



दूरभाष/Tel.: 0177-2621021, 2634820  
E-mail:- cp.shimla@epfindia.gov.in



कर्मचारीप्रविधनसंस्थान  
Employees' Provident Fund Organization  
कर्मचारीप्रविधनसंस्थान, भारत सरकार  
Ministry of L & E, Government of India  
क्षेत्रीय कार्यालय, शिमला, हिमाचल प्रदेश  
Regional Office Shimla, Himachal Pradesh  
ब्लॉक नं. 34, एसडी.ए. कॉम्प्लेक्स, कसुमगढ़ी, शिमला, (हि.प्र.)  
Block No.- 34, SDA Complex, Kasumpti, Shimla, HP 171009



## OFFICE PREMISE REQUIRED ON RENT

Suitable space for District Office premises is urgently required on rent basis for Employee's Provident Fund Organisation, Ministry of Labour & Employment, Government of India, Shimla, HP at Baddi, District- Solan, HP consisting of carpet area of **1200 to 1400 sq. ft.** with other necessary amenities like Toilets, Drinking Water, Parking facilities, Lift (if offered space is above 2<sup>nd</sup> floor) etc. The interested parties may send their offers in sealed cover envelope with detailed information's i.e. plinth area and carpet area or covered area, two photographs of building (one close up and another long shed) willingness/consent to sign the lease deed for five years. **"QUOTATION FOR OFFICE PRIMISES"** to be marked on the sealed envelope. Envelope should contain Completion/Occupancy certificate of building other terms and conditions etc. The rent will not be more than the fair rent fixed by the CPWD and consent in this regard is to be submitted along with the offer. The Government/Semi Government Organisation may also apply. Offer received through brokers will not be entertained. Format of lease agreement and check list regarding documents to be submitted alongwith quotation can be downloaded from the EPFO website i.e. [www.epfindia.gov.in](http://www.epfindia.gov.in) or can be obtained from the Regional Office, Shimla on any working days. The offer should reach to the undersigned by **12/12/2022** upto **05:00 PM** and will be opened on **13/12/2022** at **3:00 PM** in the presence of the bidders, if they opt to be present. The competent authority reserves the right to reject any offer without assigning any reason.

(Mayank Bansal)

Regional P. F. Commissioner-II,  
Regional Office, Shimla, HP





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सत्यमेव जयते

कर्मचारी निधि संगठन  
Employee Provident Fund Organization

कर्मचारी निधि संगठन, भारत सरकार  
Ministry of L & E, Government of India

क्षेत्रीय कार्यालय, शिमला, हिमाचल प्रदेश  
Regional Office, Shimla, Himachal Pradesh

ब्लॉक नं. 34, एन.डी.ए. कॉम्प्लेक्स, कस्तूरबती, शिमला (हि.प्र.)  
Block No.- 34, SDA Complex, Kasturba, Shimla, HP 171009



## किराए पर कार्यालय परिसर चाहिए

कर्मचारी भविष्य निधि संगठन क्षेत्रीय कार्यालय, शिमला हिमाचल प्रदेश द्वारा जिला कार्यालय हेतु बद्दी, जिला-सोलन, हिमाचल प्रदेश में 1200 से 1400 वर्ग फुट किराए के आधार पर साथ में शौचालय, पेयजल, पार्किंग सुविधा, लिफ्ट (यदि प्रस्तावित स्थल द्वितीय तल से ऊपर है) इत्यादि अन्य आवश्यक सुविधाओं के साथ कारपेट क्षेत्र के उपयुक्त स्थल की कार्यालय परिसर हेतु शीघ्र आवश्यकता है। इच्छुक पार्टियां सीलबंद लिफाफे में अपने प्रस्ताव अन्य विस्तृत जानकारी के साथ प्लिंथ क्षेत्र, कारपेट क्षेत्र, स्थल के नक्शे सहित, अपेक्षित कुल किराया स्पष्ट रूप से यह निर्देशित करते हुए कि उद्दत कारपेट क्षेत्र के लिए है या क्वर्ड क्षेत्र के लिए, भवन के दो फोटोग्राफ (एक नजदीक से तथा दूसरा दूर से) पांच वर्ष हेतु पट्टा विलेख हस्ताक्षरित करने की इच्छा/सहमति भेजें। सीलबंद लिफाफे में "कार्यालय परिसर हेतु कोटेशन" लिखा जाना चाहिए। लिफाफे में भवन का पूर्ण निर्माण, ऑक्युपेंसी प्रमाणपत्र अन्य व शर्तों इत्यादि भेजें। इस किराए का निर्धारण के.लो.नि.वि. (सीपीडब्ल्यूडी) से करवाया जाएगा और यह किराया के.लो.नि.वि. (सीपीडब्ल्यूडी) द्वारा निर्धारित उचित किराए से अधिक नहीं होगा तथा इस संबंध में सहमति प्रस्ताव के साथ भेजनी होगी। सरकारी/अर्धसरकारी संगठन भी आवेदन कर सकते हैं। दलालों (ब्रोकर्स) के जरिए प्राप्त प्रस्ताव मान्य नहीं होंगे। कोटेशन के साथ प्रस्तुत किए जाने वाले दस्तावेजों के संबंध में चेक लिस्ट और पट्टा इकरारनामे का प्रारूप ई.पी.एफ.ओ. की वेबसाइट अर्थात् [www.epfindia.gov.in](http://www.epfindia.gov.in) से डाउनलोड किया जा सकता है अथवा क्षेत्रीय कार्यालय, शिमला से किसी भी कार्य दिवस सोमवार से शुक्रवार में प्राप्त किया जा सकता है। उक्त प्रस्ताव दिनांक 12/12/2022 को अपराह्न 05:00 बजे तक अधोहस्ताक्षरी के पास पहुंच जाने चाहिए और दिनांक 13/12/2022 को अपराह्न 3:00 बजे खोले जायेंगे। खोलने के समय बोलीदारों की उपस्थिति अपेक्षित है। सक्षम प्राधिकारी बिना कोई कारण बताये किसी भी प्रस्ताव को निरस्त करने का अधिकार रखता है।

