

कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANIZATION

(श्रम एवं रोजगार मन्त्रालय, भारत सरकार)

(Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, Regional Office, Haldwani

द्वितीय तल, खुराना कॉम्प्लेक्स, जज्जीकोर्ट के सामने, नैनीताल रोड, हल्द्वानी-263139, उत्तराखण्ड

2nd Floor, Khurana Complex, Opposite Judges' Court, Nainital Road, Haldwani- 263139, Uttarakhand.

पत्रांक:- क.भ.नि./क्षे.का./हल्द्वानी/प्रशा./160

दिनांक:- 20/11/2025

NOTICE INVITING TENDER

Employees Provident fund Organization, a statutory body under the Ministry of Labour and Employment, Government of India, functioning from above address at present and requires office accommodation on rent at Haldwani with a carpet area of about 17000 Sq.ft. The area should be easily approachable to public. The interested organization/bodies may send their offer in Two Bid System (Technical Bid & Financial Bid) only in the prescribed format on or before 11.12.2025 upto 1500 Hrs.

General Instructions

Tender No.	EPFO/RO Haldwani/2025-26/001, dtd 20.11.2025
Last Date and Time for receipt of tender	11.12.2025 upto 1500 Hrs.
Time and Date of Opening of Tender offers (Technical Bid)	12.12.2025 at 1100 Hrs
Financial Bid	13.12.2025 at 1500Hrs.
Address of Communication	Employees E. P.F. Organization, Regional Office, Haldwani, 2nd Floor, Khurana Complex, Opposite Judges' Court, Nainital Road, Haldwani- 263139
Contact Telephone Numbers	05946-282208

For detailed information please visit <https://www.epfindia.gov.in/site/en/TenderAuction.php>


Assistant Commissioner

(Vishal)

TERMS AND CONDITIONS

1. Successful party will be declared as 'the lessor' which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives.
2. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing any such change shall not relieve the succeeding owner of liabilities under this contract
3. In case a particular party owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical document and financial bid in respect of each premises
4. In case of co-owners/joint owners, the technical document & financial document should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he/she should invariably submit an authorization to do so from the remaining owners.
5. The building in which office is offered shall have all basic amenities like proper water connection/facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity and water connections. Sufficient wiring and meters should be in place to take up electricity load for air conditioning of the premises. EPFO shall bear actual charges for consumption of electricity and water. Owner should undertake to provide separate electricity/ water meters for this purpose.
6. In case of damage to the lease property due to any natural calamities rioting etc. neither EPFO, Regional Office, Haldwani, District Nainital will undertake to compensate the loss or damage incurred to the owner of the property
7. The bids will be acceptable only from the buildings/office space belonging to Central/State Govt., Union Territory Administration, Central/State PSUs, Local Bodies, Statutory, and Autonomous Bodies and Private Owners. The lease deed would however be executed by the original owner/lease holder. The lease deed would be executed after the verification of documents and physical inspection of the premises offered for hire EPFO, Regional Office, Haldwani. The building should be legally free from all encumbrances. The owner has to submit certificate stating that no case is pending against the property for which offer is given.
8. The premises should have adequate parking facility.
- 9 The owner shall mention whether he/she is ready to bear the cost of registration of the lease deed.
10. The owner shall sign all the papers of tender documents in token of having understood the terms and conditions.
11. A non- encumbrance Certificate issued by Registrar Authority for the last 15 years must be provided.
12. No advance/deposit will be made by EPFO.
13. Rent shall be payable from the date of handing over of vacant possession of the premises for EPFO Regional Office, Haldwani, after completion of necessary repairs, renovations, additions/alterations etc.
14. Rent will be payable for the month on or before the 10th of each month following the month for which the same shall become due.
15. A key plan of the building should be enclosed along with the offer.

