

REQUIREMENT OF OFFICE SPACE FOR INCOME TAX DEPARTMENT AT KHANNA

The Income Tax Department at Khanna invites bids from bona fide and lawful owners, competent to enter into a contract, for leasing office space with a carpet area of approximately 8,500 sq. ft. in Khanna.

Interested parties may contact the Income Tax Officer-cum-DDO, O/o the Addl. Commissioner of Income Tax, AU-1(4), Jammu at Khanna, Room No. 209, Improvement Trust Building, G.T. Road, Khanna, on any working day up to 19.11.2026 between 11:00 AM and 5:00 PM, or through email at jammu.ito1.4.2.au.reac@incometax.gov.in, to obtain a copy of the terms and conditions for the technical and financial bids. The last date and time for submission of bids is 19.11.2026 up to 6:00 PM.

This is an advertisement only and should not be construed as a final offer.

Further, it is clarified that the parties/bidders who have already submitted their bids in response to the earlier advertisement issued by this office from 22.09.2026 to 25.09.2026 need not submit fresh bids. Their previously submitted bids shall also be considered in the present process.

Date: 21.10.2026

-Sd/-

Income Tax Officer-cum-DDO, AU-1(4)(2)
O/o the Addl. Commissioner of Income Tax,
AU-1(4), Jammu at Khanna

Tender for Lease / Hiring of Office Premises at Khanna

Terms and conditions

1. Sealed tenders are invited in two separate sealed envelopes one containing technical bid and the other financial bid (the format of Technical and Financial Bid will be according to the Annexure -I).
2. The person offering office space should be reputed and Bonafide/ lawful owner who is competent to enter into contract for giving the premises on lease/hire as office.
3. The approximate total requirement of office space is of carpet area of 8500 sq. ft.
4. There must be good quality of construction which fits the structural safety, fire safety and compliance with hygienic, sanitation, ventilation and daylight standards.
5. The premise should be easily approachable with metalled Road with sufficient parking.
6. The premises offered for lease/rent should be complete and suitable for use as office premises by Income Tax Department.
7. If the building offered for rent is multi-storey, it should be equipped with an elevator.
8. There should be provision of separate Male & Female washroom.
9. The premise should be free from any kind of litigations.
10. All existing and future rates, taxes, property tax, assessment charges and any other outgoings whatsoever should be paid / payable the owner.
11. All water, sanitary fittings, fixtures should be in operational/stage at the time of lease.
12. The premises shall be in compliance with all applicable government regulations concerning title deed, electrical operations, and fire safety etc.
13. The term of lease/ hire of the premises will be for a period of three years initially which can be renewed, if required by the Department.
14. Tenders from intermediaries or brokers will not be entertained.
15. The last date for submission of Tenders is 19.11.2026 up-to 06:00 PM.
16. The technical bids will be opened on 20.11.2026 at 11 AM by the Committee formed for the purpose of hiring office accommodation. Then the Committee after visiting the site will decide about the suitability of the premises. Thereafter the financial bids will be considered & opened only of those persons who qualify in technical bid.
17. The Income Tax Department reserves the right to reject any/all offers without assigning any reason.
18. The owner(s) of building (lessor) will have to enter into a Lease deed with the Income Tax Department (lessee) as per the prescribed format (Annexure – II).

(Annexure - I)

Technical Bid for Lease / Hiring of Office Premises at Khanna

S. No.	Query	Response
1.	Name of the owner(s) with contact details	
2.	Address of the premises offered	
3.	Please specify floor i.e. 1st, 2nd or 3rd floor, etc on which the space is offered	
4.	Total area offered	
5.	Whether the building has been duly approved by the Municipal Corporation / Improvement Trust, Khanna? (attach duly approved copy, including building map, also give details of covered area and approved area)	
6.	Total area of parking space available	
7.	Width of approach road	
8.	Quality and year of construction	
9.	Estimated distance from the Khanna Bus Stand	
10.	Whether facility of 24-hour water supply available	
11.	Whether the premises contains proper sanitation / ventilation	
12.	Whether Elevator facility available? (if applicable)	
13.	Whether Commercial or Residential Building	
14.	Whether washrooms available. If available, give details thereof. If not, whether the owner is ready to build/construct them.	
15.	Any other specific quality of the premises offered which the owner may like to explain	

I/We have carefully read and understood the Terms & Conditions of the Tender and Draft Agreement for lease/letting out building to income Tax Department and agree to abide by each and every term and condition of the agreement.

Dated: _____

Signature of the owner(s)

Note: This application is to be signed by the owner(s) or duly authorized person by the owner(s). In case of joint owner-ship, the application should be signed by all the owners.

Financial Bid for Lease / Hiring of Office Premises at Khanna

Total area offered: _____ Sq. Ft.

Rent per month: Rs. _____ per Sq. Ft.

Total rent per month: Rs. _____

(Above information is to be submitted floor wise, if more than one floor is being offered)

Note: Any parking charges, if applicable, shall be clearly specified and quoted separately by the bidder in the financial bid itself.

I/We have carefully read and understood the Terms & Conditions of the Tender and Draft Agreement for lease/letting out building to Income Tax Department and agree to abide by each and every term and condition of the agreement.

Dated: _____

Signature of the owner(s)

Note: This application is to be signed by the owner(s) or duly authorized person by the owner(s). In case of joint owner-ship, the application should be signed by all the owners.