  
(मयंक बंसल)

क्षेत्रीय भ. नि. आयुक्त -II,  
क्षेत्रीय कार्यालय, शिमला, हि.प्र.





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कर्मचारी भविष्यनिधि संगठन  
Employees' Provident Fund Organization  
असमर्थित/असहमत/भारत सरकार  
Ministry of L & E, Government of India  
क्षेत्रीय कार्यालय, शिमला, हिमाचल प्रदेश  
Regional Office, Shimla, Himachal Pradesh

ब्लॉक नं. 34, एस.डी.ए. कॉम्प्लेक्स, कान्हाप, शिमला, (हि.प्र.)  
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## किराए पर कार्यालय परिसर चाहिए

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(मयंक बंसल)

क्षेत्रीय भ. नि. आयुक्त -II,  
क्षेत्रीय कार्यालय, शिमला, हि.प्र.





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कर्मचारीनिधिप्रबन्धनसंस्था  
Employees' Provident Fund Organization  
कर्मचारीनिधिप्रबन्धनसंस्था, भारतसर्वकार  
Ministry of L & E, Government of India  
श्रीवेङ्कटपुर, शिमला, हिमाचल प्रदेश  
Regional Office Shimla Himachal Pradesh

ब्लॉक नं. 34, एस.डी.ए. कॉम्प्लेक्स, कस्तूरबट्टी, शिमला, (हि.प्र.)  
Block No.- 34, SDA Complex, Kasturba, Shimla, HP 171009



## OFFICE PREMISE REQUIRED ON RENT

Suitable space for District Office premises is urgently required on rent basis for Employee's Provident Fund Organisation, Ministry of Labour & Employment, Government of India, Shimla, HP at Nahan, District- Sirmour, HP consisting of carpet area of **1000 to 1200 sq. ft.** with other necessary amenities like Toilets, Drinking Water, Parking facilities, Lift (if offered space is above 2<sup>nd</sup> floor) etc. The interested parties may send their offers in sealed cover envelope with detailed information's i.e. plinth area and carpet area or covered area, two photographs of building (one close up and another long shed) willingness/consent to sign the lease deed for five years. **"QUOTATION FOR OFFICE PRIMISES"** to be marked on the sealed envelope. Envelope should contain Completion/Occupancy certificate of building other terms and conditions etc. The rent will not be more than the fair rent fixed by the CPWD and consent in this regard is to be submitted along with the offer. The Government/Semi Government Organisation may also apply. Offer received through brokers will not be entertained. Format of lease agreement and check list regarding documents to be submitted alongwith quotation can be downloaded from the EPFO website i.e. [www.epfindia.gov.in](http://www.epfindia.gov.in) or can be obtained from the Regional Office, Shimla on any working days. The offer should reach to the undersigned by **12/12/2022 upto 05:00 PM** and will be opened on **13/12/2022 at 3:00 PM** in the presence of the bidders, if they opt to be present. The competent authority reserves the right to reject any offer without assigning any reason.

(Mayank Bansal)

Regional P. F. Commissioner-II,  
Regional Office, Shimla, HP





Employees Provident Fund Organisation  
**LEASE AGREEMENT**

Lease Agreement for office complex No. \_\_\_\_\_ at \_\_\_\_\_  
(Lease of premises office, commercial, godown and apartment).

THIS AGREEMENT TO LEASE executed on the day of Two Thousand :

BETWEEN : [Name/s] \_\_\_\_\_  
(hereinafter referred to as the "LESSOR" which expression shall, whenever the context so requires or admits, mean and include, \_\_\_\_\_ heirs, executors, administrators and assigns).

AND : [Name/s] Central Board of Trustee, Employees Provident Fund Organisation.  
(hereinafter referred to as the "LESSEE", which expression shall, whenever the context so requires or admits, mean and include, \_\_\_\_\_ heirs, executors, administrators and assigns).

**WITNESSES AS FOLLOWS:**

I. WHEREAS the Lessor/s is/are the sole and absolute owner of all that Property bearing No. \_\_\_\_\_, situated at [Details] with all fixtures and fittings therein, more fully described in the Schedule below and hereinafter referred to as the "SCHEDULE PREMISES";

II. WHEREAS on the request of the Lessee, the Lessor has agreed to Lease the Schedule Premises to the Lessee and both parties are desirous of reducing the terms agreed into writing;

**III. NOW THIS AGREEMENT CONFIRMS AS FOLLOWS:**

That in pursuance of the foregoing and in consideration of the rent hereby reserved and the mutual convenience of Parties, the Lessor hereby agreed to grant and the Lessee hereby accepts a lease of all that Property bearing No. \_\_\_\_\_ situated at [Details] , more fully described in the Schedule below and hereinafter referred to as the "SCHEDULE PREMISES", subject to the following terms and conditions:-

**1 RENT:**

1.1 The rent payable by the Lessee to the Lessor shall be Rs. /- (Rupees only) per month for the Schedule Premises;

1.2 The rent shall be paid before the 7<sup>th</sup> day of every month following that for which it is due;

**2 DURATION:**

The duration of the tenancy shall initially be for a period of [Duration] five years, commencing from [Date] \_\_\_\_\_ which may be extended for another 5 years with mutual agreement.

**3 RENEWAL:**

Any further renewal shall be for a period of 5 years every time by mutual consent of the parties on increasing the rent further by not more than 15% on the then existing rent or on fair rent certificate from CPWD, whichever is less and subsequently on mutual consent.

**4 Refundable Interest Free Security Deposit in exceptional cases may be accepted with following details:-**

4.1 The Lessee has agreed to pay a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as Interest Free Refundable Security Deposit for due performance of the obligations of the Lessee;

4.2 The Lessee has this day paid the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) to the Lessor by Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank, in the presence of the

Witnesses attesting hereunder, the receipt of which the Lessor accepts and acknowledges the receipt of the said sum to the Lessee,



4.3 The said Refundable Deposit shall be refunded to the Lessee at the time of Lessee vacating and handing over possession of the Schedule Premises to the Lessor;

5 RATES/TAXES/OUTGOINGS:

5.1 The Lessor shall bear and pay the cess and property taxes payable to the [Details of the Authority] or any other statutory authority in respect of the Schedule Premises including deposits to be made for the water and electricity connections; Any revision on these taxes during currency of lease, be paid by lessor. Lessee may pay these dues and deduct it out of rent due to lessor in case lessor fails to pay in time and local authorities forces lessor to pay the same.

5.2 The Lessee shall bear and pay the maintenance charges of the Schedule Premises otherwise same will be deducted from rent due half yearly.

6 ELECTRICITY/WATER CHARGES:

The Lessee shall bear and pay the charges for electricity and water consumed in the Schedule Premises;

7 INSPECTION AND ENTRY:

The Lessor shall be entitled to enter upon the Schedule Premises with prior intimation to inspect the same and satisfy himself that the Schedule Premises is being used in accordance with the terms of the lease.

8 REPAIRS AND MAINTENANCE

8.1 The Lessee shall keep the Schedule Premises in good condition subject to normal wear and tear and shall not cause or suffer any damage thereto;

8.2 The Lessor shall be liable to attend all major repair to the Schedule Premises.

8.3 The Lessor shall execute necessary repairs usually made to premises in that locality as may be specified by EPF Organisation in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the E.P.F.O. may cause the repairs specified in the notice to be execute at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the lessor.

9 USER OF PREMISES

9.1 The Lessee shall use of the Schedule Premises for Residential/Commercial/Office/ Godown purposes only;

9.2 The Lessor shall not use the premises for any offensive trade purpose.

10 BAR ON ADDITIONS/ALTERATIONS

10.1 The items listed in Annexure 1 are taken over by lessee alongwith building and it will be the responsibility of lessee to handover in same condition to lessor at the time of handing over of premises.

10.2 The Lessee shall not effect any structural additions or alterations to the Schedule Premises without the previous written consent of the Lessor;

10.3 The E.P.F.O. may, at any time during the terms hereby created and any renewal thereof, make such structural alternations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures, shall remain the property of the E.P.F.O. who shall be at liberty to remove and appropriate to itself, and of all of them at the expiration of the terms hereby created and any renewal thereof, provided further that the E.P.F.O. shall again hand over the said premises in the same condition as they were in at the commencement of these presents. The owner shall get the premises insured at his own cost to cover loss to premises due to fire, earthquake or any other natural calamities etc.

11 BAR ON SUB-LETTING

The Lessee shall not sub-let assign or otherwise part with the possession of the Schedule Premises to or in favour of anyone else.



12 DELIVERY BACK:

On termination of the lease period, the Lessee shall duly deliver back possession of the Schedule Premises to the Lessor in the condition in which it is let out subject to natural wear and tear and against payment of Refundable Deposit.

13 NOTICE FOR TERMINATION:

13.1 In the event the Lessee failing to pay the rent for two consecutive months, the Lessor shall be entitled to treat the same as breach and terminate the lease.

13.2 In the event of either the Lessee or the Lessor deciding to terminate this lease, before the completion of the terms of this lease or any renewals thereof, a two months notice will be given by the party deciding to terminate this agreement;

14 DISPUTE

14.1 Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Sole Arbitrator to be appointed by the CBT, EPF Organisation after obtaining the consent of the Lessor to such appointment. The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed thereunder shall be applicable to such arbitration proceedings which shall be held at \_\_\_\_\_.

The arbitration proceedings shall be conducted in Hindi/English/\_\_\_\_\_. The cost of the arbitration shall be born as directed by the Arbitral Tribunal. For the purposes of this clause, the Central Provident Fund Commissioner shall be authorized to act and nominate arbitrator on behalf of the Employees Provident Fund Organisation.

SCHEDULE

All that the \_\_\_\_\_ The \_\_\_\_\_ floor of the building and space for parking known as \_\_\_\_\_ in the city of \_\_\_\_\_ which building bear Municipal No. \_\_\_\_\_ and is situated on plot/land bearing Survey Nos. \_\_\_\_\_ and is bounded on or towards East by \_\_\_\_\_ on or towards West by \_\_\_\_\_ on or towards North by \_\_\_\_\_ on or towards South by \_\_\_\_\_

IN WITNESS WHEREOF THE OFFICIAL SEAL OF \_\_\_\_\_ has been affixed in the manner hereinafter mentioned and the lease agreement has been signed for and or behalf of the C.B.T., E.P.F.O. on the day and year first above written, by \_\_\_\_\_

(Signature)  
For and on behalf of the Central Board of Trustees  
Employees Provident Fund Organisation

In the presence of  
Witnesses: 1. \_\_\_\_\_  
2. \_\_\_\_\_

and by the Lessor in presence of  
Witnesses: 1. \_\_\_\_\_  
2. \_\_\_\_\_

(Signature)  
Name and Address of the Lessor

(In case Lessor is a Company,  
Firm or Society Add: \_\_\_\_\_  
For and on behalf of \_\_\_\_\_  
Having authority to sign on behalf  
Of the Lessor \_\_\_\_\_  
Vide resolution dated \_\_\_\_\_

10-34

## CHECK LIST

### (HIRING/LEASE OF ACCOMMODATION)

The following documents are required to be submitted with the Quotations:

- 1) Willingness regarding let out of property from the agency/owner of the property from whom accommodation to be hired.
- 2) Certificate from the owner that there is no court case pending against the accommodation to be hired and clear title exists. No hiring on power of attorney from private owner.
- 3) Exact measurement of carpet area and the covered area and whether the rate is for carpet area or covered area.
- 4) Completion/occupancy certificate of building including clearance from fire safety etc. If applicable any other statutory requirement like from electricity department, water supply etc.
- 5) Details of service taxes/society charges etc. to be paid.
- 6) Total rent to be paid including registration fee and other incidental charges. In case lease rent/ground rent to be paid, the period of lease etc. to be specified. The period of revision to be specified.
- 7) Terms and conditions of rent payment, if any. The offer should be valid for not less than 4 to 6 months.
- 8) Key plan from customer's point of view with nearness of District Authorities, Railway Station/Bus Stand, Post Offices etc.
- 9) Copy of bye laws applicable to that area.
- 10) Two photographs of the building (one close up and another long shed).
- 11) Undertaking regarding the period of lease should be 5 years with no revision in between.
- 12) Undertaking regarding non receipt of advance rent.