

**Program Management Unit (PMU),  
HP Disaster Risk Reduction Programme (HPDRR),  
Disaster Management Cell, (Rev-DM),  
Government of Himachal Pradesh  
H.P. Secretariat, Shimla-171002  
Phone:- 0177 2880320/ E-mail:- sdma-hp[at]nic[dot]in**

**Expression of Interest for hiring of Office Accommodation**

E.O.I Number:Rev (MDC) (F)11-50/2023-DRRP (AFD-III) (PMU-AFD)

Expression of Interest are invited for hiring of Office accommodation for the Program Management Unit (PMU),HPDRR, having a *Carpet area* of 4000 sq.ft. to 4500 sq.ft. along with ample parking for 3-4 vehicles at a time from Legal owners/Power of Attorney holders,in Shimla City.Preference will be given to buildings in the vicinity of H.P. Secretariat.

The Interested parties may collect the Application document from Room No.104, Armsdale building, H.P. Secretariat,Shimla-2 and submit their filled application on the prescribed format provided in the Application document latest by 15/03/2025 .The application may be forwarded to the **Program Director, PMU-HPDRR, Room No.104,YojanaBhawan,HP Secretariat**: with a *non-refundable* processing fee of Rs. 500/- and *refundable* EMD of Rs. 10,000/- in form of Demand draft/Bankers Cheque in favour of **Assistant Controller {F&A}(Deptt. Of Rev-DM), Govt of HP**, payable at Shimla.

For details and terms & conditions please visit the website <https://hpsdma.nic.in/Index1.aspx?lsid=3&lev=1&lid=3&langid=1>.

*The Undersigned reserves the right to reject any/ all the applications without assigning any reason thereof.*



**Nishant Thakur (HPAS)**  
Program Director  
Project Management Unit  
HPDRR, AFD (Rev.DM)

**Program Management Unit (PMU),  
HP Disaster Risk Reduction Programme (HPDRR),  
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Phone:- 0177 2880320/ E-mail:- sdma-hp[at]nic[dot]in**

**EOI FOR HIRING OF OFFICE ACCOMODATION**

The Program Director, (PMU-HPDRR), invites EOI for hiring of office accommodation for the Project Management Unit-(PMU), having area 4000 sq.ft. to 4500 sq.ft. *carpet area* from legal owners/power of attorney holders in Shimla City preferably in the vicinity of H.P. Secretariat Shimla.

The Interested applicants may collect the EOI document from (**Disaster Management Cell, Revenue Department, H.P. Secretariat, Shimla**) or download fr(<https://hpsdma.nic.in>) the EOI documents & other terms and conditions applicable, from the website, on any working day, during office hours, from 13/02/2025 to 11/03/2025. The application may be submitted in the prescribed format available in the EOI document. The application may be forwarded to the Program Director, PMU-HPDRR, with a *non* refundable Demand draft/Bankers Cheque processing fee of Rs. 500/- (five hundred) and refundable EMD of Rs. 10,000/- in the form of demand draft in favour of, the "Assistant Controller (Rev-DM) Himachal Pradesh Secretariat, Shimla-171002, payable at Shimla".

Application complete in all respects in sealed envelope must be either delivered by hand or sent by registered post to the Program Director, PMU-HPDRR, Room No 104, Yojana Bhawan, H.P. Secretariat, Shimla-171002 so as to reach not later than 2:30 PM on 15/03/2025. The EOI will be opened at 2:30 PM on the same day, in the presence of the bidder of participants or their authorized representatives (to be given in writing by participants), who opt to be present.

In case date fixed for the opening of the EOI is declared a holiday, the EOI shall be opened on the next working day at the same time.

The Program Director, PMU-HPDRR, Disaster Management Cell, Revenue Department, H.P. Secretariat, Shimla-171002 reserves right to reject any or all the application without assigning any reason thereof.

