

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 contract, for leasing office space with a carpet area of approximately 8500 sq. ft. in a prime location 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, at Room No. 209, Improvement Trust Building, G.T. Road, Khanna, on any working day up to October 5, 2026 between 11:00 AM and 4:00 PM or at jammu.ito1.4.2.au.reac@incometax.gov.in; to obtain a copy of the terms and conditions for technical and financial bid. This is an advertisement only and should not be construed as a final offer.

Date: 23.09.2026

**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 by 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 05.10.2026 up-to 05:00 PM.
16. The technical bids will be opened on 07.10.2026 at 12 PM 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).

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.

LEASE AGREEMENT

AN AGREEMENT MADE THIS _____ DAY _____ OF One thousand nine
hundred and _____ between

_____ hereinafter called the Lessor (which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the PRESIDENT OF INDIA (hereinafter referred as THE GOVERNMENT OF INDIA or Lessee) of the other part.

WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:-

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the lessor agrees to let out and Lessee agrees to take on lease the land, hereditaments and premises known as _____ together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in SCHEDULE 'A'.

2. The lease shall commence/shall be deemed to have been commenced* on the _____ day of _____ one thousand nine hundred and _____ and shall, subject to the terms hereof, continue for a term of _____ year with and option to extend the period of lease for a further term as set out in Clause 14 hereof.

3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs. _____ per month, which also includes a sum of Rs. _____ towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.

4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule 'B' and the Government of India shall upon the expiration of the term hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India excepted, PROVIDED THAT THE GOVERNMENT OF INDIA shall not be responsible for any structural damage which may occur to the same during the term hereby created or any renewal thereof.

5. The Government of India shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.

6. The Government of India shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.

7. All existing and future rates, taxes including property tax, assessment charges and other outgoings whatsoever of every description in respect of the said premises payable by the owner thereof, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Government of India and such recovery shall be proportionate to the amount of taxes payable during the pendency lease. In case the said premises is portion of a building subject to payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessor, additional tax payable by the Government of India shall be as determined by the Central Public Works Department of the Government of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.

8. The Government of India shall pay all charges in respect of electric power, light and water used on the said premises during the continuance of these presents.

9. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Government of India 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 Government of India may cause the repairs specified in the notice to be executed 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.

10. The Government of India may, at any time during the terms hereby created and any renewal thereof make such structural alterations 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 Government of India who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof provided further that the Government of India shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the Government of India excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.

11. The Government of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Government of India shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof.

12. The Government of India shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.

13. The Lessor agree with the Government of India that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the Government of India's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.

14. If the Government of India shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Government of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present covenant for renewal.

“Provided that in the event of expiry of the term of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to the lessee.”

“Provided further that the lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted.”

15. The Government of India shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.

16. Any notice to be made or given to the Government of India under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the _____ on behalf of the Government of India, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of post.

17. 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 Tribunal, having, Sole Arbitration. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communication select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such/other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Government of India, Delhi.

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 borne as directed by the Arbitral Tribunal. For the purpose of this clause, the officer mentioned in clause 16 shall be authorised to act and nominate arbitrator on behalf of the Government of India.

18. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

THE SCHEDULE 'A' REFERRED TO ABOVE

All that the _____ The _____ floor of the building
known as _____ in the city of _____
on plot/land bearing Survey Nos. _____ and is bounded on or towards _____ on
or towards North by _____ on or towards South
by _____

THE SCHEDULE 'B' REFERRED TO ABOVE

Details of fixtures and fittings

IN WITNESS WHEREOF THE OFFICIAL SEAL OF _____
has been affixed in the manner herein after mentioned and the lease agreement has been signed for and
on behalf of the President of India on the day and year first above written by

(Signature)
For and on behalf of the President of India

In the presence of

Witnesses: 1. _____
2. _____

(Signature)
Name & address of the Lessor

and by the Lessor in presence of

Witnesses: 1. _____
2. _____

(In case the 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 _____ of)

* Portions which are not applicable may be scored off at the time of filing up of the Standing Lease Agreement (SLA) format.