 31<sup>st</sup> March 2025 or undergone major litigation regarding debarring them or rescinding of them for contracting in any court of law or have been involved in any vigilance matters arising out of disputes /complaints with the clients /contractors/vendors or having adverse reports regarding unsatisfactory services from any of the clients shall not be considered for the tender.
- 6.1.4 The Agencies should provide proper documentary proof in support of satisfactory completion of similar works in terms of Letter of award/agreement with completion certificate from the clients indicating the date of commencement, date of completion & estimated & actual cost of execution of the work, performance failing which it may be treated that they have not completed such works.
- 6.1.5 Confidential reports from previous Clients may be sought by HUDCO. In this regard, the bidder needs to provide references of two persons with name, mobile number and e- mail ID (top officials of an organization with their designation & detailed official address) for whom the agency has executed similar Projects of importance, who may be in a position to advise and confirm HUDCO about the ability, competence and capability of your organization.
- 6.1.6 Bidder should have valid registration with statutory authorities whichever is applicable i.e. GST, PF, ESIC and Prof. Tax., PAN or any other documents deemed necessary for rendering the architectural consultancy services

Please note that not fulfilling the above-mentioned eligibility criteria may lead to rejection of the bids. HUDCO reserves the right to select or reject any or all the applications received without assigning any reasons whatsoever or scrap the tender process.

## 6.2 Stage 2 – Financial Proposal

On evaluation of technical proposals by the Tender committee formed by HUDCO, Financial Proposals of only those agencies would be opened, who are found to be eligible as per the criteria defined in the NIT. The date of opening of financial bids shall be intimated to the shortlisted agencies at a later date. The financial proposal shall be submitted in the tender box of HUDCO as per Table given in **Annexure XI**.

### **6.3 Pre bid meeting**

- 1.01. The Tenderers or their official representative are invited to attend a pre -bid meeting which will take place at site HUDCO Bhawan, India Habitat Centre, Lodhi road, New Delhi-110003

The Tenderers are required to seek/submit any clarification/questions on issues relating to the tender, if any, in writing or by E-mail so as to reach HUDCO through e-mail: j\_chhikara@[hudco.org](mailto:j_chhikara@hudco.org) not later than 3 (three) days before the date fixed for the pre-bid meeting.

- 1.02. The purpose of the meeting will be to clarify the issues raised and to answer supplementary questions on such issues, if any.

Minutes of the meeting including clarifications/questions raised and the responses given will be uploaded on HUDCO's website. Any modifications of the tender document which may become necessary as a result of the pre-bid meeting shall be made exclusively through the issue of an Addendum/ Corrigendum and not through the minutes of the Pre-Bid Meeting. The Minutes of the Meeting as described above and the Addendum/ Corrigendum, if any, will also be uploaded on HUDCO's website which will become part of bid document.

- 1.03. Non-attendance at the Pre-Bid Meeting will not be a cause for disqualification of a Tenderer.

### **6.4 Exclusion of Bids/ Disqualification**

The HUDCO shall exclude/ disqualify a Bid, if

- a) The bidder is not qualified as per eligibility criteria mentioned in the NIT document.
- b) The Bid materially departs from the requirements specified in the bidding document or it contains false information.

## **5 Proposal Evaluation**

Bids shall be evaluated on the basis of documents furnished towards technical requirements. While deciding upon the technical qualification of consultants, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule. Decision of HUDCO regarding technical qualification of consultants shall be final. HUDCO reserves the right to reject any or all applications without assigning any reason thereto.

## **6 Award of Contract**

- 6.1 On award of the consultancy assignment, the Consultant shall be required to enter into an agreement with HUDCO for the successful completion of the Consultancy assignment as per the Terms of Reference.
- 6.2 The selected consultant shall be required to give Performance security deposit of 10% of the fee payable at the award of contract. However, if consultant so desires the same can also be deducted from each payment in the manner detailed in Stages of Payment. HUDCO shall be at liberty to forfeit the security deposit as damages without prejudice to any other rights or remedy that may be available to it under the present and/or any other applicable law. The security deposit will be discharged by HUDCO and returned to the Consultant after successful physical completion of the project at site, submission of drawing & documents to the satisfaction of HUDCO and obtaining GRIHA 3 Star rating.
- 6.3 The firm is expected to commence the assignment as per stipulation in the LOA / Work Order.
- 6.4 In case of delay in the conduct of consultancy services within the time fixed or in the event of repudiation of the contract, HUDCO reserves the right to recover liquidated damages, including administrative expenses, for breach of contract, a sum equivalent to

0.5% (half percent) of total contractual value, which the consultant has failed to deliver within the period fixed for delivery for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% (ten percent) of the total contract price.

6.5 Decision of HUDCO in regard to appointment of Consultant shall be final. HUDCO reserves the right to reject any or all applications without assigning any reason thereto. The terms & conditions of appointment is as mentioned in the draft agreement (enclosed as **Annexure – C1**). The selected Consultant will have to enter into a formal Agreement on stamp paper of appropriate value as per the format within 5 days from the date of work order and he shall pay for all stamps and legal expenses incidental thereto. The Consultants are requested to read all the conditions mentioned in the draft agreement. (Please note that no change in the draft agreement is permitted and the same shall be strictly followed).(Draft of agreement given in **Annexure – C1** to be followed)

6.6 Canvassing in any form in connection with the Tender is strictly prohibited and the bids submitted by the bidders who resort to canvassing are liable to be rejected.

**NOTE:** Bidders/ tenderer must submit the tender as per original format. If any bidder changes any format of technical bid, price bid, or any part of tender at any stage of tendering / bidding, his bid will not be considered and his tender/ bid will be out rightly rejected. If bidder makes any remarks or any condition, his bid will not be considered and his tender/ bid will be rejected. Tenderer must not revise, add, omit, or assume anything other than detailed in tender. No justification whatever may be considered in this regard.

## 7 Scope of Work

- To study the prevailing status of the institutional/commercial facilities available in and around Panchkula and assess the demand for such facilities.
- To carry out a Market Survey of State / Central Govt. departments / PSUs/ Banks/ Insurance Companies / Autonomous bodies who are currently functioning from various rented spaces in and around Panchkula, Chandigarh & Mohali, Carpet area currently occupied by them, the current rental rate and additional office space required for them.
- To ascertain the maximum FAR allowable considering the allotment terms & conditions, prevailing bye-laws.
- To carry out Market Survey and propose a product mix for ensuring maximum by utilizing the entire permissible FAR.
- Revenue model including identification of revenue sources and estimation of project cost and revenue for at least next 30 years after the completion of construction of the entire complex and marketing of developed space.
- Financial Analysis of the project with sensitivity analysis including Development cost with respect to the relevant financial indicators (Breakeven, IRR, ROI, NPV etc.).
- Model document for disposal/ renting of the spaces created in the project.

