

Notice for Inviting offer for Hiring of leased accommodation for residence of Vice Chancellor, Central Sanskrit University, Delhi.

The Central Sanskrit University, Delhi invites offers from the interested property owners for providing premises for residence of Vice Chancellor on lease basis initially for a period of Two (2) years, which can be extended further on year to year basis on mutual consent.

TERMS AND CONDITIONS: -

1. The minimum requirement of Built-up area / plinth area is 200 sqm, preferably on first floor. However, premises having Built up area / plinth area of more than 200 Sqm up to 338 Sqm will also be considered at the discretion of the University.
2. The offered building must be vacant, ready to occupy, free from all encumbrances and legal disputes, etc.
3. Documentary proof of ownership of building with approved plan from civic authorities (if applicable) and copies of up-to date payment receipts of all taxes, water & electricity charges, etc. should be submitted along with the necessary documents.
4. The interested property owners can download the application from website of the University www.sanskrit.nic.in, which is attached at **Annexure-A**.
5. The Space offered for residence of Vice Chancellor should be preferably on First Floor within the radius of preferably 03 km from Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi-110058. The accommodation shall have 4 (Four) Bedroom preferably with attached Toilets, Drawing Room, Dinning, Family Lounge, including Carparking and preferably with Independent Servant Quarter having Room, Kitchen, Toilet. **The premises offered shall be either furnished or unfurnished.** Minimum acceptable Built-up area / plinth area is 200 sqm. However, premises having Built up area / plinth area up to 338 Sqm will also be considered. Approved layout plan of the offered premises with exact measurement for carpet area and Built up area / plinth area to be shared.
6. Preferably with two Car (2) parking spaces within the premises to park four-wheelers be available for exclusive use. The premises / society shall have preferably CCTV and Power back-up facility.
7. The offered property should have a separate electric connection/meter of appropriate Load with sufficient number of electric/ power points.
8. The accommodation should have provision for sufficient running water supply for both drinking and utility facility.
9. The responsibility for payment of all kind of taxes such as Property Tax, Municipal Tax etc. in connection with the property offered shall be of the Owner and up to date copies of all tax receipts should be made available to Central Sanskrit University, Delhi. The owner shall continue to bear these charges at their own cost during the lease period or extended lease period as the case may be. Water Charges and Electricity charges shall be borne by the Central Sanskrit University as per actual usage.

10. An undertaking from owner to the effect that Clearance/No Objection Certificate from all relevant central/State Government and Municipal authorities including fire department are obtained may be submitted along with tender.
11. The offer will be acceptable only from the owner of the building/property. Central Sanskrit University will not pay any brokerage for the offered property. All documents must be signed by the owner himself/herself or his/her authorized signatory.
12. The maintenance (Civil, Electrical, Mechanical, Plumbing including consumable items etc.) shall be the responsibility of the owner and he/she will bear the same shall continue to carry out annual repairs and maintenance such as white washing/ painting (after every after two years), plantation, pest and rodent control every year. No additional charges for the same shall be payable.
13. After taking the possession, if it is found that annual repairs and maintenance such as white washing, painting, plantation, pest and rodent control remains unattended or not according to the specifications, the owner/landlord has to complete the same within a reasonable time preferably within a week from the date of possession of premises and in case of default, the Central Sanskrit University will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the lease payable to the owner/landlord.
14. The selected property owner shall provide the building/premises in ready condition as per requirement preferably within 07 days from the award of contract.
15. Property owner will have to construct partition/modification/ alternation, if desired, as per Central Sanskrit University requirement and shall be made in the premises at his own cost.
16. Property owner should be willing to allow erection of any kind of devices on the rooftop/premises for INTERNET connection/ cable connection etc.
17. In case of any complaint on maintenance of electrical & sanitary fitting, water, electrical etc. remains unattended within the stipulated time, the problem shall be got rectified by the Central Sanskrit University and the expenditure thus incurred shall be recovered from the lease amount payable for that month.
18. Offer not conforming to these requirements shall summarily be rejected and no correspondence will be entertained.
19. Any form of canvassing/influencing the offer will attract rejection of application submitted by the property owner.
20. The lease quoted should be in conformity with prevailing market rate.
21. Interested property owner should submit duly filled and signed application accepting its terms and conditions quoting monthly lease on lump sum basis for the entire area along-with other details related with the building with documentary proof of ownership and physical occupation of the property.

22. Expenditure on preparation & registration of lease in Sub-registrar office shall be borne equally by the property owner and Central Sanskrit University.
23. The Central Sanskrit University shall have the right to accept or reject any of the applications and the decision of the competent authority, Central Sanskrit University in this regard shall be final.
24. The Central Sanskrit University shall have the right to install sign board/name plate etc. and the owner/landlords will have no objection of any kind whatsoever and shall not claim any compensation or any additional rent.
25. After receipt of confirmation for leasing of the premises which is considered to be most suitable/reasonable and its acceptance by its property owner/landlords, if the property owner/landlords backs out on account of any reason, owner of the property shall be disqualified from bidding for any contract of Central Sanskrit University for a period of one Year from the date of notification.
26. The owners of the short-listed properties will be informed by the Central Sanskrit University for arranging site inspection of the offered premises/accommodation.
27. The possession of the premises will be given by the property owner/landlord to the Central Sanskrit University after completion of entire work as per their requirement and specification and in case of default the Central Sanskrit University will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover amount so incurred from the lease rent payable to property owner/landlord.
28. Non-fulfilment of any of the above terms and conditions shall result in rejection of application/offer.
29. All dispute lies within the jurisdiction of Delhi only.
30. There must be no dispute in the property and accordingly, NOC from previous tenant/undertaking in this regard must be furnished by Owner.
31. Failure on the part of the owner to execute terms and conditions during the period of contract will attract penalty on the rates as decided by a committee constituted by the Central Sanskrit University.
32. Any Corrigendum to this Notice will be notified through the aforesaid website Portal only.
33. Priority will be given to the offered residential house/premise, which is located at secured area in all aspects and closed locality of Central Sanskrit University.
34. Selection of the residential house/premises will be at the sole discretion of the Central Sanskrit University which reserves the right to accept or reject any or all the proposals without assigning any reasons thereof.

PROCEDURE FOR SUBMISSION OF APPLICATION/OFFER: -

- i. The application in the prescribed format (**Annexure-A**) should be submitted online/offline mode, to the office of **Registrar, Central Sanskrit University, 56-57, Institutional Area, Janakpuri, Delhi-110058** or through e-mail (registrar@csu.co.in).

PAYMENTS: -

- i. Payments shall be made by the Central Sanskrit University against pre-receipted bills as per the lease agreement to be executed between the Central Sanskrit University and the owner or his/her authorized representative. The registration charges and stamp duty payable for registration of lease deed shall be borne by mutual consent.
- ii. Payment of lease will be made on monthly basis through electronic mode (i.e. NEFT etc.) after deduction of taxes as applicable.

TERMS OF TERMINATION OF LEASE

- i. The period of lease shall initially be for a period of Two (2) years with a provision for extension on year to year basis with mutual consent and on agreed terms & conditions. **The lease can be cancelled by either side, by giving a notice of not less than 2 months, in writing.**

Application Proforma for hiring accommodation/premises for Vice Chancellor Residence

S. No.	Particulars	Details (to be filled by the Owner)
01	Name of the University (for which premises offered for residence of VC)	
02	Full Particulars of the legal owner of the premises	
	a) Name	
	b) Address	
	c) Mobile/ Telephone No.	
	d) E-mail Id	
	e) PAN No.	
03	a) Complete Address with brief description and location of accommodation offered for lease	
04	Details of premises offered for lease in Sq. M. (showing length x width)	
	a) Total Plot Area	
	b) Open Area	
	c) Built Up Area/ Plinth Area	
	d) Year of construction	
	e) No. of rooms and dimensions thereof	
	f) No. of toilets	
	g) No. of Halls and dimensions thereof	
05	Distance (in Kms) to the residential house/ premises offered	
	a) Distance from HQ Office of Central Sanskrit University at 56-57, Institutional Area, Janakpuri, Delhi-110058	
	b) Distance from Main Road (specify road and width)	
06	Facilities for Vehicle Parking	
07	Electricity Load	
	a) Sanction Electricity Load (attach copy of latest electricity bill)	
	b) Whether willing to get the electricity load increased in case University requires	
08	The period and time when the said accommodation could be made available for occupation after the approval of Central Sanskrit University, Delhi	
09	Rental Amount Per Month (exclusive of GST) (in Rs.)	

Declaration:

1. It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and behalf. In the event of any of the same being found to be false, I/we shall be liable to such consequences/lawful action as the Central Sanskrit University, Delhi may wish to take.
2. I/We also declare that there is no Government/Municipal restriction barring the letting of the proposed building on lease for accommodation.
3. I/We have never been blacklisted in any Govt. Organization/institution.
4. The space offered is free from any liability and litigation with respect to its ownership and lease and there is no pending payment against the previous renting or lease, if any.

Date:

(Signature of Owner)

Name of Owner:

Address: