



**THE HARYANA STATE COOPERATIVE SUPPLY  
AND MARKETING FEDERATION LIMITED**  
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)  
TEL: 2590520-24, FAX: 2590711 E.Mail: [hafed@hry.nic.in](mailto:hafed@hry.nic.in)  
Web-site: [www.hafed.gov.in](http://www.hafed.gov.in)



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**RENTING OUT OF HAFED'S SHOWROOM AT KOLKATA**

Hafed invites sealed Quotations / bids from reputed parties for renting out Hafed Showroom measuring 947 Sq.ft + 50% (445 Sq.ft Magazine floor) at F-2 & F-3, CIT Complex Gharia Hat Road (South), Dakshinapan Dhakuria Kolkata on monthly rent basis. The terms and conditions may collect from Hafed Corporate Office, Sector-5, Panchkula, Haryana during office hours except holiday. The rates will be received at 12:00 Noon upto 15.04.2024 in sealed envelope and will be opened at 2:00 PM on 15.04.2024 in the presence of party / parties, who wish to be present by the committee. Hafed reserve the right to accept / reject any or all the offers without assigning any reason. Other terms and conditions, if any, will be announced at the time of opening of offers. Negotiation will be carried out if found necessary.

The interested parties may submit their quotation / bid to take this property on rent to Hafed Head office through Regd. post / E.Mail: [hafed@hry.nic.in](mailto:hafed@hry.nic.in) or [hfdxenpkl@gmail.com](mailto:hfdxenpkl@gmail.com) upto 12:00 Noon by 15.04.2024. For any quarry, please contact SDE (P) Hafed Panchkula, Mobile No. 94639-62340. The detail in this regard can also be seen from the website: [www.hafed.gov.in](http://www.hafed.gov.in)

**MANAGING DIRECTOR,  
HAFED PANCHKULA**

**No.Hafed/EE(HQ)/Drg./258**

**Dated: 27.03.2024**

### **ELIGIBILITY, TERMS AND CONDITIONS:-**

1. **The bidder also furnish the Bank Guarantee within 15 days of the allotment letter in favour of The Haryana Cooperative Supply and Marketing Federation Limited, Panchkula (HAFED) equal to the rent of 1 month (offered by the bidder) for the period of 1 year.**
2. The lease can be extended with mutual consent of both the parties with increase of 10% in monthly rent every year on compounding basis.
3. The charges of water supply/electricity bills will be borne by the Tenant.
4. The periodical repairs/minor repairs will be will be borne by the Tenant.
5. The Tenant will not be allowed to make any addition/alteration in the property against the norms of Kolkata / West Bengal Govt. However, they can make the changes inside the showroom according to their decoration / placing of material etc. without changing the existing walls, floor and roof etc. If any loss or damage is caused to the premises, the party shall be liable to make good any losses to Hafed. If any approval is required by the Tenant from Kolkata Authority / department concerned, it will be their own responsibility to get the same.
6. The Tenant can vacate the complex by serving one month notice to Landlord in advance. However, payment will be made by Tenant upto last day of the month of vacation of the complex. The security shall be refunded only if Tenant gives one month notice in advance, if he / she wish to vacate the premises.
7. The bidders must specify their GST No. and Permanent Account No. (PAN).
8. This is subject to without prejudice to Hafed's right for change in calculation and typing mistake, if any, occurs which is noticed lateron.
9. The jurisdiction of the Court will be at Panchkula / Chandigarh.
10. Agreement will be got registered from the Revenue Department / M.C/ concerned authority and the expenses in this regard will be borne by the Tenant.
11. Hafed reserves the right to reject any/all quotations without assigning any reason whatsoever.
12. **Security :-** The bidder also be furnish the Bank Guarantee within 15 days of the allotment letter in favour of **The Haryana Cooperative Supply and Marketing Federation Limited, Panchkula** equal to the rent of 1 month (offered by the bidder) for the period of 1 year with this specific work.
13. In case the party does not occupy the premises after acceptance of its bid by the Hafed or fails to vacate the premises after completion of Rent period, the security amount will stand forfeited and the Bank Guarantee will be invoked by Hafed besides taking legal action for eviction and the monthly rent will also be increased by **10% after every year** on compounding basis.
14. The Rent period shall start from the date of allotment letter/allocation of space to the party.
15. The party shall execute a registered rent / Rent agreement with Hafed within a period of one month from the date of issue of acceptance letter by Hafed to the successful quotation / bid otherwise the security amount will stand forfeited and the Bank Guarantee will be invoked by Hafed. All the expenses for the execution

of Rent agreement shall be borne by the party.

16. The Rent deed will be got registered by the Tenant at its own cost.
17. The rent shall be charged from the party on monthly basis.
18. The Rent period shall be initially for 1 **(One) year**, which can be further extended with mutual consent and prior approval of the Managing Director, Hafed. In that event, a fresh Rent deed will be executed with mutually agreed terms and conditions.
19. The monthly rent shall be increased by 10% after **every one year** on compounding basis.
20. The party shall pay the agreed amount of rent to Hafed in advance through Bank Draft/RTGS/NEFT on or before 7th day of each calendar month for which it is due during the period of tenancy after deducting TDS, as applicable and a certificate of tax deduction will be issued by the party to Hafed. In case, the agreed rent is paid after the due date, the party shall be liable to pay interest @ 15% p.a. for the period of delay.
21. In case of default in payment of the monthly rent or part thereof for consecutive three months, the party shall be liable for eviction immediately and Hafed will be entitled to take possession of the demised premises.
22. Other charges like electricity, water, telephone and insurance charges etc. shall be borne by the party itself.
23. The property tax of the warehouse, if any, shall be paid by Hafed. However all other statutory taxes shall be borne by the party.
24. The GST, as applicable, will be paid by the party.
25. The party shall in no case sub-let a part or whole of the premises to any other party. If at any stage, it is found that the premises or any part of it has been sub-let, the party shall be liable for eviction immediately and Hafed will be entitled to take possession of the demised premises.
26. The Tenant shall be responsible for obtaining all licenses/ all consents from the authorities for warehouse purpose.
27. The party shall not avail the loan facility by way of mortgage/pledging the premises against the rent agreement with Hafed from any person, bank, and financial institution under any circumstance.
28. The party shall not use the premises for any unauthorized / illegal business.
29. The Landlord/Tenant can get vacated or vacate the premises by giving 1 month notice in writing within the agreement period. If the Tenant fails to vacate premises after the expiry of 1 month notice, he shall be liable to pay the monthly rentals to be enhanced @ 10% every month.
30. The party is required to submit copies of his balance sheets and Profit & Loss account for the last three years duly certified by a Chartered Accountant.
31. **Negotiation:** Hafed reserves the right to negotiate the rates. However, the negotiations could be held up to H-3 bidder, if the difference between H-1 quoted rate and those quoted by H-2 and H-3 is within 5% of the H-1 quoted rate. In case

where the H-1 bidder refuses to further enhance his offered rate and the H-2 or H-3 bidders come forward to offer a rate which is better than the rate offered by the H-1 bidder, the bidder whose rate is accepted becomes the H-1 bidder. However, in such a situation, the original H-1 bidder may be given one more opportunity to improve upon the discovered rate. In case, the original H-1 bidder further improves upon the rate discovered during the negotiations, he would be treated as H-1 bidder. As regard the apportionment of the area/space, the finally determined H-1 bidder would be accorded due preference and the allocation of the space/area may be decided by Hafed. The balance space/area may be apportioned between the H-2 and H-3 bidders, if they accepted the final H-1 rates. Hafed also reserve the right to allocate space to H-2/H-3 bidder on overriding priority basis if the H-2/H-3 bidder has made a bid for more/complete space/area of the floor than the H-1 bidder. However, a final decision regarding allotment of space/area shall be at the sole discretion by Hafed on case to case basis and its decision shall be final and binding.

- 32. The Managing Director Hafed reserves the right to accept/reject any/all the bids without assigning any reason.
- 33. In case of any dispute arising out of the contract, the matter shall be referred to the Managing Director, Hafed, Panchkula to arbitrate in the matter, who can arbitrate himself/herself or appoint anybody including Hafed officer to arbitrate the matter, whose decision shall be final and binding upon both the parties. It shall not be open to the party to question this condition on any ground whatsoever. All disputes arising out from this contract shall be subject to jurisdiction of Panchkula / Chandigarh Courts only.
- 34. Certified that I/We \_\_\_\_\_ have carefully gone through the above terms & conditions and have retained a copy of the same. I/We shall strictly abide by the terms & conditions.

Accepted the above terms & conditions.

Signatures of party / bidder with seal, date & complete address.

Mobile No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

**FORMAT TO BE FILLED BY THE BIDDER**

Sr. No.	Particulars	
1	Name	
	Complete Address	
	E-mail Id	
	Website, if any	
	Phone No(s)/Mobile No(s)	
2	Detail of Earnest Money	
3.	Whether the copies of the following documents duly signed at each page have been uploaded (write 'Yes' or 'No'):	
	1) Balance sheet for the last 3 years	
	2) PAN Card	
4	Details of Bank account / IFSC code required for refund of EMD	Name of party _____ Account No. _____ IFSC code of the branch _____ Name of Bank _____ Address of Bank _____

I/we hereby state that:-

1. I/we have thoroughly read all the schedules, appendices, annexure to the Notice, terms & conditions carefully.

2. Our offer is as per Terms and Conditions given in the tender document.

Signatures: \_\_\_\_\_

Seal/Stamp: \_\_\_\_\_

Full Name of the authorized signatory: \_\_\_\_\_

Designation of the signatory: .....

Contact No. of signatory: .....

E-Mail ID of signatory: \_\_\_\_\_