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**Program Management Unit (PMU),  
HP Disaster Risk Reduction Programme (HPDRR),**

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Government of Himachal Pradesh

H.P. Secretariat, Shimla-171002

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**EOI FOR HIRING OF OFFICE ACCOMODATION : TERMS AND CONDITIONS**

**A. General Terms & Conditions**

- i. The EOI will be acceptable only from Legal property owner/ Power of attorney holder of the accommodation/property. The Program Director, PMU-HPDRR, will not pay any brokerage for the offered property.
- ii. The office accommodation is required for the "Project Management Unit (PMU)" in Shimla City, however accommodation in the vicinity of H.P. Secretariat, Chotta Shimla will be preferred.
- iii. The requirement of accommodation is between 4000 sq.ft. to 4500 sq.ft as *carpet area*.
- iv. The entire offered area shall be available in a single or multiple floors and should be interconnected by an internal staircase/passage.
- v. The offered accommodation should have proper approach from National Highway OR State Highway OR Motorable link road.
- vi. The accommodation offered must be vacant, ready to occupy, free from all encumbrances/claims and legal disputes, etc. documentary proof of ownership of accommodation and copies of up-to-date payment receipts of all taxes, dues, water & electricity charges, etc. should be submitted along with the bid.
- vii. No activity other than the activities of Project Management Unit (PMU) shall be carried out in the rented out premises by the landlord/legal owner.
- viii. The Program Director, PMU-HPDRR, reserves the right to ask for original of the documents submitted with the technical bid.
- ix. In case of any clarification required with respect to the EOI and its Terms and Conditions the prospective/interested parties may contact Program Director, PM(HPDRR). Only those requests for clarification shall be entertained and considered for response which are received at least 3 days prior to the date fixed for opening of the technical bid.
- x. Interested parties should submit the complete EOI document, including Annexure-A, B and C duly filled in and ***signed at the bottom of each page***, in token of having accepted the terms and conditions.
- xi. Clearance/No objection certificate from all Central/State Government and Municipal Authorities including fire Department for use as Office premise complying to the Municipality rules/bye laws along with the documents in support of ownership of land and building and construction thereon must be submitted with the application and copies of approved plan of the accommodation offered should be submitted along with the proposal/offer.

### **B. EMD & EOI processing fee**

- i. The EOI should be accompanied by processing fee of Rs. 500/- (*non-refundable*) by way of Demand draft/Bankers Cheque in favour of the "Assistant Controller (Rev-DM) Himachal Pradesh Secretariat, Shimla-171002, payable at Shimla".
- ii. The EOI should also be accompanied by *refundable* demand draft of Rs. 10,000/- on account of EMD in favour of the "Assistant Controller (Rev-DM)) Himachal Pradesh Secretariat, Shimla-171002, payable at Shimla", valid for 45 days beyond the validity of the application.
- iii. EMD shall be *forfeited* in case:-
  - a. The Applicant withdraws his application during the EOI validity period.
  - b. The Applicant fails to arrange inspection of the offered premises/accommodation intimated by the Program Director, PMU-HPDRR, Revenue Department, H.P. Secretariat, Shimla-171002
  - c. The Program Director, PMU-HPDRR, comes to know that the information and documents submitted by the Applicant are true *or* not true copy of the original documents.
  - d. Successful Applicant fails to handover possession within the prescribed time.

### **C. EOI Successful Validity**

The EOI offered shall be valid for a period of 120 days from the opening date.

### **D. Lease Agreement**

- i. Selected Applicant shall be required to sign a rent agreement containing detail terms and conditions with this Office, in accordance with the provisions of the law applicable for the time being in force as fixed by Program Director, PMU-HPDRR, Disaster Management Cell, Revenue Department, Room No-212, H.P. Secretariat, Shimla-171002
- ii. The agreement shall be signed initially for a period of *five years* which may be extended for a further period on mutually agreed terms and conditions, if required.
- iii. The rent agreement can be cancelled by either side, by giving a notice of not less than 3 months.
- iv. The rent agreement for hiring of building/accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon.

### **E. Fire Safety**

Sufficient numbers of fire extinguishers, buckets with sand etc. shall be installed on each floor of the offered accommodation. However, the running expenses of re-filling etc. shall be paid by the Program Director, PMU-HPDRR, Disaster Management Cell, Revenue Department, H.P. Secretariat, Shimla-171002, during the currency of the hiring agreement of the said accommodation.

### **F. Possession**

- i. The successful Applicant shall provide the accommodation/premises in *ready to occupy* condition as per requirement of the Program Director, PMU-HPDRR within 30 days from the date of award letter.
- ii. The Program Director, PMU-HPDRR can grant extension beyond 30 days if satisfied with grounds stated at the request of the owner/landlord.
- iii. The possession of the premises will be given by the property owner/landlord/Power of attorney holder to the Program Director, PMU-HPDRR, *or* his authorized Officer in-Charge after completion of entire work as per the requirement and signing of the rent agreement.

### **G. Structural Alterations/Additions**

- i. The Program Director, PMU-HPDRR may, at any time during the currency of the period of the rent make such structural alterations to the existing building but not limiting to such as partitions, office fixtures and fittings as may be easily removable and are mutually agreed upon.
- ii. The Program Director, PMU-HPDRR, shall have the right to install communication equipment telephone, broadband, erect partitions in the offered space for office use as deemed necessary by him for facilitating electronic communication as well as placing of sign boards, ACs, Generators etc. for its working activities and the property owner/landlords will have no objection of any kind whatsoever and shall not claim any compensation or any additional amount, for the purpose.

### **H. Repairs & Maintenance**

- i. In case of non-attendance of any complaint of maintaining of electrical & sanitary fitting, water, electrical etc. the problem shall be rectified by the Program Director, PMU-HPDRR or his authorized officer, and the expenditure thus incurred shall be recovered from the Lessor.
- ii. Repair work, if any pointed out by the Program Director, PMU-HPDRR or his authorized officer, shall be carried out by the owner immediately based on nature of the repair, and in no case later than 15 days from the date of intimation by the Program Director, PMU-HPDRR or his authorized officer, failing which the same shall be done by the Program Director, PMU-HPDRR or his authorized officer, and cost of it. (upto ceiling of one month's rent) shall be recovered out of the payment of rent in the immediate next month.

### **I. Parking (office vehicles)**

The offered accommodation should preferably have parking space/facility for at least 3-4 office vehicles at a time.

### **J. Electricity & Water Supply**

- i. The offered accommodation should have independent electricity supply with exclusive meters and proper earthing.
- ii. The offered accommodation should have independent and round the clock water supply with exclusive meters and sufficient storage capacity for both drinking and utility facilities.
- iii. Stand-by arrangements would be preferred for water & electricity.
- iv. The Program Director, PMU-HPDRR, shall pay all running charges with respect to electric power, light and water charges of the premises during the period of hiring on rent on the basis of actual consumption based on meter readings.
- v. The electricity and water supply lines/connection shall be provided by the owner at his cost and expenses. However, the office shall pay all running charges with respect to electric power, light and water charges of the said premise during the lease period on the basis of actual consumption.

### **K. Insurance**

At all times during the currency of the hiring period, it shall be responsibility of the Owner/power of attorney holder of the building to obtain insurance coverage in line with standard

industry practices, including but not restricted to cover for fire, theft and natural calamities. Such insurance will have to be obtained by the land lord/party before entering into the contract.

#### **L. Indemnification**

The successful Applicant shall keep the Program Director, PMU-HPDRR, indemnified against claims/litigation in respect of the buildings/accommodation so hired by the office, if necessity so arises.