16. The premises should have separate Toilets for Ladies and Gents or should undertake to make arrangements. Sufficient water supply needs to be mentioned.
17. Rent will be paid on carpet area. The carpet area means area of the premises. Less wall/columns, staircases, verandah, lobby, balcony, toilets, etc. Even though the same is given for EPFO's use in built up area.
18. The owner of the building has to clearly mention whether he/she is ready to accept the fair rent to be fixed by the CPWD/PWD or the rent which he/she quotes or whichever is less.
19. EPFO, Regional Office, Haldwani will not make any security deposit or any brokerage for the offered property under any circumstances.
20. The lease rental shall be subject to TD\$ as per the provision of the income Tax Act in force along with all statutory laws as applicable from time to time.
21. All existing and future/enhanced Municipal Corporation taxes, and other taxes, fees will be paid by owner/ renewal fees towards obtaining NOC from COMPETENT LOCAL AUTHORITY for commercial use of the premises will be borne by owner of the premises.
22. For the floor area measurement, a certificate from the registered architect or any government authority should be submitted along with the technical document.
23. Bids not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.
24. After opening of the technical bids and before evaluation of the same, the Committee constituted by the lessee (EPFO, RO, Haldwani) shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case, the committee finds the premises not suitable for the purpose of setting up the office, the technical document submitted by such an owner will not be evaluated and the financial bids of the owner will not be opened. The decision of the Committee in this matter will be final.
25. EPFO, Regional Office, Haldwani reserves the right to shortlist any offer or reject any offer or cancel the requirement altogether without assigning any reason
26. Overwriting /alterations, if any, in the document should be signed by the authorized signatory
27. The building should be ready to occupy immediately.
28. EPFO, Regional Office, Haldwani, may at any time during the period of the rent/extended rent period make such structural alterations to the existing building such as partitions, office fixtures and fittings as may be easily removable.
29. Lease Period: A period of 5 (five) years from the date of handing over vacant possession and thereafter option of further extended period on Haldwani, agreed consent of the parties with enhancement of rent at as per policy of EPFO. However, rent may be revised after the period of 5 (Five) years up to 15% on the existing rent or on fair rent certification from CPWD/PWD of the state Govt. on subsequently on mutual consent. Further, on 3 Months' Notice, the proposed premises may be vacated by the either party.

30. The following documents should be submitted along with Tender Document

- i. Copy of ownership certificate.
- ii. Copy of latest Tax paid receipt for the commercial use to the building.
- iii. Latest encumbrance certificate.
- iv. 'No legal case is pending' certificate from owner.
- v. Copy of approved plan from local body.
- vi. Copy of completion/ occupancy certificate from local body.
- vii. Fire clearance from the fire department.
- viii. Key plan of the premises.
- ix. Details of availability of Electrical Load Copy of the latest electrical bill.
- x. Undertaking from the owner to sign EPFOs Standard Lease Deed with the condition to renew the rent after every five years with 15% enhancement.
- xi. Certificate for validity of offer for 6 months,
- Xii. Agreement to be registered with the expense of owner. Certificate in this regard agrees for the same to be submitted.

I) TECHNO-COMMERCIAL BID

Interested parties should submit the complete tender document, including; Annexure-I, Annexure-II and Annexure-III duly filled in and ink signed at the bottoms of each page In token of having accepted the terms and conditions. These documents as well additional information and the documents called for tenders should be sealed in the envelope superscripted **"TECHNICAL BID DOCUMENT FOR OFFICE ACCOMMODATION- "EMPLOYEES PROVIDENT FUND ORGANISATION, HALDWANI,**

II) FINANCIAL BID

Price Quotation for monthly rent (both in figures and words) in lump sum strictly as per Annexure-II, may be put in second envelop duly sealed and superscripted **" FINANCIAL BID DOCUMENT FOR MONYHLY RENT ACCOMMODATION- "EMPLOYEES PROVIDENT FUND ORGANISTION, HALDWANI".**

Both these envelopes may then be put in another cover. This third cover may also be sealed and bear superscription: **TENDER FOR OFFICE ACCOMMODATION FOR "EMPLOYEES PROVIDENT FUND ORGANISATION, HALDWANI"**

31. The tender offer should be sent either by speed post or may be submitted in drop box as to reach Employees Provident Fund Organization, Regional Office, Haldwani-263139 on **or before 11.12.2025 upto 1500 Hrs.** The tender should be submitted by name to **Sri Akash Verma, RPFC-II, EPFO, Haldwani.**

32. Requests received against the tender shall be processed in two parts. All information and documents furnished in response to this invitation including Annexure-1 shall be deemed to be a technical offer. In the event prices are indicated by the party in the technical document, the tender request shall stand

rejected. Details furnished in the Technical Offer shall be assessed/evaluated. Financial Bids of only those bidders/Parties shall be opened on a later date whose Technical Offers are found acceptable and suitable by the committee.

33. Rent charges shall be paid at the fixed rate at the end of each month or as per the lease Agreement entered in to with the party on the Terms & Conditions mutually agreed.

34. In the event of Technical offer being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the Property along with proof of identity of the owner along with photograph(s) before the price bids are opened. Original document shall be return after decision is taken to open financial bids.

35. Quoting parties may keep their offer valid for a period of 06 months. (Written statement should be enclosed)

36. The Price quotation for monthly rent for accommodation of EPFO Regional Office, Haldwani shall only be opened, if found selected in technical bid.

37. The decision of EPFO, Regional Office, Haldwani will be final and cannot be challenged.

38. If any special offers, additional facilities are there from the owner's side that may be mentioned in a separate attachment.

Annexure-1

(TECHNICAL BID)

1 Name of person/Party holding Title to the property-

2. Nationality of the Owner -

3. Full Postal Address of Property with PIN code-.....

.....

4. Total Carpet Area in Square feet (floor wise)-

5. Contact Details

Name:

Mobile no:

Fax:

E-mail.

6. Essential Documents Furnished (please tick mark the correct option)

YES/NO

i. Copy of ownership certificate-

YES/NO

ii, Copy of latest Tax paid receipt for the commercial use of the buildings -

YES/NO

iii. Latest encumbrance certificate-

YES/NO

iv. No legal case is pending certificate from owner-

YES/NO

v. Copy of approved plan from local body-

YES/NO

VI. Copy of completion/occupancy certificate from local body-

YES/NO

vii, Fire clearance from the fire department-

YES/NO

viii. Key Plan of the premises-

YES/NO

ix. Details of availability of Electrical load-

YES/NO

x. Copy of the latest electrical load-

YES/NO

x. Whether owner is willing to sign EPFO Standards Lease Deed with the

Conditions to renew the rent after every five years with 15% enhancement -

YES/NO

xi. Certificate for validity of offer for 6 months-

YES/NO

xii. Agreement to be registered with the expense of owner, Certificate in this

Regards for the same to be submitted-

YES/NO

Signature:

Name:

Designation:

(FINANCIAL BID)**A) Name:****B) Address (office & residence):****C) Address of property offered:**

Sl. No.	Brief Description	Total Carpet area	Rent quoted per square foot	Total amount/month in Rs.
1	Property offered			
2	Taxes, if any			
3	Any other charge			
	Total			

Total Monthly rental Rs..... (in figures inclusive of all charge)

Rupees..... (in words inclusive of all charge.

Signature:**Name:****Designation:****Note:**

- Quote should be covering all taxes and duties.
- Total Monthly rental shall be the amount payable by Employees Provident Fund Organization REGIONAL OFFICE, HALDWANI to the owner every month as rent.
- Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. in case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

DECLARATION

I.....S/ohereby
offer the Premises stated in the Annexure- I for rent to Employees Provident Fund
Organization, Regional Office, Haldwani.

Date:

Signature:

Name:

Designation: