



CENTRAL GST COMMISSIONERATE RAIGAD
Plot No. 1, SECTOR-17, KHANDESHWAR, NAVI MUMBAI-410206
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F. No. CGST/RGD/L&B/ Alibaug/2021
New Panvel, 09 April, 2021

TENDER NOTICE FOR HIRING OFFICE ACCOMMODATION AT ALIBAUG

The sealed tenders are invited in two bid System by CGST and Central Excise Commissionerate, Raigad for hiring of suitable office premises with modern infrastructure and having MTNL / BSNL Landline network in **Alibaug**, Tal. Alibaug, Distt. Raigad, Maharashtra, having carpet area of 4338 sq. feet /403 sq.mtr(Approx.) for Division and Range Office, preferably at one location. The tender is invited in two parts namely (1) Technical Bid and (2) Financial Bid Separately.


The proforma for technical Bid and Financial Bid are prescribed in Annexure –A and Annexure – B to this notice respectively. The technical Bid and Financial Bid duly filled in the complete in all respect shall be submitted in two separate sealed covers. These envelopes shall be super scribed as” Technical Bid” and “Financial Bid” and put inside a bigger sealed envelope which shall be super-scribed with the words” **TENDER NOTICE FOR HIRING OFFICE ACCOMODATION AT ALIBAUG**”, addressed to the Commissioner (L&B), CGST and Central Excise, Raigad Commissionerate. All the three envelops must contain bidder’s name, address, contact person’s name & mobile/ Telephone nos. The said sealed envelope should either be sent through R.P.A.D/ Speed Post/courier or be handed over personally to this office, **before 5.00 PM on or before date 23.04.2021**. Late submission of tenders shall not be accepted in any case.

The Technical Bids will be opened on **26.04.2021 at 4.00 PM** in the presence of Owner/ landlords who choose to be present at the above said office. The technical Bid and Financial Bid complete in all respect shall only be taken into consideration. The incomplete bid documents shall be rejected without assigning any reason. The bidders shall abide by the Terms & Conditions as specified in Annexure-C to this notice. The tender forms and details regarding general terms and conditions can be obtained from PRO/ L&b (Hqrs.), CGST and Central Excise Commissionerate, Raigad or can be downloaded from the websites www.cbic.gov.in and www.gstmumbai.gov.in along with e-Tender Notice.

If the tenders are sent by Post/ Courier, it should be ensured that the envelope should be tamper proof and should reach this office in intact condition without any damage or loss. Department is not responsible for the delayed receipt of the tender or tampered condition of the envelope condition tender during transit sent through postal/courier service such tenders shall out rightly be rejected.

The finalization of rent based on location & quality of construction is subject to certification by CPWD/ Hiring committee and subject to the final approval and sanction by Commissioner on behalf of the Government of India, as per rules framed in this regard. Successful bidder who consents to agree with Fair Rent Certificate issued by CPWD shall be required to sign the lease agreement in the prescribed proforma.

The Department reserves all the right to accept/ reject any or all offers without assigning any reasons thereof.



(Dr. MEVARAM OLA)
Deputy Commissioner(L&B)
CGST & C.Ex. Raigad

Encl:- Annexure A, B & C.

F.No CGST/RGD/L&B/Alibaug/2021/
New Panvel, April, 2021

Copy to:-

- (i) System Administrator, CBIC to upload in CBIC website www.cbic.gov.in.
- (ii) The Additional Commissioner (L&B),PCCO, CGST & C.Ex. Mumbai Zone with a request to upload tender notification on the www.gstmumbai.gov.in website.
- (iii) Notice Board of CGST & C.Ex. Raigad, New Panvel.


