



OFFICE OF THE
COMMISSIONER OF INCOME TAX, RAJKOT-1 and Chairman Hiring Committee
'Aayakar Bhavan', Room No 201 ,2nd Floor,
Race Course Ring Road, Rajkot
Phone 0281 2472014, .

No.CIT.R.I/Hiring Committee /2014-15

Date: 21.11.2014

ADVERTISEMENT FOR OFFICE SPACE

The Income Tax Department, Rajkot is looking for ready –built office accommodation to be taken on rental basis at Rajkot, Morbi , Mundra admeasuring 23000, 12610 & 3700 Sq Ft respectively .The department invites expression of interest from the interested parties who are ready to lease out on a long term basis, their readily available premises. The specifications of the accommodation required are mentioned in the tender document which can be obtained by making a payment of Rs 250/- or may download the same from the 'tenders' section from the web site of the department www.incometaxindia.gov.in. Only those parties who satisfy the conditions mentioned therein may submit their offers to Sh. B D Gupta, Deputy Commissioner of Income Tax (Hqrs.),Rajkot in Room No. 606,Aayakar Bhavan ,Race Course Ring road ,Rajkot .Tel No 2472014, Fax 0281 2479558 on or before 08.12.2014. Bidders who have submitted their bids in response to the earlier advt dt:19/9/2014 need not apply again.

Sd/-
(B D Gupta)
DCIT (HQ) & Secretary
Hiring Committee,
Rajkot

TERMS AND CONDITIONS

1. The accommodation required should be centrally located in the above places.
2. The preferable type of accommodation required at the various stations are specified in the tender document.
3. The Building should have capacity for power supply for air conditioning also.
4. If a building is not going to be singly by the Income Tax Department, the owner will have to provide round the clock security.
5. The building should have adequate parking space for Car, two wheelers besides common parking space for visitors.

Interested parties may bid for the above requirement along with the following details as well.

- a. Exact location of the property alongwith location map.
- b. Name, address and telephone nos. of the owner.
- c. Carpet area of the property.
- d. Floor plan of the building.
- e. Services available in the building.
- f. Parking Space available.
- g. Approximate price of leasing of premises.

PART- 1

INVITATION TO BID

The Commissioner of Income Tax-I on behalf of the Chief Commissioner of Income tax Rajkot invites bids from legal owners/power of attorney holders under two-bid system for **HIRING OF OFFICE SPACE AT, Rajkot,Morbi and Mundra (Kutch), ON LEASE BASIS**. The bid is invited from owners/power of attorney holders of properties situated preferably in the city area.

PART -2

INSTRUCTIONS TO THE BIDDERS

1. The invitation to bid is open to legal owners/power of attorney holders of properties situated in Rajkot, Morvi and Mundra. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents.

2. The successful bidder will be declared as 'the lessor' which means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc.

3. The bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.

4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. The amendment which will be binding will be available in the lessee website www.incometax.gov.in.

5. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the lessee, at his discretion, may extend the deadline for the submission of bids.

6. The carpet area required is around 23,000 Sq Ft Rajkot ,12,600 Sq Ft in Morbi, 3700 Sq Ft in Mundra and. The lessee shall also consider bids where the carpet area is within (+) or (-) 15% of the above requirement.

7. In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid, financial bid and EMD in respect of each premises.

8. The Technical Bid by the bidder shall include the following:

(a) Copy of the PAN card

(b) Copies of all the documents mentioned in the **Part-4**.

9. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language and should be typed or written in indelible ink. All the

columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.

10. In case of co-owners/joint owners, the bid documents i.e technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorisation to do so from the remaining owners.

11. The financial bid should comprise of the lease rent component and should be submitted strictly as per the form prescribed in **Part-5**.

12. The lease rent should be quoted in Indian rupees only. There should not be any over-writings. The lease rent should be expressed both in words and figures.

13. The financial bid should contain the lease rent payable by the lessee. The Service Tax as applicable will be borne by the lessee. All other taxes/charges/levies etc. shall be borne by the lessor only. In case of Municipal Taxes and other levies, the landlord will have to make the payment first and produce the same before the department after which it will be reimbursed.