The timelines for various milestones are as given below :

| Name of the Deliverable | Contents                                                                                                                                   | Timeline (after execution of contract agreement) |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Inception Report        | Proposed Methodology for carrying out the assignment                                                                                       | Within 5 days                                    |
| Assessment Report       | Market Survey Report of existing establishments in rental spaces, Demand assessment, Product Mix & Revenue Model for the approval of HUDCO | Within 15 days                                   |
| Draft Report            | Report with recommendations                                                                                                                | Within 20 days                                   |

|              |                                                      |                |
|--------------|------------------------------------------------------|----------------|
| Final Report | Final Report incorporating the observations of HUDCO | Within 45 days |
|--------------|------------------------------------------------------|----------------|

Extension of time for a reasonable period beyond 30 days can be considered on the basis of justifiable reasons.

**The Consultancy fee shall be paid at various stages as indicated below :**

| <b>Name of the Deliverable</b> | <b>Payment Schedule</b> |
|--------------------------------|-------------------------|
| Inception Report               | 5% of the fee           |
| Assessment Report              | 40% of the fee          |
| Draft Report                   | 40% of the fee          |
| Final Report                   | 15% of the fee          |

## **SECTION – III**

**(Annexure I to Annexure XI)**

(See Regulation 5(3))

(Form of allotment letter, for allotment made on free hold basis, to be used for residential/industrial/commercial plots/buildings disposed of by allotment only)

From

The Estate Officer,  
Haryana Urban Development Authority,  
Panchkula.



The Managing Director,  
H.U.D.C.O.,  
SCO No.132-133, First and Second Floor,  
Sector 34-A, Chandigarh.

Memo.No.EOP-2007 19079

Dated : 24/10/07

**Subject :** Allotment of Site for HUDCO for construction of regional office in Sector 25, Panchkula.

Please refer to your application for the allotment of site in Sector 25, Panchkula.

Your application has been considered and a Institutional Plot as detailed below has been allotted to you on free hold basis as per the following terms & conditions and subject to the provisions of the Haryana Urban Development Authority Act 1997 (hereinafter referred to as the Act) and the rules/regulations applicable thereunder and as amended from time to time. The approximate area of the site and the tentative premium of the plot as given below is subject to adjustment in accordance with the actual measurement of the site at the time of delivery of possession.

| Ser. | Name of Urban Area | Plot No. | Approx.Dimension (In Metres) | Area in Sq.Mtr. | Rate per Sq. Mtr. | Tentative Price of the plot |
|------|--------------------|----------|------------------------------|-----------------|-------------------|-----------------------------|
| 25   | Panchkula          |          |                              | 2456.66         | 4900/-            | 12067634.00                 |

- The plot is preferential/special preferential one and an extra premium 3 10%, 820% of the price mentioned in para 2 above is Rs. XXXXXXXXXXXX
- In case you refuse to accept this allotment, you shall communicate your refusal by a registered letter within 30 days from the date of issue of this allotment letter, failing which this allotment shall stand cancelled and the earnest money deposited by you shall be forfeited to the Authority and you shall have no claim for damages.
- In case you accept this allotment please send your acceptance by registered post along with an amount of Rs.30,09,408/- within 30 days from the date of issue of this allotment letter which together with an amount of Rs.Nil/- paid by you alongwith your application as earnest money.
- The balance amount i.e. Rs.90,28,226/- of the tentative premium of the plot/building can be paid in lump-sum without interest within 60 days from the date of issue of the allotment letter or in 4 Annual instalments. The first instalment will fall due after the expiry of one year of the date of issue of the letter. Each instalment would be recoverable together with interest on the balance premium at 9% interest on the remaining amount. The interest shall however, accrue from the date of offer of possession.

7. The possession of the site is hereby offered as the site is fully developed.

Payment Schedule with possession interest :

| Date       | Principal  | Interest @9% | Instalment Amount |
|------------|------------|--------------|-------------------|
| 24-10.2008 | 2257057.00 | 812543.00    | 3069599.00        |
| 24-10.2009 | 2257057.00 | 609405.00    | 2866462.00        |
| 24-10.2010 | 2257057.00 | 406270.00    | 2663327.00        |
| 24-10.2011 | 2257057.00 | 263135.00    | 2460192.00        |

8. Building/Zoning plan wherever required shall be got approved HUDA by the Corporation. Any addition/alteration/amendment in the building/zoning plan shall prior approval of HUDA. The control over the building shall be exercised through a zoning plan of the site which shall provide for the building zone, maximum ground coverage, maximum height, parking area, type of boundary wall and gate etc. besides specifying the use of plot.
9. Each instalment shall be remitted to the Estate Officer and every such remittance shall be accompanied by a letter showing the full particulars of the site i.e. the number of plot and sector number to which the payment pertains. In the absence of these particulars the amount remitted shall not be deemed to have been received.
10. The above price is tentative to the extent that any Enhancement in the cost of land awarded by the Competent Authority under the Land Acquisition Act shall also be payable proportionately as determined by the Authority. The additional premium determined shall be paid within thirty days of its demand.
11. In case the instalment is not paid by the 10th of the month following the month in which it falls due (or in case the additional price is not paid within time), The Estate Officer shall proceed to take action for imposing of penalty and resumption of plot in accordance with the provision of the section 17 of the said Act.
12. In the event of the breach of any other condition of transfer the Estate Officer, may resume the land in accordance with the provision of the section 19 of the said Act.
13. The Land shall continue to belong to the Authority until the entire consideration money together with interest and other amount, if any due to the Authority on account of sale of such land paid. You shall have no right to transfer by way of sale, gift, mortgage or otherwise the plot or any right title or interest therein till the full price is paid to the authority, except with the prior permission of the competent authority.
14. On the payment of 100% of the price of the plot, you shall execute the Deed of Conveyance in the prescribed form and in such manner as may be directed by the Estate Officer. The charges for registration and stamp duty will be paid by you.
15. The plot shall not be used for any purpose other than that for which it has been allotted in accordance with the plans approved by the competent Authority. No obnoxious trade shall be carried out in or any land/building.
16. You shall have to pay all general and local taxes rates or cesses imposed or assessed on the said land/building by the competent authority.

