

**H.P. PRIVATE EDUCATIONAL
INSTITUTIONS REGULATORY COMMISSION**

Happy Nest Building, Below BCS, Phase-III, New Shimla-171009
Phone No. 2629664, Telefax-2629663, 2629665
Email: secy-perc-hp@nic.in

OFFICE ACCOMMODATION WANTED

H.P. Private Educational Institutions Regulatory Commission (HP-PERC) Shimla requires suitable premises (Commercial use only) for its office at Shimla within MC area on monthly rental basis. Interested parties having suitable commercial accommodation on main road with carpet area of approx. 4000 to 4500 sq.ft. duly approved by Municipal Corporation Shimla for Commercial purpose along with parking space for at least 6 vehicles and who are willing to offer built-up structure on rent / lease basis to HP-PERC should apply to the Secretary, HP-PERC, Happy Nest Building, Below BCS, Phase-III, New Shimla-171009 **on or before 30th May 2018** along with a copy of complete revenue papers and approved map. The offer should be submitted under two bids system, i.e. technical and financial bids separately in two sealed covers, to be enclosed in a single sealed envelope. Performa of technical and financial bids be obtained from the Office of HP-PERC or can be downloaded from the website of the Regulatory Commission i.e. <http://hp.gov.in/hpperc>. The Commission reserves the right to reject any or all offers without assigning any reason thereof.

Sd/-
SECRETARY

Format of Technical Bids

Sr. No.	Description	Bidder to fill in the details
1.	(a) Complete Address of the Property.	
	(b) Name and address of the owner.	
	(c) Site Plan/ Approach/ access for public dealing	
2.	Anticipated date of readiness/ handing over of office space.	
3.	Property area in Sq. Ft.	
	(a) Plinth Area	
	(b) Carpet Area	
	(c) No. of Floors on which the area is available	
4.	Copy of approved Map/ Plan (be attached)	
5.	Parking Space	
	(a) Earmarked 4 No. office cars (Yes/No)	
	(b) Possibility of parking for other officials and representatives of Educational Institutions/ Visitors	
6.	3 Phase Electricity Connection to be provided by the owner.	
	(a) Whether electric fixture and LAN wiring is installed.	
	(b) Quantum of Power backup for the proposed area. If available (Yes/No)	
7.	Separate water connection with storage capacity of 2000 ltrs. (available or not)	
8.	Flooring Vitrified/ Wooden/ Carpet etc.	
9.	Provisions of Toilets	
	(a) Attached with officers room at least 4 nos.)	
	(b) For staff and visitors (2 nos.) (Ladies and Gents separately)	
	Is the owner ready to provide additional facilities like partitions and toilets, pantry etc., if required!	
10.	Provisions of pantry	
11.	Whether fire fighting equipment has been installed in the building/ proposed area?	
12.	Whether security of the premises being provided by the owner.	
13.	Documentary proof of ownership of the office space.	

Date:**Place:****Signature of Owner/ Authorised Person
Stamp.**

Format for financial Bids

Sr. No.	Description	Total Amount (in rupees)
1	Carpet Area of office space (in sq. ft.)	
2	Monthly rent per sq. ft.	
3	Total Monthly rent.	

Note:

1. The monthly rent for a period of first five years shall be as per rates quoted under Sr. No. 3 above. Enhancement of rent after 5 years shall be @ 5% over first year's rent on compounding basis.
2. Property owners may please note that the electricity/ water / sanitation charges shall be paid by HP-PERC based on the actual consumption of electricity /water and therefore, the electricity charges are not required to be quoted here. The MC Charges/ Property Tax, if any, to be borne by the owner.

Signature of Authorized Person.....

Stamp

Date:

Place: