

**OFFICE OF THE
DIRECTOR GENERAL
PRISONS & CORRECTIONAL SERVICES,
HIMACHAL PRADESH, SHIMLA-171009**

TENDER/SEALED QUOTATION NOTICE

Sealed applications are invited from the registered agencies/firms/individuals house owners on prescribed format to provide dedicated office space for the Directorate of Prisons & Correctional Services at Shimla as per the following laid down conditions:-

Following requirements are needed to be fulfilled:-

- 1) Approximate area required between 5000-6000 sq. ft.
- 2) There should be one office of minimum 250 sq. ft. with attached bathroom.
- 3) Two more rooms with attached bathrooms will be desirable.
- 4) Another four independent rooms/cabins will be required.
- 5) There should be a conference hall, store room, file room and pantry with water connection.
- 6) The Halls for the staff should have modular working tables, the layout of which will be got approved from the Director General of Police, Prisons & Correctional Services, Himachal Pradesh.
- 7) The property should be properly lit. Ample sun shine light should be available.
- 8) There should be dedicated electricity and water connections.
- 9) It should have dedicated parking for minimum four Cars and ten two wheelers (No rent shall be paid separately for this facility)
- 10) Separate toilet blocks for men and women.

The application duly filled in the prescribed format alongwith requisite documents must reach in the office of the Director General of Police, Prisons & Correctional Services, Himachal Pradesh, Block No. 31, SDA Complex, Shimla-171009 within fifteen days from the date of publication. The application can also be submitted by hand in the above mentioned office of the Director General of Police, Prisons & Correctional Services against proper receipt.

After expiry of the prescribed period the bids shall be opened on next working day at 3 PM by a committee in the presence of all applicants or their authorized representatives who wish to be present. Minimum rents as per Govt. rate will be ensured for the required accommodation to be engaged for above said offices. The competent authority reserves the right to accept or reject any or all the applications without assigning any reasons.

Note:- Prescribed application form can either be obtained from the Office of the Director General of Police, Prisons & Correctional Services, Himachal Pradesh, Block No. 31, SDA Complex, Kasumpti, Shimla-171009 or can also be downloaded from Notice Board section of Directorate of Prisons & Correctional Services website www.hpprisonsonic.in. For queries contact 0177-2628850, 2628852.



**Director General of Police
Prisons & Correctional Services,
Himachal Pradesh, Shimla-09**

**APPLICATION FORM FOR RENTING PRIVATE ACCOMMODATION TO DIRECTORATE
OF PRISONS & CORRECTIONAL SERVICES, HIMACHAL PRADESH.**

- 1) Name & Address of the Applicant:
- 2) Contact Nos.: MobileLandline.....e-mail.....
- 3) Complete address of the proposed building being offered for rent:
- 4) Complete Name & Address of the Owner of the proposed Building:
- 5) Whether the building is approved/sanctioned by the M.C. Shimla: Yes/No,
If yes please attach the copy of the approved map/sanction orders Pages.....
- 6) Whether dedicated Electricity and Water connections have been installed: Yes/No,
If yes please attach the copy of the sanction orders of the connections.
- 7) Area of the proposed building:..... sq. ft.
 - (a) Number of rooms and their sizes:
 - (b) Number of toilets and their sizes:
 - (c) Area for parking of vehicles:
 - (d) Any additional information:
(Attach separate sheet, if necessary)
- 8) Have you any objections if minor modification/alterations and electrical fittings/wirings etc. If required are done inside the proposed building to adjust office requirements etc.?
- 9) Whether the proposed building floor/space being offered for rent is shared by any other party or is independent?
- 10) Whether there is independent entrance to the proposed building/floor being offered for rent? Yes/No, If No. whether separate entrance is feasible? Yes/No. If yes, would you permit or construct separate entry/exit point(s)? Yes/No
- 11) Do you think that you fulfil all the conditions as mentioned in the tender/quotation and application form to offer the building/space for rent? If yes, please specify expected monthly or yearly rent Rs.
Inclusive/exclusive of all taxes as applicable.

Enclosures: (Pages)

Signature.....

NOTE: Incomplete applications shall not be entertained.

Date

Applicant
(Complete Address)