17. You shall have to pay separately for any construction material, bricks, structures and compound wall existing in your plot at the time of allotment of which compensation has been assessed and paid by the Authority, if you want to make use of the same.
18. The Authority will not be responsible for leveling the uneven sites.
19. You will have to complete the construction within two years of the date of offer of possession after getting the plans of the proposed building approved from the competent authority in accordance with the regulations governing the erection of buildings. The time limit is extendable by the Estate Officer, if he is satisfied that non-construction of the building was due to reasons beyond your control, otherwise this plot is liable to be resumed and the whole or part of the money paid, if any, in respect of it forfeited in accordance with the provision of the said act. You shall not erect any building or make any alteration addition without prior permission of the Estate Officer. No fragmentation of any land or building shall be permitted.
20. The Authority reserves to itself all mines and minerals whatsoever in or under the said site with all such rights and powers as may be necessary or expedient for the purpose of searching for, working, obtaining removing and enjoying the same at all such times in such manner as the Authority shall think fit, with power to carry out any surface or any underground working and to let down the surface of all or any part of the said site and to sink pits, erect buildings, construct lines and generally appropriate and used surface of the said site for the purpose of doing all such things as may be convenient or necessary for the full enjoyment of the exceptions and reservations herein contained.
- Provided that the allottee shall be entitled to receive from the Authority such payment for the occupation by the Authority of the surface and for the damage done to the surface or building on the said land by such works or workings or letting down as may be agreed upon between the allottee and the authority or failing such agreement as shall be ascertained by reference to arbitration.
21. The Authority may by its officers and servants of all reasonable times and in a reasonable manner after twenty four hours notice in writing enter in and upon any part of the said land/building erected there on for the purpose of ascertaining that the allottee has fully performed and observed the conditions to be observed under the rules/regulations under the said Act.
22. The Authority shall have full rights power and authority at all times to do through its officer or servants all acts and things which may be necessary or expedient for the purpose of enforcing compliance with all or any of the terms condition and reservations imposed and to recover from you as first charge upon the said land/building, the cost of doing all or any such act and things and all cost incurred in connection there with or in and any way relating thereto.
23. All disputes and differences arising out of or in any way touching or concerning this allotment whatsoever shall be referred to the sole arbitration of the Chief Administrator or any other officer appointed by him. It will not be an objection to such appointment that the arbitrator so appointed is a Government servant or an officer of the Authority that he had to deal with the matter to which this allotment relates in the course of his duties as such Government servant or officer as the case may be, he has expressed his views on all or any of the matters in dispute or difference. The decision of such arbitrator shall be final and binding on the concerned parties.
24. All payment shall be made by means of the demand draft payable to the Estate Officer, Haryana Urban Development Authority, Panchkula draws on any scheduled bank situated at Panchkula.

FORM 'C-1'  
Revision 5/13  
Lent made on  
al plots  
87954

361

25. No separate notice will be sent for payment of the instalments. However, the information regarding the instalment amount, the due date etc. may be sent as a matter of courtesy.

26. The payment of Instalment(s) in time is mandatory in case the payment of instalment(s) is not made by the due date. Presently the interest on delayed payment of instalments is 12% P.A. simple and interest on delayed payment of enhanced compensation is 15% P.A. simple. In future, you shall pay the interest simple or compound, on the delayed payment of instalment/enhanced compensation as decided by the Authority from time to time. Irrespective of the fact whether possession has been offered or not without prejudice to the rights of Authority to take action under Section 17 of the HUDA Act.

27. The shops shall not be allowed in the allotted area under any circumstances.

M. J.  
Estate Officer,  
HUDA, Panchkula.

Endst.No.

Dated :

A copy of the above is forwarded to the following for information and necessary action please.

1. The Chief Administrator, HUDA, Panchkula w.r.t. their Memo.No.A-2-2007/11910-15 dated 4.4.2007 and HUDA-Accitts-Acctt-1-2007/28624 dated 13.8.2007.
2. The Administrator, HUDA, Panchkula
3. The Engineer-in-Chief, HUDA, Panchkula.
4. The Chief Controller of Finance, HUDA, Panchkula w.r.t. HUDA-Accitts-Acctt-1-2007/28624 dated 13.8.2007.
5. The Chief Town Planner, HUDA, Panchkula.
6. The Distt. Town Planner, Panchkula.

Estate Officer,  
HUDA, Panchkula.

# POSSESSION CERTIFICATE

Certified that a Rajender Singh Junior Engineer of the office  
Estate Officer, HUDA, Panchkula have carefully checked the relevant paper and  
dimensions of the Plot No. 1 Sector 25 of Urban Estate Panchkula  
size of the plot allotted to Sh. The Managing Director HUDCO, Sec No.  
132-133, I & II Ind. Area as given as under secta-34-A, Chandigarh

## DIMENSIONS

Length of the plot 57.10 M.  
Breadth of the plot 43.03 M.  
Area 2457.01 S.M.  
Rear set Back As per Zoning Plan (attached)  
Front set Back As per

## SITE PLAN/SKETCH

Accordingly, on the basis of above details, the possession of the plot has been given to the said  
allottee/Authorised person.

Rajender Singh  
Junior Engineer  
For Estate Officer  
HUDA

HUDCO  
P.K. Gupta, Senior Manager (Administration) on behalf of  
have taken the possession of the Plot No. 1 Sector 25, Panchkula  
Urban Estate Panchkula as per above dimensions allotted to  
me vide Estate Officer HUDA, allotment letter No. 19079 dated 24.10.07

I undertake to follow the conditions as laid down in the allotment letter Provisions of HUDA Act  
1977, and HUDA (Erection of Building) Regulations 1979 with the latest amendments.

Further I have seen the plot and agree to accept the possession. I will give at least one week  
notice to the Estate Officer before actually starting the construction.

Memo No. S-3734  
Dated 30/11/2015

For Name & Signature of allottee  
The Managing Director  
Postal Address HUDCO, Sec No 132-133  
I & II Ind. Area Secta-  
34-A Chandigarh

ESTATE OFFICE HUDA PANCHKULA

**Covering Letter**

[Letter head of Consultant]

To

Executive Director (Property Development & Services)  
Housing and Urban Development Corporation  
Limited, HUDCO Bhawan, Core 7A, India Habitat  
Centre, Lodhi Road, New Delhi -110033

Ref : Your NIT No\_\_\_ dated \_\_\_ for Engagement of Consultant for carrying out  
Demand Assessment and Financial Feasibility Study for development of  
HUDCO plot at Panchkula, Haryana

Sir,

With reference to above, We, the undersigned, hereby submit our Proposal for  
carrying out Demand Assessment and Financial Feasibility Study for development  
of HUDCO plot at Panchkula, Haryana.

The Proposal contains the following documents:

- EMD - copy of receipt of payment
- Technical requirements
- Financial Proposal

We have gone through the NIT documents and understood the terms and conditions.  
We understand that you are not bound to accept the proposal you receive.

Yours sincerely,

(Signature )

Name of  
Signatory  
Designation  
Office Seal

Encl: As above.

## Annexure III

### DETAILS OF THE APPLICANT

#### Basic Information

|     |                                                                                                                                                                                                  |  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.  | Name of the Applicant and address of the Registered office.<br><br>Phone No.:<br><br>E-mail address:<br><br>Mobile No.:<br><br>Website, if any:<br><br>Details of Local/Branch Office Delhi/NCR: |  |
| 2.  | Year of establishment/incorporation, etc.                                                                                                                                                        |  |
| (a) | (Upload documentary evidence)                                                                                                                                                                    |  |
| (b) | No. of years of experience in the relevant field<br><b>(Minimum experience required is 05 years as on date in relevant field)</b>                                                                |  |
| 3   | Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Co-operative body etc.)                                                                                      |  |
| 4.  | Name of the Proprietor/Partners/Directors of Applicant with address and phone Numbers.                                                                                                           |  |
|     | (a)                                                                                                                                                                                              |  |
|     | (b)                                                                                                                                                                                              |  |
|     | (c)                                                                                                                                                                                              |  |
|     | (d)                                                                                                                                                                                              |  |
|     | (e)                                                                                                                                                                                              |  |
| 5.  | Details of registration – Whether Partnership firm, Company, etc.<br>Name of Registering Authority, Date and Registration number.                                                                |  |
| 6.  | Name and Address of The Banker                                                                                                                                                                   |  |
| 7.  | Whether an assessee of Income Tax. If so mention Permanent Account Number. (Upload documentary evidence).                                                                                        |  |
| 8.  | Please mention GST Registration No. (Upload documentary evidence)<br>.                                                                                                                           |  |

|     |                                                                                                                                                                                                                                                                                                                    |  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 9.  | Please indicate your related field of services                                                                                                                                                                                                                                                                     |  |
| 10. | <p>Furnish details of Office infrastructure at Main Office</p> <p>Carpet Area of office</p> <p>No. of Architects (On permanent payroll)</p> <p>No. of Engineers of various Trades (on permanent payroll)</p> <p>No. of Interior Designer (on permanent payroll)</p> <p>No. of Draftsman (on permanent payroll)</p> |  |

**SIGNATURE OF APPLICANT**

## Annexure IV

### List of important Projects executed during last 05 years

| Sr. No. | Name of the Project mentioning all features, scope of services and location | Name & full postal address of the owner. Also indicate whether Govt. or Private body with full postal address and Phone No. | Total of Final value work (Rs.) | Completion period                                       |                                                      | Nature of services rendered for similar nature of work | Any important feature of the work worth mentioning or reference | Whether documentary evidence enclosed in support of experience |
|---------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------|
|         |                                                                             |                                                                                                                             |                                 | Scheduled duration of work with start & completion date | Actual duration of work with start & completion date |                                                        |                                                                 |                                                                |
| 1.      | 2.                                                                          | 3.                                                                                                                          | 4.                              | 5.                                                      | 6.                                                   | 7.                                                     | 8.                                                              | 9.                                                             |
|         |                                                                             |                                                                                                                             |                                 |                                                         |                                                      |                                                        |                                                                 |                                                                |

### Project Sheet for each project

|                                                                                                    |                               |                                                                             |
|----------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------|
| Assignment Name:                                                                                   |                               | Country:                                                                    |
| Location within Country:                                                                           |                               | Key professional staff provided by your Firm/ (profiles):                   |
| Name of Client:                                                                                    |                               | No. of Staff:                                                               |
| Address:                                                                                           |                               | No. of Staff-months:<br>Duration of assignment:                             |
| Start Date (Month/Year):                                                                           | Completion Date (Month/Year): | Approx. Value of Services (in Rs):                                          |
| Name of Associated Consultants, if any:                                                            |                               | No. of months of key professional staff provided by Associated Consultants: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed: |                               |                                                                             |
| Narrative Description of Project:                                                                  |                               |                                                                             |

### Average Annual Turnover and Financial Statement

Audited Balance sheet and Profit and Loss account for the last five financial years shall be submitted.

#### Format for Financial Details of the Firm

The information regarding the Turnover from Consultancy Services in last five financial years should be provided in the format as below:

| S.No | Financial Years         | Turnover from Consultancy Services (INR) |
|------|-------------------------|------------------------------------------|
| 1.   | 2019-2020               |                                          |
| 2.   | 2020-2021               |                                          |
| 3.   | 2021-2022               |                                          |
| 4.   | 2022-2023               |                                          |
| 5.   | 2023-2024               |                                          |
|      | Average Annual Turnover |                                          |

#### Certificate from the Statutory Auditor

This is to certify that [name of company] [registered address] has the turnover shown in **as above** against the respective years.

Name of Authorized Signatory Designation

Name of firm/Agency

Signature of Authorized Signatory Seal of Audit firm

Note:

1. In case the Consultant does not have a statutory auditor, it may provide the certificate from its Chartered Accountant.

**Declaration that the bidder has not been blacklisted by any organization**

[Letter head of Consultant]

To

Executive Director (Property Development & Services)  
Housing and Urban Development Corporation  
Limited, HUDCO Bhawan, Core 7A, India Habitat  
Centre, Lodhi Road, New Delhi -110033

Ref : **Self Declaration of not been blacklisted in response to** your NIT No\_\_\_\_  
dated \_\_\_\_ for Engagement of Consultant for carrying out Demand  
Assessment and Financial Feasibility Study for development of HUDCO  
plot at Panchkula, Haryana

Dear Sir,

We confirm that our Firm/company, \_\_\_\_\_, is not blacklisted, in any  
manner whatsoever by any Central/State Govt./PSU/Banks/Financial Institution/Corporates,  
etc, in India on any ground including but not limited to indulgence in corrupt practice,  
fraudulent practice, coercive practice, undesirable practice or restrictive practice.

It is certified that our firm has no pending litigation with HUDCO.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

**Self-Declaration**

1. I \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_ Proprietor/Director/Authorized signatory of the agency/firm \_\_\_\_\_ is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the NIT and undertake to abide by them.
3. The information/documents related to the Work along with the application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my bid at any stage beside liabilities towards prosecution under appropriate law.

Signature of the authorized Signatory of the firm.

Date:

Full Name:

Place:

Seal:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Pre-Qualification Bid.

## Annexure VIII

**(To be executed on non-judicial stamp paper of appropriate value as per Stamp Act relevant to State/place of execution.)**

### **Format for Power of Attorney for Authorized Representative**

Know all men by these presents, We, [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr/Ms [name], son/daughter/wife of [name], and presently residing at [address], who is presently employed with/retained by us and holding the position of [designation] as our true and lawful attorney (herein after referred to as the “Authorized Representative”), with power to sub-delegate to any authorized person, to do in the name of HUDCO and on HUDCO behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as consultant for [name of assignment], by Housing and Urban Development Corporation Ltd. (the “Client”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/responses to the HUDCO, representing us in all matters before the HUDCO, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the HUDCO in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us until the entering into of the Contract with HUDCO.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers here by conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE, [name of Agency/Firm], THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF [month] [year in “yyyy” format].