#### **M. EOI Submission**

##### **i. Technical Proposal**

- a. Technical proposal should be accompanied by the documents as per **Annexure-A** without which the EOI will be considered incomplete and hence summarily rejected.
- b. No rate/ charge shall be mentioned in Technical proposal.
- c. The EOI should be accompanied by a *non-refundable* demand draft/bankers cheque of Rs. 500/- on account of EOI processing fee in favour of the "Assistant Controller (Rev-DM)) Himachal Pradesh Secretariat, Shimla-171002, payable at Shimla
- d. The EOI should also be accompanied by a *refundable\** demand draft/Bankers Cheque of Rs. 10,000/- on account of EMD in favour of the " Assistant Controller (Rev-DM)) Himachal Pradesh Secretariat, Shimla-171002, payable at Shimla", valid for 4 days beyond the validity of the EOI.
- e. All documents must be signed by the property owner/holder of power of attorney himself or his/her authorized signatory.
- f. All the documents should be filled-in as clearly legible and without any cutting/overwriting and without application of correction fluid.
- g. Technical proposal should be submitted in a separate sealed envelope superscribed as **"Technical Proposal for hiring of office Accommodation-PMU under DM Cell"**

##### **ii. Financial Proposal**

- a. The Financial Proposal should contain details, as per proforma at **Annexure-B**.
- b. The Applicant should quote monthly rent on lump sum basis for the entire area (inclusive of all taxes and levies applicable for time being in force).
- c. The quoted rent should be in conformity with prevailing market rate and shall be negotiable.
- d. In case of cutting/ overwriting /application of white fluid or Pencil used in price EOI, the application will be considered as rejected.
- e. Financial proposal should be submitted in another separate scaled envelope superscribed as **'Financial Proposal for hiring of office Accommodation-PMU under DM Cell**
- f. These two scaled envelope (*Technical proposal and Financial proposal*) must be kept in a separate envelope in a single cover addressed to **Program Director, PMU-HPDRR, Room No.104, Yojana Bhawan, Armsdale Building Phase -III, Himachal Pradesh Secretariat, Shimla-171002**. Both this envelopes may then be put in another bigger separate cover, which should be sealed and bear superscription: as **"EOI for hiring of office Accommodation-PMU (DM Cell) to be opened on 2:30 PM on 15/03/2025"**, and this envelope is to be submitted

- g. The EOI must reach on or before the closing time and date of submission of EOI i.e 2.30 PM on **15.03.2025** in the office of Program Director, PMU-HPDRR(Address is given at **ii(f)** above. EOI received after the closing time and date fixed for submission of EOI, for any reasons whatsoever, including postal delay shall be termed as "Late" and shall not be entertained and considered.

#### **N. EOI Opening**

- i. The **technical proposal** will be opened on **2:45 PM on 15/03/2025** in the office of the Program Director, PMU-HPDRR, Armsdale Building Phase -III, Himachal Pradesh Secretariat, Shimla-171002 in the presence of applicants who opt to be present.
- ii. In case date fixed for the opening of the EOI is declared a holiday, the EOI shall be opened on the next working day at the same time as fixed for the original date for this purpose.

#### **O. Selection of Successful Applicant:**

- i. The short listed Applicant based on the preliminary scrutiny of technical proposal will be informed in writing by the Program Director, PMU-HPDRR, for arranging site inspection of the offered premise/accommodation.
- ii. Proposal's would be evaluated on the basis of criteria like location, availability of parking space, distance from HP Secretariat-Shimla , suitability of the building for office use and rates quoted for all as per carpet area of the space offered.
- iii. After the site visit, the application will be evaluated on various parameters/particulars furnished, documents submitted with the technical proposal and observations of the site inspection team.
- iv. The financial proposal's will be opened only of the those applicants who are found suitable after evaluation as at (ii) above.
- v. Program Director, PMU-HPDRR, shall be under no obligation to accept the lowest quotation i.e. in case the lowest quotation is found unreasonable than monthly as determined and fixed by the Competent Authority i.e. the Program Director, PMU-HPDRR, or his nominee, whose decision will be final, who may if required take opinion of bodies like CPWD/HP PWD etc. to make such decision.
- vi. The Program Director, PMU-HPDRR, reserves the right to reject all /any EOI without assigning any reason thereof.

#### **P. Penalties**

Failure on the part of the Owner to execute the terms and conditions during the period of contract will attract penalty on the rates and extent as decided by the "Competent Authority".

#### **O. Payments**

- i. Payment of rent shall be made on monthly basis, after end of the month, in favour of property owner, after deduction of the tax at source(TDS), as applicable from time to time and penalties if any, by the Office of the Program Director, PMU-HPDRR, against bills as per the rent agreement.

- ii. No advance payment on account of will be made.
- iii.

#### **R. Arbitration**

In case of any dispute, the same will be referred to an Arbitrator to be appointed by the *Administrative Secretary (Revenue)*, whose decision shall be final and binding on both the parties. Subject as aforesaid, the provision of the Arbitration & Conciliation Act, 1996 shall apply to all proceedings of this Act.

#### **S. Area of Jurisdiction**

All disputes concerning this EOI shall be subject to the jurisdiction courts of Municipal Limits of Shimla Town, Shimla (H.P.) where the office of the Program Director, PMU-HPDRR, is located.

#### **T. Any further order/directions**

Any other correspondence/directions/Updates if any, w.r.t this **E.O.I** can be seen only on the website <https://hpsdma.nic.in>, and no separate advertisement will be given in newspapers. So all applicants, are requested to regularly check the website, for updates ,if any.

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**EOI FOR HIRING OF OFFICE ACCOMODATION  
TECHNICAL PROPOSAL FORM**

**A. Particulars/Specifications of the offered accommodation:**

(To be filled by blue/black pen as clearly legible and without any cutting/overwriting and without application of correction fluid)

**Table-1**

1.	Name of the person /party holding title to the offered property:	
2.	Nationality of owner:	
3.	Full postal address of the offered property:	
4.	E-mail ID:	
5.	Mobile No.	
6.	Landline No.:	
7.	Description of built-up Area in Sqft.	
8.	Number of Rooms/Halls with attached toilets with size (Length and Breadth) of each room and attached toilet:	
9.	Number of Rooms and Halls with common toilets with size (Length and Breadth) of each room and common toilet:	
10.	Water Storage Capacity in Ltrs.	
11.	Carpet Area of the Floor/Building:	
12.	No. of Toilets Floor-wise in case Multi-floor Accommodation (Separately/Common for Men and Women):	
13.	Facility of Kitchen/Pantry, if any:	
14.	Details or Solar Energy Panels/Heaters installed (if any):	
15.	Details of Generators/Inverters. if any	
16.	Details of Refrigerators, Water Purities, Furniture, Fitting & Fixtures, Curtains, Flower Pots, Lights, Fans, Kitchen items & Toilet Accessories, etc. (if any):	
17.	Availability of Parking Space in Sq.ft. within the compound:	
18.	Availability of Room/Shelter for Chowkidar with size (if any):	
19.	Indicate whether offered accommodation is an independent building for exclusive use of the Program Director, PMU-HPDRR, or otherwise (clear details be stated):	
	Indicate whether the offered accommodation is ready to occupy?:	
21.	Indicate whether the owner/power of attorney holder of the building is agreeable to monthly as determined and fixed by CPWD/HP PWD, if the offered found to be at higher side that of the assessed by the CPWD/UP PWD?	
22.	Detail of EOI processing fee i.e. Rs. 500	DD No.: Date: Payable at:
23.	Detail of EMD i.e. Rs. 10,000/-	DD No.:

	Date: Payable at:
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**B. Essential Documents to be submitted with the Technical Proposal Form (Annexure-A)**

(Clearly legible original/attested/self-certified copies to be enclosed with the technical Proposal form)

**Table-2**

1.	Refundable Demand Drafts of EMD (Rs. 10,000/-) and non Refundable EOI processing fee (Rs. 500/)
2.	Copy of the title deed of the offered property/building
3.	Copy of the proof of ownership of the offered property
4.	Copy of power of attorney of the offered property, if applicable
5.	Copy of the building plan duly approved by the competent authority
6.	Attested/Self Certified copy of building completion certificate issued by competent authority with respect to the offered accommodation.
7.	Whether the HP SEB has certified for safety standard of electric wiring. (copy of certificate to be enclosed)
8.	Copies of up-to date payment receipts of all taxes, dues, water & electricity charges, etc.
9.	Provision of regular repairs and maintenance and special repairs, if any, with respect of the offered accommodation (in writing details to be enclosed)
10.	Details of Fire Safety mechanism alongwith particulars of /fire Department Certificate (Copy of Certificate to be enclosed)
11.	Undertaking as per Annexure-C of the EOI document.
12.	Any other relevant information / documents the bidder wish to furnish w.r.t. the offered accommodation.

Confirmed that all the particulars as per **Table-1**, and all the required documents as per **Table-2** have been furnished/enclosed.

Signature:-

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Name:-

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Address:-

.....

Tel./Mob No. :-

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**EOI FOR HIRING OF OFFICE ACCOMODATION**  
**FINANCIAL Proposal FORM**

(To be filled by blue/black pen as clearly legible and without any cutting overwriting and without application of correction fluid & submitted in separate sealed envelope)

I \_\_\_\_\_ S/o or D/o or W/o \_\_\_\_\_  
Resident of \_\_\_\_\_,  
hereby offer my Property situated at \_\_\_\_\_

Brief Description of Property	Total Carpet Area (Sq. Feet)	Rate per (Sq. Ft.)	Total Monthly Rent(Amount)
Total Amount Per month (In Figures)			
Total Amount per month (In words)			

**Note:**

- i. The quoted should be in conformity with prevailing market rate and shall be negotiable.
- ii. Lowest Applicant shall be decided based on the total amount filled in above. No other charges shall be considered in deciding lowest Applicant.
- iii. Quoted amount should be covering all taxes as applicable from time to time. This shall be the amount payable by the Program Director, PMU-HPDRR, on monthly basis as.

Signature:-

.....

Name:-

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Address:-

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Tel./Mob No. :-

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LETTER OF UNDERTAKING

To

The Program Director
Project Management Unit (PMU)
HPDRR, AFD (Rev.DM)
Room No 104
Armsdale Building Phase-III,HP Secretariat,
Chhota Shimla-171002 HP

Sub: Letter of Undertaking and Acceptance of Terms & Conditions of EOI for hiring of office accommodation for the Project Management Unit (PMU)

Sir,

- 1. I/We do hereby solemnly declare and undertake that:
2. All terms and conditions of the EOI are acceptable to me/us. If any information furnished by me/us is found incorrect/false, the lease agreement is liable to be cancelled without prejudice to any other legal action deemed fit by the Program Director, PMU-HPDRR, HP Secretariat, Chhota Shimla-171002 HP.
3. It is hereby declared that the particulars of the building etc.as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true. I/We shall be liable to such consequences/lawful action as the Program Director, PMU-HPDRR, may wish to take.
4. I/We also declare that there is not any Government/Municipal restriction barring the letting of the proposed/offered premises on and I/We am/are that legal owner of the proposed building.
5. I/We also declare that the offered accommodation is free from all encumbrances, claims and litigation including disputes regarding ownership.
6. I/We also declare that there is no dispute regarding parking space/facility of the offered accommodation.
7. I/We also declare that no dues, taxes or levies of any Kind are due or pending for payment.
8. I/We have not been black listed in any Govt. organization/institution.
9. I/We also confirm that I/We understand that the Program Director, PMU-HPDRR, reserves absolute rights to reject any bids or all bids without assigning any reason

Signature:-

Name:-

Address:-

Place:-

Tel./Mob No. :-