(Dr. MEVARAM OLA)
Deputy Commissioner(L&B)
CGST & C.Ex. Raigad

ANNEXURE-C
TERMS AND CONDITIONS

As per Tender Notice:-C.Ex/RGD/L&B/Alibaug/2021

Date : 9.04.2021

1. **The minimum criteria will be as under:-**
 - a. The Applicant(s) should be the bona-fide owner(s) or Power of Attorney Holder(s) of the premises.
 - b. The Applicant(s) should be an Income Tax assessee(s) with PAN no. and its Tax returns must be up-to-date.
 - c. The building should be constructed as per the sanctioned/approved plan of the competent development authority. The building should be well maintained.
 - d. The premises should be situated in good residential/commercial locality with proper accessibility and provision for dedicated parking.
 - e. The building should be free from special hazards like fire, water logging, flood etc.
 - f. Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanctions from the local municipal authorities should be in hand.
 - g. The building must have MTNL/ BSNL landline/Broadband connectivity for internet usage as well as landline telephone line connectivity.
 - h. The landlord should clear all the outstanding charges (mortgages/lease/easement/gift etc) and pending dues (arrears of taxes/electricity/telephone/water) and other statutory obligations of Municipality, Corporation as well as of revenue authorities.
 - i. The occupancy certificate of the premises (in case of Apartments) from the local Authorities should be available for leasing the premises.
 - j. The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes/altercations as required by the Office.
 - k. The property should be free from any encumbrances.

2. The technical bid containing Notice inviting Tender, terms and conditions and details of the offer shall form part of the tender to be submitted by the owner of the premises (referred to as owner / landlord / lesser) to this Commissionerate. Offers are invited directly from owners/landlords in the specified proforma and no brokerage shall be paid to anyone. Canvassing in any form will disqualify the owner / landlord.

3. The owners/landlords shall fill all the relevant details in the specified proforma properly. Incomplete proforma and offers in any other format other than the specified proforma of Technical bid and Financial bid will not be considered and will liable for rejection.

4. All the owners/landlords are requested to submit their offer [TECHNICAL BID and FINANCIAL BID] duly filled in with relevant documents / information on or before the last date and time for submission of offer to the concerned officer as stated in the Notice Inviting Tender. On the sealed envelope it shall be specifically written, which bid is contained in it.

5. It may be noted that the proposal should be submitted in two parts. The first part should be the **“Technical Bid”** which should contain technical parameters like Address of the building, with map carpet area as well as built up area, design of the premises, availability of parking space, proper light and ventilation, facility for air conditioning, availability of fans in the building, proper and adequate sanitation facility including toilets separately for Gents and Ladies, year of construction etc. The second part should be the **“Financial Bid”** which indicate the rent proposed to be charged per square feet (inclusive of parking charges, all the Central/State Government Taxes/duties, Municipal tax etc., normal civil/electrical maintenance charges of building and any type of society/building maintenance charges) and the other financial terms and conditions. Both these bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top **“Financial bid/Technical bid”** as the case be. Both these envelopes should be kept in another sealed cover bearing name & address of the bidder as mentioned in the above para. Bidders should mandatorily have **Building Use Permission Certificate** from Competent Authority and **Fire Safety Certificate** from Competent Authority for the building.

6. Offers received by the Commissionerate after due date and time (as stated in the notice inviting offer) shall be rejected.

7. All the pages of the offer are to be signed and over - writing if any to be duly initialed by the owner / landlords or his authorized signatory.

8. The offer should be valid at least for a minimum period of **6 months** from the last date for submission.

9. There shall not be any deviation in terms and conditions as have been stipulated in Technical and Financial bids.

10. The Technical Bids will be opened on **26.04.2021 at 4.00 PM** in the presence of owner / landlords who choose to be present at the above said office. All owner / landlords are advised in their own interest to be present on the said date, time and venue for opening of the Technical bids.

11. After screening of the technical bids, short-listed landlords will be informed by the Commissionerate for arranging site-inspection of the offered premises. After site Inspection, the financial bids of the offers considered to be suitable for the Commissionerate shall alone be opened, date of which shall be intimated to the bidders who have been shortlisted after examination of their technical bids. The owner / Landlords(s) shall obtain approvals from the local authorities as applicable, especially Completion / Occupation certificate, NOC from Fire department before opening of Financial bids. Offers without the approval of local authorities be disqualified and the Financial bid shall not be opened for further processing. In places where Completion / Occupation certificate are not issued by the local authorities, the Commissionerate may consider such offer if otherwise fulfils all other terms and condition and identified as suitable Technical Bid.

12. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered should not be more than 10 years old and shall be safe, strong, stable, sound and durable remaining life of more than 30 years.

13. The premises should be near the railway station and should be very conveniently accessible to public transport and should have ample parking space.

14. The monthly rent quoted shall include all taxes and charges excluding GST as applicable, which will be reimbursed if applicable after producing the receipt of the payment of the same. The owner / landlords will have to construct stationery room, record room, toilets etc. as per Commissionerate requirement at his own cost before handing over possession to the Commissionerate.

15. The premises offered shall have proper flooring acceptable to this office. The owner/landlord shall provide separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession to the Commissionerate. These connections should be in the name of the owner / landlord and the consumption charges of water supply, Electricity and sewerage shall be paid by the Commissionerate. Property tax to be paid to the Mumbai Municipal Corporation shall be borne by the owner / landlord.

16. The owner / landlord shall provide uninterrupted supply of electric power with sufficient load capacity for centralized air conditioning as well as for other official appliances i.e. fans, lights, computers, printers, photocopy machine and AIOs as per requirement of the Commissionerate in the premises proposed to be hired on rent.

17. The owner / landlord will provide sufficient parking space in the building, without any additional rental overheads and there shall be at least one elevator.

18. All statutory clearances and permission required for construction./ modification /additions/ alterations and leasing of the premises to the Commissionerate shall be obtained by the owner / landlord at his own cost.

19. Lease agreement in format as prescribed by Commissionerate will be executed after legal verification of all documents related to the property to the entire satisfaction of Commissionerate. The registration charges, stamp duty for registration of lease deed to be borne by the owner /landlord.

20. Commissionerate shall have the right to carry out necessary temporary alterations / modifications or make such structural or other changes to/in the premises and install amenities such as DG set, biometric attendance system, notice board etc as may be required by it for the purpose of its functioning.

21. Commissionerate shall have the right to install satellite dishes / communication towers and other communication equipment etc. as deemed necessary by the Commissionerate and also installation of power generating/ amplifying devices, power transformers, Power Generators etc. as well as placing of sign boards, Commissionerate's hoardings / publicity materials. AC s etc. in the terrace for its activities and the owner / landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent.

22. Since Commissionerate is the lessee / hire and has no insurable interest, the owner / landlord hereby has to insure the premises / assets rented / hired against risks like burglary, fire or natural calamity at his (owner's) own cost and the Commissionerate will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises /assets.

23. Painting of the premises will be carried out by the owner/landlord once in two years within the lease period. In case the owner / landlord fails to do so, the Commissionerate shall have the right to arrange it at the cost of the owner /landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner / landlord.

24. Whenever necessary, the owner / landlord(s) will carry out necessary repairs of the building from time to time within reasonable period.

25. The possession of the premises will be given to the Commissionerate after completion of entire work as per Commissionerate's requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to Commissionerate's specifications, the owner / landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default the Commissionerate 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 rent payable to the owner / landlords.

26. During the period of the lease agreement the owner / landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the Commissionerate with any party affecting Commissionerate's right of occupation and any of the terms of the lease without written consent of the Commissionerate.

27. The Commissionerate shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner / landlord by giving two months notice in writing or subject the whole or a part of the premises.

28. After receipt of Commissionerate's confirmation for leasing of the premises which is considered to be most suitable / reasonable and if, after its acceptance by owner, owner / landlord(s) backs out on account of any reason, the owner / landlord (s) is liable to pay the Commissionerate the full expenditure incurred by the Commissionerate from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process. In case of any dispute, the decision of this office will be final and binding on all.

29. Only un-conditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.

30. The maintenance (Civil, electrical, mechanical, plumbing including consumables etc) shall be provided by the owner and the owner will also undertake to carry out annual repair maintenance every year . No additional charges shall be paid for the same.

31. In case of any dispute, the decision of Principal Commissioner/ Commissioner, CGST Raigad shall be final & binding on all.

32. **The rent will be approved by the Competent Authority on the basis of assessment and recommendation of CPWD and the owner should be willing to accept the rates as approved. The rate of rent finally approved by CPWD is liable to revision after the expiry of three years from the start of the lease or revision of rent, provided that such revision shall not exceed 8% per annum (in case of non residential accommodation) of the rent payable at the time of such revision.**

The office shall start paying the rent from the date of taking of possession from the landlord. Before taking possession, it shall be ensured that necessary occupancy certificate is obtained from the appropriate authorities by the landlord and alterations agreed to be carried out by the landlord have actually been carried out to this Office's satisfaction. Joint measurement of the premises will be taken on floor area.

33. **Execution of the lease Documents:** Once the premise is taken on lease/ Rent by this Office, the lease/ Rent deed as per the office's Standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be borne by the landlord.

34. Any other Government norms will be followed regarding hiring building for Government Office.

35. The lease period shall be for 03 years, extendable on need basis or on mutual understanding and will be fixed rent for 03 years and there will be no provision for enhancement of rent for the period under reference.

36. The Commissionerate reserves the right to accept or reject any or all the offers without assigning any reason thereof and reserves the right to amend these terms and conditions as it may deem necessary.

CGST and Central Excise
Raigad Commissionerate
4th Floor, Central Excise Building,
Plot No. 1, Sector 17, Khandeshwar,
Navi Mumbai – 410 206

ANNEXURE-A
TECHNICAL BID
DETAILS OF OFFER FOR LEASE

1	Date of Advertisement	
2	Details of owner / landlord	
2.1	Name	
2.2	Address	
2.3	Telephone / Mobile No.	
2.4	E-mail address	
2.5	Name of contact Person & Phone No.	
3	Details of the Property	
3.1	Address and locality in which the Property is situated	
3.2	Enclose a copy of Floor plan of the premises offered	
3.3	Usage of property as approved by Local Authorities (Strike out whichever is not applicable)	Residential/ Commercial / Residential & Commercial / Shopping Centre / Shop cum Office
3.4	Type of structure (Strike out whichever is not applicable)	Load Bearing structure / RCC Framed structure
3.5	Number of floors in the building and the floors on which the premises offered. Floors in the Building. Premises on..... Floor/s offered to the Commissionerate.
3.6	Floor wise rentable area (inner to inner dimension of the external walls i.e. the usable floor area at any floor level and includes all internal partitions, walls columns, door jams, balconies, bathrooms, lavatories kitchen, Pantry and excludes external walls, balconies, portico / canopy, external staircase, loft, sanitary shafts, lift well, space below the window will, box louver, A.C.	
3.7	Whether the building plan approved by the local authorities or not and enclosed the copy of the same.	

3.8	Whether the construction of the building / premises offered completed or not. If under construction, state the time period required for its completion(It should be ready before award of tender).	Completed in/under construction and will be ready on
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3.9	If building premises offered is completed confirm that the construction is done as per approved building plan and if not state the deviations from the approved plan	Completed as per approved plan /Completed with deviations are as under :
3.10	Whether the premises is ready for occupation and Completion / Occupation certificate obtained from the concerned authorities. If yes, enclose a copy of the same <i>and</i> if not, state the present status and time period required for obtaining of the same.	Ready for occupation and Completion and Occupation certificate already obtained /Completion and Occupation certificate will be obtained within Days.

4	Amenities / facilities provided	
4.1	Whether Municipal water supply available or not. If not state the other source of water supply	Yes / No Other sources
4.2	Whether sanitary facilities (Toilets / Bath rooms / WC) available within the premises offered	Yes / No Toilets / Bathrooms
4.3	Whether separate 3 phase electric power supply available or not. If available state the sanctioned power	Yes / No KVA
4.4	Whether exclusive parking space is available for Commissionerate staff and customers or not. If yes, indicate approximate area of exclusive parking	Yes / No
4.5	Whether the premises offered is centrally air conditioned or not.	Yes / No
4.6	Whether lift facility available or not	Yes / No
4.7	Stand by Generator arrangement, if any.	Yes / No
4.8	Fire fighting arrangement, if any.	Yes / No
4.9	Security arrangement, if any	Yes / No
4.10	Please mention if <i>any</i> other facility is provided.	

5	Lease terms & Loan	
5.1	Lease period offered (Minimum 3 years and provision for extension) Years
5.2	Period initial lease Years
5.3	Number of renewal option (minimum two renewal options) Options

Date
Place

Signature of owner / landlord

ANNEXURE-B
FINANCIAL BID
OFFER FOR LEASING OF PREMISES

With reference to your advertisement in the web sites www.cbic.gov.in, www.gstmumbai.gov.in and newspaper dated ----, I/We hereby offer the premises owned by me/us for office accommodation on lease basis as per terms and conditions and other details furnished in the technical bid. The general information of the premises offered to the Commissionerate on lease and the rent per Sq. ft. of rentable area is as under :

1	Name & address of the owner / Land lord/s with phone Nos.	
2	Location of the premises : i. Plot no./ Name of the Building ii. Name of the street / Locality	
3	RENTABLE CARPET AREA of the premises offered.	
4	Rent in Indian Rupees per month per Square feet of the carpet area(Inclusive of parking charges, all the Central/ State Govt Taxes/duties, Municipal Tax etc. normal civil/electrical maintenance charges of building ,air-conditioning equipment if centralized, lift and any type of society/building maintenance charges etc. but exclusive of GST)	

Date :
Place :

Signature of owner / Landlord

ANNEXURE-A

General Terms and Conditions:-

The premises should have proper facilities for proper functioning of the office and with adequate parking facility. Technical bid should specify the total area, covered area, parking available, location certificate of ownership along with right to rent the property, provision for electricity and any other detail renderer would like to furnish. Financial bids would be considered only after technical bids are found suitable as per the requirements of the department. The applicant should be ready to lease out the accommodation for minimum period of 3 years and all the taxes in r/o building will be borne by the owner. **The offer should contain a categorical statement that rent assessed by CPWD and other prescribed condition as per Central Govt. norms for hiring accommodation shall be acceptable.**

2. The minimum criteria for pre-qualification will be as under:-

- a. The Applicant(s) should be the bonafide owner(s) or Power of Attorney Holder(s) of the premises.
- b. The Applicant(s) should be an Income Tax assessee(s) with PAN no. and its Tax returns must be up-to-date.
- c. The building should be constructed as per the sanctioned/approved plan of the competent development authority. The building should be well maintained.
- d. The premises should be situated in good residential/commercial locality with proper accessibility and provision for dedicated parking.
- e. The building should be free from special hazards like fire, water logging, flood etc.
- f. Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanctions from the local municipal authorities should be in hand.
- g. The building must have MTNL/ BSNL landline/Broadband connectivity for internet usage as well as landline telephone line connectivity.
- h. The landlord should clear all the outstanding charges (mortgages/lease/easement/gift etc) and pending dues (arrears of taxes/electricity/telephone/water) and other statutory obligations of Municipality, Corporation as well as of revenue authorities.
- i. The occupancy certificate of the premises (in case of Apartments) from the local Authorities should be available for leasing the premises.
- j. The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes/altercations as required by the Office.
- k. **Method of submitting Tenders:** Tenders should be submitted only in sealed covers. Tender Covers will have three parts

First cover – Technical Bid – This cover should contain Part I of application duly filled and signed by the bidder/s in all pages, along with necessary enclosures. The cover should be enclosed and sealed and superscribed as “**Technical Bid**” (as per Annexure A) for Additional Commissioner (P&V), CGST and Central Excise, Raigad Commissionerate, 4th Floor, Central Excise Building, Plot No. 1, Sector 17, Khandeshwar, Navi Mumbai – 410 206 and should also contain the name and address of the bidder on the cover.

Second Cover – Financial Bid cover - This cover should contain Part II of application duly filled and signed by the bidder/s in all pages. The cover should be enclosed and sealed and super scribed as “**Financial Bid** (as per Annexure B) for Additional Commissioner (P&V), CGST and Central Excise, Raigad Commissionerate, 4th Floor, Central Excise Building, Plot No. 1, Sector 17, Khandeshwar, Navi Mumbai – 410 206 and should also contain the name and address of the bidder on the cover.

Third Cover – Both first and second cover should be placed in the third cover and should be super scribed as “**SEALED TENDER FOR CENTRAL EXCISE DIVISION RANGE-I , RANGE-II, RANGE-II, RANGE-III, RANGE-IV, RANGE-V and RANGE-VI**,and to be addressed to-

Commissioner, CGST and Central Excise, Raigad Commissionerate, 4th Floor, Central Excise Building, Plot No. 1, Sector 17, Khandeshwar, Navi Mumbai – 410 206.