For [name and registered address of organization]

[Signature]

[Name][Designation]Witnesses:

1. [Signature, name and address of witness]
2. [Signature, name and address of witness]

Accepted [Signature] [Name] [Designation][Address]

(Power of Attorney to be provided by the Bidder Company/ Bidder in favour of its representative as evidence of authorized signatory’s authority)

**Annexure IX**

**List of Professionals employed under Applicant's Firm, giving details about their qualifications & experience in the Applicant's establishment.**

| Sr. No. | Name                  | Age | Qualifications | Experience | Nature of works handled | No. of years in the organization | Indicate special experience and achievement, if any |
|---------|-----------------------|-----|----------------|------------|-------------------------|----------------------------------|-----------------------------------------------------|
| 1.      | 2.                    | 3.  | 4.             | 5.         | 6.                      | 7.                               | 8.                                                  |
| A.      | On permanent payrolls |     |                |            |                         |                                  |                                                     |
| B.      | Associates/Advisory   |     |                |            |                         |                                  |                                                     |

**SIGNATURE OF APPLICANT**

**Format of Curriculum Vitae (CV) for  
Proposed Key Professional Staff**

Present Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Expert: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: (if any) \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

Key Qualifications: \_\_\_\_\_

Education: \_\_\_\_\_

*[Summarize college/university and other specialized education of expert member, giving names of schools,colleges, dates attended, and degrees obtained. Use about one quarter of a page.]*

Relevant Work Experience:

**Table 0.1 Relevant Work Experience**

| Sl No | Name of Project | Organization | Position held | Key Responsibilities |
|-------|-----------------|--------------|---------------|----------------------|
|       |                 |              |               |                      |
|       |                 |              |               |                      |
|       |                 |              |               |                      |
|       |                 |              |               |                      |
|       |                 |              |               |                      |
|       |                 |              |               |                      |

Employment Record: \_\_\_\_\_

*[Starting with present position, list in reverse order every employment held. List all positions held by expert member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

Languages:

\_\_\_\_\_

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

Certification:

I, .....the undersigned certify that, to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. If awarded the Contract, I undertake to work with this Firm only on this assignment.

\_\_\_\_\_  
[Signature of expert member]

Date: Day/Month/Year

\_\_\_\_\_  
[Signature of authorized representative of Firm]

Date: Day/Month/Year

\_\_\_\_\_  
Full name of expert:

\_\_\_\_\_  
Full name of authorized representative:

**Note:**

**A. APPLICANTS SHALL FURNISH ALL THE DOCUMENTS MENTIONED IN THE ABOVE ANNEXURES, FAILING WHICH THE APPLICATION WILL BE LIABLE FOR REJECTION.**

**B. ALL THESE DOCUMENTS HAS TO BE SUBMITTED WITH “TECHNICAL BID” ONLY. DO NOT SUBMIT “FINANCIAL BID” DOCUMENTS ALONG WITH “TECHNICAL BID”.**

**c. SUBMISSION OF “FINANCIAL BID” OR QUOTING OF FINACIAL RATE ANYWHERE IN THE “TECHNICAL BID” WILL LEAD TO REJECTION OF THE APPLICATION.**

### **References**

References of authorized persons for whom we have executed similar Projects who may be in a position to advise and confirm HUDCO about the ability, competence and capability of our organization are given below:

| Sl. No | Name of the Person / Contact details / Designation/ Name of the Organization | Details of the Assignment / Period of execution |
|--------|------------------------------------------------------------------------------|-------------------------------------------------|
| 1      |                                                                              |                                                 |
| 2      |                                                                              |                                                 |
| 3      |                                                                              |                                                 |

**SIGNATURE OF THE APPLICANT**

**Financial Proposal (To be duly filled)****Table Financial Proposal**

| DESCRIPTION                                                                                                                                     | Fee to be quoted as lumpsum, excluding applicable GST |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------|
|                                                                                                                                                 | In Figures                                            | In Words |
| Engagement of Consultant for carrying out Demand Assessment and Financial Feasibility Study for development of HUDCO plot at Panchkula, Haryana |                                                       |          |

**Signature of Authorised person:****Name****Designation:****Name of the Agency/Firm:****Address:**

**ARTICLES OF AGREEMENT**

**(The successful applicant to whom the contract would be awarded has to enter in to an Agreement in this format in a stamp paper of appropriate value)**

**THE AGREEMENT Executed BETWEEN HUDCO AND THE CONSULTANTS FOR**  
carrying out Demand Assessment and Financial Feasibility Study for development  
of HUDCO plot at Panchkula, Haryana

=====

This Agreement is executed on this \_\_\_\_\_ day of \_\_\_\_\_ Two  
thousand Twenty-Five BETWEEN HUDCO, a company constituted under the Companies Act  
1956 and existing under Companies Act 2013 and having its Corporate/Head Office at HUDCO  
Bhawan, Core-7A, India Habitat Centre, Lodhi Road, New Delhi – 110003 and (hereinafter  
referred to as the " HUDCO Ltd." which expression shall include its successors and assigns)  
of the ONE PART.

AND

M/s -----Company registered under the Indian  
Companies Act 1956 or 2013/ a Partnership firm registered under the Indian Partnership Act  
1932 / Proprietorship Firm under its appropriate Law having its registered office at -----  
-----  
(hereinafter referred to as the " **Consultant** " which expression shall include its partners  
present and in future, their respective heirs, legal representatives, administrators, successors  
and permitted assigns as the case may be) of the other part.

**WHEREAS**

**HUDCO proposes to carry out Demand Assessment and Financial Feasibility  
Study for development of HUDCO plot at Panchkula, Haryana**

I. details of which are more fully mentioned in the schedule –I hereunder written (hereinafter  
referred to as the "Said Project")

I. HUDCO is desirous of engaging a **Consultant** for the said Project and invited offers for  
this purpose. **M/s** \_\_\_\_\_ has responded by submitting its proposal dt.....

II. Based on the representations of M/s \_\_\_\_\_ made in its said Proposal, HUDCO has decided to  
engage the services of M/s \_\_\_\_\_ for the said Project on the terms and conditions  
contained in the HUDCO's NIT No.  
\_\_\_\_\_. Dated....., which have been accepted by M/s \_\_\_\_\_ with  
absolute consensus.

III. HUDCO and the **Consultant** have agreed to set out in writing the terms and conditions  
in respect of his engagement for the said Project.

**NOW THEREFORE**, in consideration of the foregoing and the mutual covenants and promises contained herein and other good and valuable consideration the receipt and adequacy of which is hereby acknowledged, the Parties intending to be bound legally, agree as follows

## **ARTICLE-1 - DEFINITIONS AND INTERPRETATION**

### **1.1. Definitions:**

1. **“HUDCO”** shall mean Housing and Urban Development Corporation constituted under “Companies Act” having its’ Head Office at HUDCO Bhawan, Core-7A, India Habitat Centre, Lodi Road, New Delhi-110003.
2. **“Consultant”** shall mean the company/ proprietor/ partnership firm engaged for providing Engineering and day to day project management consultancy service.
3. **The Site** shall mean the **HUDCO’s institutional** plot No. Plot No1, Sector 25 Panchkula, Haryana
4. **“Agreement”** shall mean this agreement, together with the Letter of Engagement No.....dated.....issued by HUDCO to the **Consultant**, Schedules and the Annexures to this Agreement and any mutually agreed modifications in writing to this Agreement.
5. **“Letter of Engagement”** shall mean the Letter No.....dated.....issued by HUDCO to the **Consultant**.
6. **“Event of Force Majeure”** shall mean act of God including earthquake, invasion, war, tsunami, rebellion, or other acts generally beyond the control of the Parties and affecting performance of this Agreement
7. **“Payments” or “Fees”** means all payments to be made by HUDCO to the Consultant as per the Payment Terms stated in **Article 3** of this Agreement hereto.
8. **Project: “Project”** shall mean **Development of HUDCO’s Institutional Plot No.1, Sector 25 Panchkula, Haryana** , details of which are more fully mentioned in schedule –I hereunder written.
9. **“Services”** means all the services to be provided / performed by the **Consultant** to HUDCO under this Agreement which are more particularly stated in this Agreement and in the Letter of engagement/ appointment .
10. **“Taxes”** means all taxes including but not limited to Education Cess, Higher Education Cess, levies, surcharges, Octroi or withholdings assessed by any Central, State or local authority as a result of the provision of the Services **Consultant** to HUDCO

**1.2 Interpretation:** Any reference in this Agreement to any Statute or statutory provision shall be construed as including a reference to that statute or statutory provision as from time to time

amended modified extended or re-enacted whether before or after the date of this Agreement and to all statutory instruments orders and regulations for the time being made pursuant to it or deriving validity from it.

