



INTEGRATED DISTRICT HEALTH SOCIETY, SOUTH DISTRICT  
OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER  
DIRECTORATE OF HEALTH SERVICES: GOVT. OF NCT OF DELHI

District Programme Management Unit  
BEGUMPUR, Malviya Nagar New Delhi - 110017

PHONE: 011-26693339 (CDMO), 011-26693026 (Nodal Officer, NRHM)  
Fax: 011-26693026 email id: cdm\_southdistrict@hotmail.com

**TERMS AND CONDITIONS OF HIRING OF OFFICE SPACE BY IDHS SD**

IDHS SD, a registered society with the Register of Societies, Delhi, is involved in delivering health related services under NRHM to the people in South District. It requires suitable office space on rent/ lease basis in South District in approved commercial building(s) to set up following units:

1. District Training Centre 1000 sq. ft. Carpet area
2. District Store 1000 sq. ft. Carpet area
3. District Programme Management Unit: 1200 sq. ft. Carpet area

Offers are invited individually and/or jointly from legal owners of commercial properties for hiring built up space as above. Those owners who are holding minimum 500 sq. ft. of space individually may also apply so that their offers may be clubbed with other offers for the above purpose. The rent/lease agreement would be executed initially for a period of two years. The offer should be neatly typed and submitted in a sealed envelope super-scribing **"Offer of Commercial Space for IDHS (SD)"** latest by 3.00 PM on 06-03-2009 at the above mentioned address in person or by speed post/ Courier.

The property owner(s) are advised to go through details and terms and conditions of hiring:-

(A) The following documents(self attested copies) are required to be submitted along with complete filled form:

- a. Proof of ownership/ copy of mutation
- b. Proof of Carpet area (Unit wise& Floor Wise)
- c. Copy of approved building plan/clearances from MCD
- d. Brief description of the covered area
- e. Proof of commercial building
- f. Photocopy of last paid electricity& water bill separately
- g. Affidavit.....

Any offers not accompanied by above details are likely to be summarily rejected

(B) The property owner(S) would be required to

- a. Install independent electric meter with adequate sanctioned load at his own costs
- b. Provide adequate light fixtures including fans
- c. Install Independent water meter at his own costs
- d. Undertake necessary internal woodwork/ partitioning/panelling and in future any kind of repair / renovation will be undertaken by landlord/ property owner (s)
- e. Execute a rent/ lease agreement initially for a period of two years in the office of the sub-registrar the cost of which would have to be borne by the property owner(S) himself /themselves
- f. Pay all government taxes including Municipal taxes
- g. Pay all the maintenance charge to market association/Society

It may please be noted that:-

1. Office spaces would be hired only in commercial building located within South District nearby Malviya Nagar
2. No security amount or advance rent will be payable by the IDHS SD
3. No fees or commission would be payable by the society to anyone
4. The rent for the initial two year would remain the same
5. The agreement may be renewed at the discretion of society for a further period on mutually agreeable rent and terms after two years.
6. The selection of the office space would be dependent on the following factors:-
  - (i) The overall suitability of the space offered for establishing these units which includes location, structural design, surrounding environment, parking facility etc.
  - (ii) The rental/ lease rate at which the spaces are offered
  - (iii) Floor wise preference is as follows:-
    - (a) First preference will be accorded to Ground floor properties
    - (b) Next preference will be given to first floor properties
    - (c) Next preference would be for next upper floor and so on
  - (iv) Preference would be accorded to properties within 2 Km from existing CDMO office
  - (v) The Interiors of the spaces including wooden work and other fixtures

- (vi) In case, space of same of different owners having less than the required areas for units as stated above but having minimum 500 sq. Ft. Area, are offered individually/jointly/separately, then the society would be at liberty to hire/reject such properties by clubbing different offers of spaces in such a manner so as to make the best combination available at its disposal for its utility.
- (vii) Preference of hiring would be in the following order:-

**1<sup>st</sup> Preference** – The required space is available in a single location in one building.

**2<sup>nd</sup> Preference** – If no suitable space as above is available then spaces will be hired in different location within the same commercial complex separately for all 3 categories (1-3) or in combination as(1+2,3) or (1,2+3).

**3<sup>rd</sup> Preference** - If suitable space as above is not available, only then space will be hired in different locations either independently or after clubbing spaces measuring 500 sq. Ft. or more.

7. The mission director, reserves the right to terminate the contract at any time with one month notice

  
23/04/09  
**Mission Director**



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**Application format for IDHS Space**

(1)Name of property owner/ Applicant \_\_\_\_\_

(2)Address of Property Applied for \_\_\_\_\_

(3) Residential Address of applicant

House No \_\_\_\_\_

Ward/Block \_\_\_\_\_

Location \_\_\_\_\_

Tel No. (R) \_\_\_\_\_ Off \_\_\_\_\_ M \_\_\_\_\_

E. Mail I.D \_\_\_\_\_

(4) Whether Property belongs to individual

☐

or Jointly

☐

If jointly, Name of Co-Applicant \_\_\_\_\_

Residential Address of Co-Applicant

H No. \_\_\_\_\_

Ward/Block \_\_\_\_\_

Location \_\_\_\_\_

Tel No. (R) \_\_\_\_\_ Off \_\_\_\_\_ M \_\_\_\_\_

E. Mail I.D \_\_\_\_\_

(5) Property Detail \_\_\_\_\_ Khasra / Khautoni No \_\_\_\_\_

(6) Type of Property Commercial ☐ Converted ☐

(7) Total carpet Area offered (Floorwise)

(8) Rent demanded per Sq feet of carpet area Rs/- \_\_\_\_\_

(9) Rent demanded in lumpsum Amount Rs/- \_\_\_\_\_ P.M

(10) Availability of adequate parking space Yes ☐ No ☐

(11) Initial period of contract for two year ☐ >2 year ☐



(12)The applicant(s) must enclose the following documents:

- (a) Proof of ownership like wise copy of Registry / Power of Attorney
- (b) Copy of Mutation
- (c) Approved building plan by competent authority
- (d) Copy of clearance certificate
- (e) Proof of commercial Building
- (f) Photocopy of last paid electricity and water bill separately
- (g) Affidavit--- That if any due/recovery is made by any Govt. Deptt like MCD, DDA, PWD, it would be borne by the landlord/ property owner from his/her own pocket.

**Declaration-**

I/We\_\_\_\_\_ hereby declare(s) that the information and document furnished by me/in this form are true to the best of my/our knowledge and belief and nothing has been concealed / distorted. I/We also understand that if any information is found concealed / distorted, the contract shall be terminated without any notice or compensation.

**Deponent / Applicant**