2. Last date for submission of tender : 23.04.2021
3. Place for submission:

Commissioner (L&B), CGST and Central Excise, Raigad Commissionerate, 4th Floor, Central Excise Building, Plot No. 1, Sector 17, Khandeshwar, Navi Mumbai – 410 206.

4. Tenders will be opened at above mentioned office in Khandeshwar, Navi Mumbai. The concerned parties will be informed accordingly.
5. Bidder should ensure that the tender is received by the Office before the date and time specified and no consideration whatsoever shall be given for postal or any kind of delay. Tenders received after the due date and time is liable to be rejected and the decision is at the sole discretion of the Office.
6. This office reserves the right to accept or reject or cancel any or all tenders without assigning any reasons thereof and also reserves the right to place order to any technically suitable Bidder/s who may not be the lowest as it may deem fit and proper.
7. Only un-conditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.
8. This office will shortlist the offers based on information provided in Technical bid tender in accordance with office's requirement viz. locality of the proposed site, area of the premises offered, accessibility from main road, parking space provided, amenities and other infrastructure provided (like lift, back up, DG set etc.) and other essential requirements spelt out in technical Bid.
9. The financial bid would be opened after short listing of Offers based on Technical Bid. Financial Bid would be opened only for those short listed offers, on a future date and will be intimated to the short listed bidders at a later date.
10. The decision of this office on selection of prospective offer will be final.
11. In case of any dispute, the decision of this office will be final and binding on all.
12. **Rent: The rent will be approved by the Competent Authority on the basis of assessment and recommendation of CPWD and the owner should be willing to accept the rates as approved.**

The office shall start paying the rent from the date of taking of possession from the landlord. Before taking possession, it shall be ensured that necessary occupancy certificate is obtained from the appropriate authorities by the landlord and alterations agreed to be carried out by the landlord have actually been carried out to this Office's satisfaction. Joint measurement of the premises will be taken on floor area.
13. **Execution of the lease Documents:** Once the premise is taken on lease/ Rent by this Office, the lease/ Rent deed as per the office's Standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be borne by the landlord.
14. Any other Government norms will be followed regarding hiring building for Government Office.
15. The lease period shall be for 03 years mandatory, extendable on need basis or on mutual understanding and will be fixed rent for 03 years and there will be no provision for enhancement of rent for the period under reference.

Central Excise & Customs
Raigad Commissionerate
4th Floor, Central Excise Building,
Plot No. 1, Sector 17, Khandeshwar,
Navi Mumbai – 410 206

ANNEXURE –B

Proforma for Technical Bid

REG: Technical Bid for premises at

REF : Your advertisement dated _____ published in _____ News paper and at Office's website.

1	OWNERSHIP DETAILS	
	NAME S & ADDRESSES OF THE OWNERS	
	Telephone Mobile No. Email	
2.	Whether PA holder has powers to grant premises on lease/ sub lease: Yes / No.	
3.	Name & Address of PA holder	
	Telephone / Mobile No. Email address	
4.	Address of the premises offered	
	Any outstanding charges (mortgages/lease/easement/gift/any other interest in pro	
5.	If the premises is ready for possession	
6.	Year of construction	
7.	Type of building/ construction Details of Construction of the Building. RCC Construction or Load Bearing Brick Construction (please mention)	
8.	Whether plans are approved by the local authorities (attach copy of sanctioned bldg plan)- Yes /No	
9.	Whether direct access is available from the main road- Yes/No	
10.	Whether lift facility is available-	
11	Title Deed (attach copy of title deed)	
12	Whether all statutory obligations are cleared (Please enclose IT Return, Municipality Tax Receipt-Current and Other supporting documents)-Yes/No.	

Annexure- 'C'

(Proforma for Financial Bid)

REG: Financial Bid for premises at _____

REF : Your advertisement dated _____ published in
_____ News paper and at Office's website.

Dear Sir,

In continuation with the Technical Bid submitted by me/us in respect of premises
situated at _____

I/ We hereby offer the premises on lease/ rental basis as under:-

Sl. No.	Floor	Total Area in Sq. Ft	Total Rent (Payable per month in Rupees)

Total

The rate quoted is inclusive of all taxes, cess, service charges, parking charges etc, per sq ft. of carpet floor area calculated as per point _____ of Technical bid.

Yours faithfully,

(Name _____)

Place _____

Date _____