The meanings set forth for defined terms in this Article and all pronouns shall be equally applicable to both the singular and plural masculine, feminine or neuter forms as the context may require.

All the references in this Agreement to Articles are to articles in or to this Agreement unless otherwise specified therein. The words "hereof," "herein" and "hereunder" and words of similar import when used in this Agreement shall refer to this Agreement as a whole and not to any particular provision of this Agreement. The words "include", "including" and "among other things" shall be deemed to be followed by "without limitation" or "but not limited to" whether or not they are followed by such phrases or words of like import.

References in this Agreement to any document or agreement shall be deemed to include references to such document or agreement as amended, varied, restated, supplemented or replaced from time to time in accordance with the terms thereof and to include any letters of the parties executed in connection therewith, except as otherwise provided in this Agreement.

The headings of the several Articles and sub clauses of this Agreement are intended for convenience only and shall not in any way affect the originality of the meaning or construction of any provision therein.

The annexure and schedules of this agreement shall be deemed and construed as part of the operative portion of the agreement as if incorporated in *ad verbatim*.

## **ARTICLE 2**

### **2.1. SCOPE OF THE WORK**

The scope of the services of **consultant shall be** as under:

HUDCO owns an institutional plot admeasuring 2457 sqm.( 57.10m X 47.03 m) at Plot No1, Sector 25 Panchkula, Haryana.

As per the conditions stipulated in the allotment letter (Annexure -1), Building / Zoning plan for development of the plot shall be got approved by HUDA. The control over the building shall be exercised through a Zoning plan of the site which shall provide for the building zone, maximum coverage, maximum height, parking area, type of boundary wall & gate etc. besides specifying the use of plot. The relevant documents pertaining to the allotment of plot is placed at Annexure – I.

#### **The Consultant has to carry out the following:**

- To study the prevailing status of the institutional/commercial facilities available in and around Panchkula and assess the demand for such facilities.
- To carry out a Market Survey of State / Central Govt. departments / PSUs/ Banks/ Insurance Companies / Autonomous bodies who are currently functioning from various rented spaces in and around Panchkula, Chandigarh & Mohali, Carpet area currently occupied by them, the current rental rate and additional office space required for them.

- To ascertain the maximum FAR allowable considering the allotment terms & conditions, prevailing bye-laws.
- To carry out Market Survey and propose a product mix for ensuring maximum by utilizing the entire permissible FAR.
- Revenue model including identification of revenue sources and estimation of project cost and revenue for at least next 30 years after the completion of construction of the entire complex and marketing of developed space.
- Financial Analysis of the project with sensitivity analysis including Development cost with respect to the relevant financial indicators (IRR, ROI, NPV etc.).
- Model document for disposal/ renting of the spaces created in the project.

**2.2. The timelines for various milestones are as given below :**

| <b>Name of the Deliverable</b> | <b>Contents</b>                                                          | <b>Timeline (after execution of contract agreement)</b> |
|--------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------|
| Inception Report               | Proposed Methodology for carrying out the assignment                     | Within 5 days                                           |
| Assessment Report              | Demand assessment, Product Mix & Revenue Model for the approval of HUDCO | Within 15 days                                          |
| Draft Report                   | Report with recommendations                                              | Within 20 days                                          |
| Final Report                   | Final Report incorporating the observations of HUDCO                     | Within 45 days                                          |

**2.3. The Consultancy fee shall be paid at various stages as indicated below :**

| <b>Name of the Deliverable</b> | <b>Payment Schedule</b> |
|--------------------------------|-------------------------|
| Inception Report               | 5% of the fee           |
| Assessment Report              | 40% of the fee          |
| Draft Report                   | 40% of the fee          |
| Final Report                   | 15% of the fee          |

- 2.4. All the stages of work shall be completed by the Consultant and the necessary approval given by HUDCO according to the time schedule mutually agreed upon. The works throughout the stipulated period of contract will be carried out with diligence, time being the essence of the contract.
- 2.5. In the event of the failure on the part of the Consultant to complete their work or in the event of the consultant committing a breach of anyone or more of the terms and conditions of the agreement, HUDCO shall be entitled to rescind this Agreement without prejudice to its rights to claim damages or remedies under the law. The period of notice to be given to rescind the contract will be 30 days.
- 2.6. The Consultant must have the authority of HUDCO before initiating any stage of his duties. The consultant shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection in regard to such work as may be necessary to ensure that works are being executed in accordance with the agreement.
- 2.7. HUDCO shall have the liberty to postpone or not to execute any work and the Consultant shall not be entitled to any compensation or damage for such postponement or non-execution of the work except the fees which are payable to the Consultant up to the stage of services then in progress.
- 2.8. The Executive control of the work, as far as this agreement 'is concerned on behalf of HUDCO subject to the overall control of the Chairman & Managing Director shall be with the Executive Director (Consultancy Services), HUDCO to whom the Consultant shall address all communications to be confirmed thereafter in writing.

### **ARTICLE – 3**

1. The Consultant shall act with fairness and impartiality when administering the said Project and maintain a high standard of integrity
2. The Deliverables & Services shall be provided by the consultant in a workmanlike and competent manner in accordance with the professional standards in trade or industry, and shall meet the descriptions, specifications and the performance standards stated in this Agreement.
3. The Consultant is a company / association of persons, it is duly incorporated, registered, validly existing and in good standing as per the laws of India.
4. The Consultant has the power and authority to enter into this Agreement and perform its obligations hereunder. The execution, delivery and performance of this Agreement by the Consultant and the performance of its obligations hereunder have been duly authorized and approved by all necessary actions and no other action on the part the Consultant is necessary to authorize the execution, delivery and performance of this Agreement.
5. The execution, delivery and performance of this Agreement by the Consultant Will not violate or contravene any provision of its constitutional documents; will not violate or contravene any law, statute, rule, regulation, licensing requirement, order, writ, injunction or decree of any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority by which it is bound or by which any of its properties or assets are bound. Except to the extent that the same have been duly and properly completed or obtained, will not require any filing with, or permit, consent or approval of or license from, or the giving of any notice to, any court, governmental instrumentality or other statutory/regulatory, governmental or public body, agency or authority, joint venture party, or any other entity or person whatsoever.
6. No representation or warranty by the consultant in this Agreement, and no document furnished or to be furnished to HUDCO, in connection herewith or with the transactions/obligations contemplated hereby, contains or will contain, to the reasonable knowledge of the Consultant, any untrue or misleading statement or omits or will omit any material fact. There have been no events or transactions, or facts or information which has come to, or upon reasonable diligence, should have come to the attention of the Consultant and which have not been disclosed herein or in a schedule hereto, having a direct impact on the transactions/obligations contemplated in these presents.

### **ARTICLE- 4**

**TERMS & TERMINATION OF AGREEMENT:** This agreement shall commence from the date of its execution and shall remain valid till the completion of the work unless it is terminated as per the provisions of these presents.

HUDCO shall be within its right at its sole discretion to terminate this agreement without giving any notice in the event of:

i. Closure of the business by the Consultant or if the Consultant is a Company, any winding up proceedings are commenced / initiated against the Company or if in the case of a partnership firm, if the firm is dissolved or in the event of death or resignation of one or more partners or reorganization of the firm.

AND/OR

ii. In case there is any change in the constitution of the company / firm of the Consultant for any reason whatsoever.

AND/OR

iii. The Consultant fails to perform its duties and obligations under this agreement to the satisfaction of HUDCO. Save as stated above, HUDCO shall be within its right to terminate this agreement by giving 30 days' notice in writing and without assigning any reasons to the Consultant.

iv. The Consultant shall not terminate this agreement unless there is failure on the part of HUDCO to make payment of any undisputed fees to the Consultant after serving a notice of 90 days to HUDCO.

## **ARTICLE 5**

### **CONFIDENTIALITY**

#### **Consultant hereby agree and acknowledge that:-**

- a) The Consultant acknowledges that in the course of performing their obligations under this Agreement, the Consultant shall not disclose or acquire Confidential Information of HUDCO or its constituents. The Consultant understands and acknowledges that it will be given access to such Confidential Information solely as a consequence of and pursuant to this Agreement.
- b) The Consultant will, at all times, maintain confidentiality of the Confidential Information and of this Agreement, Information of HUDCO including of the HUDCO's Customer, any business, technical, financial information / data or any other information disclosed or accessible to the Consultant for this project whether at the time of disclosure, designated in writing as confidential or not.
- c) The Consultant agrees to keep in confidence and not disclose to any third party and all Confidential Information available to the Consultant and whether such information is given in writing or oral or visual, and whether such writing is marked to indicate the claims of ownership and/or secrecy or otherwise. The Company agrees that it shall not use, nor reproduce for use in any way, any Confidential Information of HUDCO except to the extent required to fulfill its obligations under the Agreement. The Consultant agrees to protect the Confidential Information of HUDCO with at least the same standard of care and procedures used by to protect its own Confidential Information of similar importance but at all times using at least a reasonable degree of care.

- d) The Consultant shall also ensure that its officials/employees if they are permitted by HUDCO in writing to assign, delegate or hire another person to assist it in the performance of its obligations under this Agreement, such officials/employees also shall maintain the confidentiality of the Confidential Information in the same manner as the Consultant is bound to maintain the confidentiality of HUDCO in entirety.
- e) The provisions of this Article shall survive notwithstanding the expiration or termination of this Agreement for any reason whatsoever.

For the purpose of this agreement Confidential information of HUDCO shall mean and include all non-public information of HUDCO including details of HUDCO's Critical Assets held by HUDCO which is accessible by or is available to the Consultant, and in writing whether in graphic, visual or any other tangible, intangible or electronic form including, without limitation, Customer Data, HUDCOs' Data any and all information relating to HUDCO's Customers, the Software and Hardware Vendors and/or its client's (whether past, present, or future), financial data, financial results and projections, employees (past, present or prospective), technologies, technical and business strategies, computer programs, software tools, source codes, object codes, protocols, product descriptions, trade secrets or know how, customer information and Intellectual Property Rights as well as any such information not generally known to third parties, that the Consultant is reasonably expected to treat as confidential. It is clarified that all non- public data residing on HUDCO's existing system shall be treated as Confidential Information for the purposes of this Agreement.

For the purpose of this Agreement, Confidential Information shall not include information which:

- i. Is publicly available at the time of its disclosure  
Or
- ii. Becomes publicly available following disclosure  
Or
- iii. Is already known to or was in the possession of Consultant prior to disclosure under this Agreement.  
Or
- iv. Is disclosed to the Consultant from a third party, which party is not bound by any obligation of confidentiality.  
Or
- v. Is or has been independently developed by Consultant without using the Confidential Information.  
Or
- vi. Is disclosed with the prior permission of HUDCO.

## **ARTICLE 6 :- COPY RIGHTS & RIGHTS OF OWNERSHIP**

HUDCO retains all rights of ownership of the drawings/design including the reports, walkthroughs, presentations etc. or any literary & pictorial works connected thereof, as its property and can use them in its projects.

As per Govt. of India Department of Public Enterprises directions, all MSME vendors are to onboarded on TReDs portal mandatorily and if the successful bidder (L1 bidder) pertains to MSME, (if any) shall register themselves, later on, on any TReDs portals i.e M/s RXIL, M/s M1 Exchange, M/s Invoice Mart and M/s C2 TReDs

## **ARTICLE 7:- MISCELLANEOUS**

### **Notices**

- a) Any notice and other communications provided for in this Agreement shall be in writing and shall be first transmitted by facsimile transmission or by postage prepaid registered post with acknowledgement due or by a reputed courier service, by e-mail, in the manner as selected by the Party giving such notice.

In case of notices to HUDCO:

**Department** : HUDCO Ltd.  
**Address** : HUDCO Bhawan, Core-7A, India Habitat  
Centre, Lodi Road, New Delhi-110003.  
**Phone Number** : .....  
**Fax Number** : .....  
**E-mail** : .....  
**For attention of** : .....

in case of notices to Consultant:

.....  
.....

All notices shall be deemed to have been validly given if sent to the registered office address and on

- i) The business date immediately after the date of transmission with confirmed answer back, if transmitted by facsimile transmission or the expiry of three days after posting if sent by registered post/courier or the business date of receipt, if sent by ordinary post.
- ii) Any Party may, from time to time, change its address or representative for receipt of notices provided for in this Agreement by giving to the other not less than fifteen days prior written notice.

**Entire Agreement:** This Agreement together with Letter of engagement constitutes the entire understanding between the Parties with respect to the subject matter hereof and supersedes prior negotiations, representations, or agreements, either written or oral. Should there be a provision, obligation or a condition contained in the Letter of engagement which are not included in this agreement, such provision, obligation or condition shall be deemed to be incorporated in this Agreement.

**Publicity:** Any publicity by the Consultant in which the name of HUDCO is to be used should be done only with the explicit prior written permission of HUDCO. HUDCO shall be entitled to impose such conditions or restrictions in relation to the manner of use of the name of HUDCO in any publicity material used by the Consultant.