14. The bid shall remain valid for 180 days after the date of opening of the financial bid. A bid valid for a shorter period may be rejected by the lessee as nonresponsive.

15. The Bids should be submitted in two parts – Technical bid and Financial bid. The Technical bid (along with EMD instrument), should be placed in a separate cover super-scribed with the words "**Technical bid for hiring of office space**". Similarly, Financial bid should be placed in a separate cover with the words "**Financial bid for hiring of office space**". Both the covers should be properly sealed and also should contain the complete address of the bidder written on the cover. Both these covers should be placed in another cover which should be properly sealed and super-scribed with the words "**Tender for hiring of office space**". The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.

16. In case the envelopes containing the technical bid or financial bid or the outer envelope are not properly sealed or marked as required, the lessee will assume no responsibility for the misplacement or premature opening.

17. The bidder may modify or withdraw its bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.

18. Bids withdrawn after the opening of the technical bid will result in the bidder's forfeiture of its EMD.

19. The cover containing the bid documents as mentioned above should be submitted in the office of the CIT –I Rajkot in Room no 205 at the above mentioned address .**The last date for receipt of the tender documents is 08/12/2014 (5.00 PM)**. Under no circumstances tender documents will be received after the above date / time. The lessee shall not be responsible for postal delays. In the event of the specified date for submission of bids being declared a holiday for the lessee, the bid will be received up to the appointed time on the next working day.

20. **The tender documents will be opened on 10-10-2014 at 3.30 PM in Conference Hall, 7th Floor, Aayakar Bhavan, Race Course Ring Road, Rajkot in the presence of such of the bidder (s) who may choose to be present. In case the bidder is represented by any other person at the time of opening of the bid, such person should carry a proper letter of authorization from the bidder.**

21. The Hiring Committee appointed by the lessee will open all the technical bids in the first instance on the appointed date, time and venue.

22. During evaluation of the bids, the lessee may at his discretion, ask the bidder for clarification of its bid.

23. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders. The lessee may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.

24. The Hiring Committee appointed by the lessee will open the financial bids of the bidders as specified in Para 25.

25. Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the lower of the two shall be taken as the lease rent. If the bidder does not accept the correction of the errors, as aforesaid, its bid will be rejected, and its EMD will stand forfeited.

26. The lessee reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the lessee's action.

27. In case the bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial bid covers separately. (even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the technical bid cover in any manner.

28. The Courts at Rajkot will have exclusive jurisdiction to determine any proceeding in relation to this contract.

29. Making misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.

30. The bidder should submit Part-2 (Instructions to bidders), Part-3 (Terms and Conditions), offer as prescribed in Annexure A, duly signed on all pages along with the technical bid.

Read and accepted.

Name & signature with stamp (if any) of
Bidder or Authorized Signatorys

PART -3

TERMS AND CONDITIONS

1. No alterations should be made in any of the contents in Part-2 or Part-3 of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be ignored.

2. An amount equivalent to 2-5 % of the annual rent offered should be deposited as Earnest Money Deposit in the shape of Bank Draft in favour of ZAO, CBDT, Rajkot and must accompany the technical bid in the sealed envelope without which the bid will be rejected.

The EMD of the successful bidder will be returned within 15 days of taking possession of the premises by the lessee pursuant to signing of the lease deed. However, the said amount will be forfeited, if the successful bidder fails within the time fixed by the lessee to sign the lease deed or hand over the possession of the premises to the lessee within the prescribed time. For the other bidders, the EMD instrument will be returned within 15 days of completion of evaluation of financial bid. No interest will be payable on this deposit. The lessee reserves the right to require the bidders to renew the instruments of EMD for further periods as required in appropriate cases.

3. No bids will be considered unless and until all the pages / documents comprising the bid are properly signed (and stamped) by the person(s) authorized to do so. In case some of the pages of Part-2 or Part-3 are not signed due to oversight, the Hiring Committee at its discretion may allow the bidder to sign the documents before opening of the financial bids.

4. After opening of the technical bid and before evaluation of the same, the Hiring committee constituted by the lessee shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case the hiring committee finds the premises not suitable for the purpose of setting up of the office, the technical bid submitted by such a owner will not be evaluated and the financial bid of the owner will not be opened. The decision of the hiring committee in this matter will be final.

5. In the event of bid being accepted, the successful bidder should sign the lease agreement and the instructions to bidders in part-2, terms and conditions in part-3, technical specifications in Part-4 shall also form part of the lease agreement.

6. All conditions in Part-2 or Part-3 will be enforced unless the bidder/lessor obtains written order of the lessee relaxing any specific condition in any specific instance.

7. The lessee will not make any security deposit or advance of lease rentals or any brokerage or any other advance payment.

8. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force.

9. The contract shall come into force from the date when the premise is handed over to the lessee.

10. The lease agreement in the first instance shall be valid for a period of three years after which it can be extended with mutual consent for further periods of 3 years at a time.

11. The lease rental shall be liable to revision during the period of lease or renewal, if any after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 8% per annum of the rent payable at the time of such revision.

12. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.

13. The hired premises shall be put to use by the lessee for any official purpose as it deems fit.

14. The lessor shall be responsible for carrying out any major/minor repairs, civil including plumbing or electrical. In case the lessor fails to attend to such repairs the lessee will get the repairs done and the amount will be deducted from the lease rent.

15. The lessee shall be responsible for day to day maintenance including housekeeping, security etc. of the building or part of the building hired by the lessee, as the case may be. Where the building is in joint occupation with others, the common area, toilets bathrooms etc will have to be cleaned by the lessor.

16. The lessee shall be responsible for paying the charges for consumption of water and electricity separate tanks should be provided where there are multiple users.

17. The lessor shall be responsible for payment of property tax and other municipal taxes as applicable which will be reimbursed by the lessee. In case the lessor fails to pay such taxes, the lessee upon getting notice after due intimation to the lessor shall make the payment to the authorities concerned and the amount will be deducted from the lease rent.

18. Notwithstanding anything in the terms and conditions, the lessee shall enter into agreement with the lessor in respect of the premises mentioned in the bid only after getting the necessary approvals from the appropriate authorities as per the extant rules of the Government.

19. The carpet area of any floor shall be the covered floor area worked out excluding the portions as mentioned in Section –II of Part -4 (Technical Bid)

20. The carpet area required is around 23000 Sq Ft at Rajkot, 12,610 Sq Ft in Morbi, 3700 Sq Ft in Mundra . However, the lessee shall also consider bids where the carpet area is within (+) or (-) 15% of the above requirement.

21. The carpet area will be determined as per the measurement to be made by the authorised personnel of the lessee in consultation with the lessor taking into consideration the exclusions mentioned in para 20.

22. The premises should be located in City Area only.

23. The Building shall be legally approved for commercial/office use and must meet the building norms prescribed by Municipal Corporation/local body as the case may be with regard to fire safety, disaster management, structural stability etc.

24. The building should have good facade with good flooring and clean toilets.

25. The building should have separate electricity and water connections. Sufficient wiring should be in place to take up electricity load for air conditioning of the premises. If adequate load is not available at present, then the landlord will undertake to upgrade the load to the required level.

26. The building should have easy approach from the main road and reasonably covered parking space of as mentioned in point 5 of the terms and conditions.

27. The building offered should be ready for occupation within 60 days from the date of communication of the acceptance of the bid by the lessee. This period can be extended at the discretion of the lessee for enabling the lessor to carry out any minor works etc. as required by the lessee. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc. and should have adequate toilet facilities, including separate toilets for ladies and gents.

28. The lessor will provide the necessary arrangements for the continuous and regular supply of water throughout day and night. All maintenance charges in this connection except actual electrical consumption shall be borne by lessor. The water consumption charges/bills of Municipality will be borne by the l e s s e e . The lessor shall provide sanitary, urinals, toilets, hand-wash basin, towel rails etc. as per the Lessee's requirement exclusively for Lessee's use.

29. At the beginning of the tenancy of the lease, the lessor shall carry out the additions/alterations such as partition, office fixtures and fittings to suit the Lessee's requirements. Alternatively, if the Lessee desires to carry out any such alterations at its own cost, the lessor will permit same on the existing terms & conditions and obtain any permission, if required, from local authorities.

30. Distempering of the building, polishing/oil painting of the wood and iron work will be carried out by lessor once in three years. Whenever necessary, the lessor will carry out tenable repairs to the premises. If the lessor fail to do this, the lessee will have right to carry out the repairs and recover the cost from the lessor or from the rent payable to lessor.

31. The lessee has the right to vacate the leased premises any time before expiry of the lease period after giving three months notice.

32. The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw / modify the offer in terms of area and price and other terms and condition quoted in the Technical or Financial bids. Such withdrawals/modifications shall result in forfeiture of the EMD.

33. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly

signed by the bidder. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information. However, all such sheets should be duly signed.

34. The space offered should be free from all encumbrances/claims and disputes /any liability and litigation with respect to its ownership, lease / renting and pending payments against the offered space.

35. The particulars of amenities provided/proposed to be provided inside the property / building complex should be clearly furnished in the Technical Bid. The Technical Bid is required to be submitted along with certified copies of approved drawings from Municipal Corporation authorities or any other competent authority, certified copy of Land Deed and latest Municipal receipts. Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents / certificates shall be produced for verification, if required, at the time of execution of Lease Agreement.

36. All existing and future rates, taxes insurance fee including public liability insurance, property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by lessor.

37. All necessary permissions as required shall be obtained by the lessor. In case, the lessor decides to sell the premises, at first it will be offered to the lessee and in case the lessee is not agreeable to purchase the same, the lessor may dispose off the same subject to lessee's tenancy rights.

38. The lease agreement will contain an undertaking that the lessor shall not during the period of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased affecting l e s s e e ' s right of occupation and any of the terms of the lease without the consent of the lessee.

39. Expenses in connection with the execution of the lease agreement will be borne by lessor.

40. The lessor shall also submit information as per Proforma in Annexure –B, in a separate sealed cover along with the technical bid.

Read and accepted.

Name & signature with stamp (if any) of
Bidder or Authorized Signatory

PART- 4

TECHNICAL BID FOR OFFICE SPACE

From:

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To,

The Commissioner of Income-tax and Chairman Hiring Committee
Rajkot -1, 2nd Floor, Aayakar Bhavan
Race Course Ring Road
Rajkot – 360001

Dear Sir,

**Sub: Technical Bid (Offer Part-I) : Offer for
Premises for Office at Rajkot /Morbi
& Mundra on Lease/Rental Basis.**

With reference to your advertisement for hiring of premises on lease/rent, we submit herewith our offer for the same with following technical particulars/details for your consideration.

Yours faithfully,

Name & signature with stamp (if any) of
Bidder or Authorized Signatory
Date:

TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

PART – 4 :: SECTION – I

01 Full particulars of the legal owner of the premises:

- (i) Name
- (ii) PAN
- (iii) Office Address & Telephone No.
- (iv) Residence address & Telephone No.
- (v) Mobile No.
- (vi) Tele Fax
- (vii) E-mail address

02 (In case the bid is not submitted by the legal owner)

- (i) Full particulars of person(s) offering the premises on rent / lease
- (ii) Relationship with the legal owner (enclose power of attorney also if the applicant is other than owner)

03 (a) Complete Address and location of the building:

04 Details of premises:

- (a) No. of floors
- (b) In case the premises offered is in a multi-storied building having other tenants, specify the floor(s) in which the premises offered for hire is situated.
- (c) Total area in each floor including common area (floor -wise to be furnished)
- (d) Carpet area in each floor
(enclose certified sketch plan also)
- (e) availability of lift .

05 Particulars of completion certificate. Enclose attested / self – certified copy of completion certificate issued by Competent Authority in case of building whose construction is completed. In case of buildings under construction, the same should be submitted within 30 days of communication of acceptance of bid.

06 Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)

07 Space for vehicle parking available exclusively for the lessee (Sft)

08 Whether premises located in Commercial/Market or residential area?

09 Whether Municipal permission to construct premises obtained ? (Yes/No)

(enclose copy of the approved plan/drawing)

10 Distance from Aayakar Bhavan or Amruta Estate in Rajkot

11 Whether willing to carry out additions/ alterations/repairs as per specifications/ plan given by the Lessee (Yes/No)

12 List of enclosures (attached)

Note: Use extra sheet where necessary .

Name & signature with stamp (if any) of Bidder or Authorized Signatory

PART – 4 :: SECTION – II

DETAILS OF THE PROPOSED BUILDING OFFERED ON HIRE

S.No. Particular Details

1. Total Carpet Area offered for rent in Sq.ft
2. Covered Parking area in Sq.ft. for exclusive use of lessee
- 3 Type of flooring :
 - (a) For carpet area
 - (b) For common area
4. Availability of water supply :
 - (a) Municipal Tap : (Yes / No)
 - (b) Borewell : (Yes / No)
- 5 Electricity connection :
 - (a)sanction load :
 - (b)availability of separate metre : (Yes / No)
- 6
Mention whether additional load/ 3 phase electric connection, if required by the lessee will be provided at your cost? (Yes / No)
- 7 Whether any power backup is available? Specify the capacity (load).
- 8 Condition Of the Building:
 - (a)If old building (mention year of construction)
 - (b) New building (mention year of construction)
 - (c) Under construction (mention likely date of completion)
- 9 Details of Fire Safety Mechanism, if any :
- 10 Whether electrical installation and fitting, power plugs, switches etc. provided (Yes / No)
- 11 Whether the building is centrally air-conditioned (Yes / No)
- 12 Whether the premises is ready for occupation : (Yes/ No)
If not, the date by which the premises would be ready for occupation (after necessary approvals)
- 13 Any other information. (Give brief details)

Name & signature with stamp (if any) of
Bidder or Authorized Signatory

PART -4 :: SECTION – III

(Documents to be enclosed)

Attested photocopies / certified true copies of the following documents are to be annexed with the Technical Bid. Originals of the following shall be produced for verification at the time of execution of Lease Agreement.

1. 'Title Deed' showing the ownership of the premises/ land.
2. Certified copies of approved drawings from Rajkot Municipal Corporation authorities or any other competent authority.
3. Property Tax receipts.
4. Affidavit from owners/ power of Attorney Holder, that accommodation offered for hiring being free from any litigation / liability / pending dues and taxes.
5. Copy of power of attorney (in case of owner not submitting the bid)

DECLARATION

I s/o hereby offer the premises stated in the technical bid for rent to the Income Tax Lessee, Rajkot. Whatever is stated in the bid document is true to the best of my knowledge and ability. I have not changed the contents of the bid document and have duly verified and signed the same. Copy of the standard lease deed, duly signed on each page in token of concurrence with the lease condition is enclosed. We have not made any alteration in any of the bid documents/ its enclosures.

Yours faithfully,

Name & signature with stamp (if any) of
Bidder or Authorized Signatory

PART - 5

FINANCIAL BID

From:

To:

The Commissioner of Income-tax and Chairman Hiring Committee
Rajkot -1, 2nd Floor, Aayakar Bhavan
Race Course Ring Road
Rajkot – 360001.

Dear Sir,

Price Bid : Offer for Premises for Your Office on Lease/Rental Basis

I/We quote the under mentioned rate for the lease of the premises as mentioned in the Technical Bid for your proposed Office.

Rent/Lease Charges:

A) The rent of the premises will be Rs. (in words - _____) per sq.ft of carpet area per month.

Total Carpet area (in Sq ft) as worked out in Technical Bid : _____

Rate per Sft. : _____

Total rent per month(excluding Service Tax) : _____

B) No separate rent is payable for the covered or open parking space.

C) The Property Tax and all other Municipal/Government taxes will be paid by us i.e. lessor which will be refunded later by the lessee on production of original receipt of payment of taxes.

D)The Service Tax as applicable shall be borne by the lessee.

Validity: This offer is open to you for acceptance till 6 months from the date of opening of the Financial Bid.

Yours faithfully,

Name & signature with stamp (if any) of
Bidder or Authorized Signatory

ANNEXURE – A

From:

To

The Commissioner of Income-tax and Chairman Hiring Committee
Rajkot -1, 2nd Floor, Aayakar Bhavan
Race Course Ring Road
Rajkot – 360001

Sir,

**Sub: Offer for Premises for Office at Rajkot on
Lease rental basis –Submission of bids – reg.**

With reference to your advertisement for hiring of premises on lease/rent,

2. I/We submit herewith our offer for the same as under, as mentioned in the tender documents.

1. Technical Bid (Part-4) along with signed copies of Instruction to Bidders (Part-2) and Terms and Conditions (Part-3), EMD, Copies of documents mentioned in Part-4, Proforma as per Annexure-B(in a separate sealed cover) and Check List as per Annexure-C, (in a separate sealed cover)

2. Financial Bid (Part-5) in a separate sealed cover.

Yours faithfully,

Date:

Name & signature with stamp (if any) of
Bidder or Authorized Signatory

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ANNEXURE – B

DATA REQUIRED IN CONNECTION WITH ISSUE OF RENT REASONABILITY CERTIFICATE.

1. LAND :

- 1.1 Area of land in Sq.Yard/Sq.mts :
(with documentary evidence)
- 1.2. Present land value from the revenue authorities :
(certificate to be enclosed)
- 1.3. If the land is on lease, lease money payable to the Govt. :

2. BUILDING :

- 2.1 Built up area in Sq.Ft/Sq.mts :
- 2.2 Year of construction :
- 2.3 Is the house fitted with electrical accessories including fans, water supply and sanitary installations :
- 2.4 General specification of the building
(attach separate sheet if required) :
- 2.5 No. of stories :
- 2.6 Municipal Assessment for the year (copies to be enclosed) :
- 2.7 Property tax paid to the Municipal Corporation for the last year (copies to be enclosed)
- 2.8 If the building was on rent earlier, the rent charged with documentary proof :
- 2.9 Whether any rent certificate was issued previously, if so please give No. and date :
- 2.10 If the portion of building is already occupied by another Department, please give details :
- 2.11 Rent desired :
- 2.12 Remarks, if any :
- 3 Enclose copy of the sanction plan showing
 - 3.1 Dimensions of the rooms, garages :
 - 3.2 Portion proposed to be let out
:
- 4. Name and address of the Owner of the building and Telephone no.
:
- 5. Full address of the premises to be let out :
- 6. Details of parking space for cars, two wheelers etc :

Certified that the above information furnished by me is correct to the best of my knowledge and belief.

Signature of the land lord

Signature and designation of the
officer renting the building

ANNEXURE –C

CHECK LIST

S.No. Documents/Details Enclosed /Signed

(Yes/No)

- 1 Bidder has enclosed Annexure -A duly signed, dated and stamped
- 2 Bidder has enclosed Part-2 signed on every page
- 3 Bidder has enclosed Part-3 signed on every page
- 4 Bidder has enclosed Part -4 duly signed, dated and stamped
- 5 Bidder has enclosed Part –4 Section -I signed on every page.
- 6 Bidder has enclosed Part –4 Section -II signed on every page
- 7 Bidder has enclosed Part –4 Section -III duly signed.
- 8 Bidder has enclosed Annexure –B duly filled(enclosed in a separate sealed cover)
- 9 Bidder has enclosed EMD (mention here Instrument Number & Date)
- 10 Bidder has enclosed copy of PAN
- 11 Bidder has enclosed copy of title deeds
- 12 Bidder has enclosed copy of approved plan
- 13 Bidder has enclosed copies of municipal tax receipts
- 14 Bidder has enclosed Power of attorney (refer Sl.No. 2 of Part - 4 – Section –I)
- 15 Bidder has enclosed floor-wise sketch of carpet area (refer Sl.No 4 of Part-4 - Section-I)
- 16 Bidder has enclosed completion certificate (refer Sl.No.5 of Part-4 Section-I)
- 17 Bidder has enclosed affidavit (refer Sl.No. 6 of Part - 4 – Section –I)
- 18 Confirm the documents mentioned at Sl.No. 1 to 17 above are kept in a separate sealed cover super-scribed “Technical Bid for hiring of office space”
- 19 Bidder has enclosed Part -5 (financial bid) duly signed, stamped and dated.
- 20 Confirm the Part -5 is kept in separate sealed cover super-scribed “ financial bid for hiring of office space”
- 21 Confirm that the covers containing Annexure-B, technical bid and financial bid are kept in another sealed cover super-scribed “**Tender for hiring office space**”. This check list should be placed in the same cover.