**Waiver:** No failure or delay on the part of HUDCO relating to the exercise of any right, power, privilege or remedy provided under this Agreement shall operate as a waiver of such right, power, privilege or remedy or as a waiver of any preceding or succeeding breach by the Consultant. Nor shall any single or partial exercise of any right, power, privilege or remedy preclude any other or further exercise of such or any other right, power, privilege or remedy provided in this Agreement all of which, unless expressly stated otherwise, are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to HUDCO at law or in equity.

**Violation of terms:** The Consultant agrees that HUDCO shall be entitled to an injunction, restraining order, right for recovery, suit for specific performance or such other equitable relief from the Court of competent jurisdiction which may deem necessary or appropriate to restrain the Consultant from committing any violation or enforce the performance of the covenants, obligations and representations contained in this Agreement. These injunctive remedies are cumulative and are in addition to any other rights and remedies HUDCO may have at law or in equity, including without limitation a right for recovery of the amounts due under this Agreement and related costs and a right for damages.

**Force Majeure:**

Should either party be prevented from performing any of its responsibilities (as mentioned in the agreement) by reasons caused by an Act of God or any cause beyond its reasonable control, the time for performance shall be extended until the operation or such cause has ceased. If a Force Majeure situation arises, the Consultant shall promptly notify immediately HUDCO in writing of such conditions and the cause thereof within 10 calendar days. Unless otherwise directed by HUDCO in writing, the Consultant shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of 1 week, HUDCO shall be within its right to terminate the Contract and the decision of HUDCO shall be final and binding on the Consultant in this regard. Under such circumstances, HUDCO shall be required to pay the Consultant only such amounts as due to it on account of completed items. The Consultant shall not be liable for any loss, damage

or claims under this Agreement for termination due to Force Majeure clause

**Transfer of Interests:** -The Consultant shall not assign or transfer its duties and obligations under this agreement, without the prior written permission of HUDCO. If the Consultant is a partnership firm or a company, no change in the constitution of Board of Directors/partners of the company/firm shall be made without the prior written approval of HUDCO

**NO AGENCY:** -The Consultant shall perform its obligations under this Agreement as an independent and Original Agency. Neither this Agreement nor the Consultant's performance of obligations under this Agreement thereunder shall create an association, partnership, joint venture, or relationship of principal and agent, master and servant, or employer and employee, between HUDCO and the Consultant or its employees and neither Party shall have the right, power or authority (whether expressed or implied) to enter into or assume any duty or obligation on behalf of the other party.

- i) The Consultant shall solely be responsible for all wages and payments (including any statutory payments) to its employees and shall ensure that at no time shall its employees, personnel or agents hold themselves out as employees or agents of HUDCO, nor seek to be treated as employees of HUDCO for any purpose. Consultant also shall be liable to make all payments to its employees including salary and other allowances and for any kind of income, taxes or benefits. The Consultant alone shall file all applicable tax returns for all of its personnel assigned hereunder in a manner consistent with its status as an independent contractor of services; and he will make all required payments and deposits of taxes in a timely manner. The Consultant also represents that it has taken all necessary permissions/registrations under the laws in force including the Contract Labour Regulation Act for employing the people and further undertakes to make all statutory payments to competent authorities required to be made in connection with its employees / personnel engaged.
- ii) HUDCO shall have no liability whatsoever for any loss of life / injury to Consultant's partners, directors, consultants, employees, agents or representatives suffered while on duty or in HUDCO premises or anywhere else and including, without limitation of liability or any damages suffered which results from the malfunction of any equipment in the premises. All such claims shall be settled by Consultant itself. In the interest of Consultant, he should take suitable insurance cover for the risks associated with this project.

**Amendments:** - No change or modification of this Agreement shall be valid unless the same shall be in writing and signed & sealed by both Parties.

**Counterparts:** -This Agreement shall be signed & sealed in two counterparts, each of which is an original and both of which, taken together, constitutes one and the same instrument.

**Severability:** If any of the provisions of this Agreement may be constructed in more than one way, the interpretation, which would render the provision legal or otherwise enforceable, shall be accepted.

In the event any Court or other government authority shall determine any provisions in this Agreement is not enforceable as written, the Parties agree that the provision

shall be amended so that it is enforceable to the fullest extent permissible under the laws and public policies of the jurisdiction in which enforcement is sought, and affords the Parties the same basic rights and obligations and has the same economic effect as prior to amendment.

In the event that any of the provisions of this Agreement shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, then parties shall on mutual consent in writing agree that such provision shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make such provisions valid and effective; provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which such provisions contained in this Agreement were limited as provided hereinabove, the original provisions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked. Notwithstanding the limitation of this provision by any law for the time being in force, the Parties undertake to, at all times observe and be bound by the spirit of this Agreement.

**ARBITRATION:** If any dispute, difference or disagreement shall at any time arise between the Consultant and HUDCO(herein and below referred as 'Parties') as to the interpretation of this Contract/Agreement or concerning anything herein contained or arising out of this Contract/Agreement or as to the rights, liabilities and duties of the said parties hereunder, or as to the execution of the said Project, except in respect of the matters for which it is provided herein that the decision of HUDCO shall be final and binding on the Consultant. In case the dispute / disagreement continues, the matter shall be referred to the Arbitration as per the terms of Arbitration & Conciliation Act 1996 & amendments thereto. The sole Arbitrator shall be appointed by both the parties who shall be based in Delhi/Chandigarh. The final decision of the Arbitrator shall be binding upon both parties. The work under the contract, however, has to continue during the Arbitration proceedings or otherwise. No payment due or payable to the Architect cum Project Management Consultant shall be withheld on account of such proceedings except the disputed payment of fees on account of other provisions in this agreement.

The Arbitrators shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing. The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.

The Arbitrator shall give a separate speaking (reasoned) awards separately in respect of each issue / dispute or difference referred to him. The fees, of the Arbitrator shall be borne equally by both parties.

Dispute in accordance with the terms of the contract and give a reasoned award. The venue of Arbitration shall be at such place as may be fixed by the Arbitrator anywhere within Delhi.

Subject to aforesaid, the provisions of the Arbitration & Conciliation Act 1996 or any statutory modification or reenactment thereof and the rules made thereunder and for the time being to force, shall apply to the arbitration proceedings under this clause.

All arbitration proceedings shall be held at Delhi/Chandigarh and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

**Expenses & Stamp Duty:** All the expenses including stamp duty, levies and other monies payable in connection with the execution of this Agreement with HUDCO shall be borne by the Consultant.

This agreement executed at.....the.....day and year first written above.

For The CONSULTANTS

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| NAME:<br>OFFICE ADDRESS:          |                                   |
| WITNESS: (1)<br>NAME:<br>ADDRESS: | WITNESS: (2)<br>NAME:<br>ADDRESS: |

FOR HUDCO

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| NAME:<br>OFFICE ADDRESS:          |                                   |
| WITNESS: (1)<br>NAME:<br>ADDRESS: | WITNESS: (2)<br>NAME:<br>ADDRESS: |

SCHEDULE-I

DETAILS OF THE PROPERTY UNDER PROPOSAL