भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम/A Government of India Undertaking)

शाखा कार्यालय "कपास भवन" 27-ए, रेसकोर्स रोड, इंदौर – 452003

Branch Office: Kapas Bhavan, 27-A, Race Course Road, Indore - 452003

दूरभाष/Phone : 2434136,2547877 फैक्स/Fax: 0731-2530523 मेल/email: indore@cotcorp.com

वेबसाईट/website: www.cotcorp.org.in Ministry Website : www.ministryoftextiles.gov.in निगमित पहचान संख्या/Corporate Identity No. U51490MH1970GOI014733

रेसकोर्स रोड़ की प्राईम लोकेशन पर
कार्यालयीन परिसर का द्वितीय तल किराये पर देने के लिये निविदा सूचना

इंदौर शहर की प्राईम लोकेशन रेसकोर्स रोड़ स्थित एक प्रतिष्ठित व्यापारिक बिल्डिंग 'कपास भवन' में 3296 स्केयर फीट का निर्मित द्वितीय तल दीर्घावधि के लिये Leave and License आधार पर किराये पर उपलब्ध है । निगम प्रतिष्ठित फर्म्स/बैंक/कंपनियों से सीधे या स्थानीय ब्रोकर के माध्यम से दो बिड (Two Bid) में प्रस्ताव आमंत्रित करता है । रूचि रखने वाली पार्टियॉ कार्यालय से कार्यालयीन समय में निविदा दस्तावेज प्राप्त कर सकती है या निगम की वेबसाईट www.cotcorp.org.in अथवा सरकारी पोर्टल www.eprocure.gov.in से डाऊनलोड कर सकती है । निविदा जमा करने की अंतिम तारीख 10.09.2018 को सायं 2.30 बजे तक है ।

महा प्रबंधक

1	*Title of the Tender*	*:*	*Letting out office Premises on rent at Kapas Bhavan, 27-A, Race Course Road, Indore-452003, admeasuring Built-up area of 3,296 sq. ft. (Second floor)*
2	*Tender Ref. No.*	*:*	*CCI/Indore/Kapas Bhavan/Rent/2018-19 dated 29.08.2018*
3	*Product Category*	*:*	*Letting out office Premises on rent*
4	*Sub Category*	*:*	*Letting out office Premises on rent second floor at Kapas Bhavan.*
5	*EMD*	*:*	*Rs.50, 000/-*
6	*Tender Value*	*:*	*NIL*
7	*Document Cost*	*:*	*500/- + GST*
8	*Tender type*	*:*	*-*
9	*First announcement Date & Time*	*:*	*29.08.2018*
10	*Last Date & Time of Document Collection*	*:*	*All working days between 11.00 AM to 5.30 PM or Tender Documents download from CCI website www.cotcorp.org.in or Government website www.eprocure.gov.in up to 10.09.2018*
11	*Last Date & Time of Submission of tender*	*:*	*On or before 10.09.2018 at 2:30 PM*
12	*Opening Date & Time of Tender*	*:*	*10.09.2018 at 3:00 PM*
14	*Work description*	*:*	*Letting out office Premises on rent at Kapas Bhavan, 27-A, Race Course Road, Indore-452003, admeasuring constructed area of 3,296 sq. ft. (Second floor)*
15	*Pre-Qualification If broker is presenting tender Attested Authorization letter from the concern tenderer*	*:*	***i)*** *PAN under Income tax authority (Govt of India),* ***ii)*** *GST Number (if any)* *(Self-attested Copies of the same shall be enclosed)*

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम/A Government of India Undertaking)

शाखा कार्यालय "कपास भवन" 27-ए, रेसकोर्स रोड, इंदौर – 452003

Branch Office: Kapas Bhavan, 27-A, Race Course Road, Indore - 452003

दूरभाष/Phone : 2434136,2547877 फैक्स/Fax: 0731-2530523 मेल/email: indore@cotcorp.com

वेबसाईट/website: www.cotcorp.org.inMinistry Website : www.ministryoftextiles.gov.in निगमित पहचान संख्या/Corporate Identity No. U51490MH1970GOI014733

क्रमांक/भाकनि/मप्र/प्रशा/निविदा सूचना/द्वितीय तल/2018-19/ दिनांक 08.08.2018

निविदा सूचना

भारतीय कपास निगम लिमिटेड अपने 'कपास भवन', 27-ए, रेसकोर्स रोड़, इंदौर स्थित भवन की द्वितीय मंजिल (बिल्ट-अप एरिया 3,296 स्केयर फीट) दीर्घावधि समय के लिए Leave and Licence आधार पर किराये पर देने हेतु इच्छुक है । निगम प्रतिष्ठित एजेंसियों /बैंक/फर्म /कंम्पनीज़/कंपनी के अधिकृत ब्रोकर्स / बैकों /व्यक्तियों से सीधे या स्थानीय ब्रोकर के माध्यम से दो बोलियों (Two Bid) प्रणाली में मोहरबंद निविदा आमंत्रित करता है ।

क्रम संख्या	विवरण	रिक्त निविदा दस्तावेजों की राशि रू.	अग्रिम जमा राशि रू.	बोली की वैधता
1.	निगम अपने प्राईम लोकेशन 'कपास भवन', 27-ए, रेसकोर्स रोड़, इंदौर स्थित भवन की द्वितीय मंजिल (बिल्ट-अप एरिया 3,296 स्केयर फीट) **दीर्घावधि** समय के लिए Leave and Licence आधार पर किराये पर देने के संबंध में ।	500/- GST extra अप्रतिदेय	50000/-	मुहरबंद निविदा जमा करने की दिनांक से 60 दिन तक

1. निविदा फार्म विस्तृत नियम और निविदा की शर्ते शर्तों के साथ ऊपर दिए गए पते पर सोमवार से शुक्रवार कार्यालयीन समय में दिनांक 29.08.2018 से निविदा फार्म की राशि रू. 500/- GST Extra अप्रतिदेय मूल्य पर उपलब्ध है या यदि निविदा फार्म निगम की वेबसाईट www.cotcorp.org.in (इंदौर शाखा द्वारा अपलोड) एवं सरकारी पोर्टल http://www.eprocure.gov.in से डाऊन लोड किया जाता है तो निविदा के साथ में भारतीय कपास निगम लिमिटेड के पक्ष मे किसी भी अनुसूचित बैंको से तैयार निविदा फार्म राशि रूपये 500 /- **(पांच सौ केवल) + GST Extra** अप्रतिदेय का डिमांड ड्राफ्ट/ पे आर्डर /बैंकर चेक इंदौर पर देय हो, संलग्न करना अनिवार्य है । बिना निविदा फार्म राशि के साथ निविदा प्रस्ताव स्वीकृत नही किया जायेगा ।

2. इच्छुक पार्टियॉ "कपास भवन" 27-ए, रेसकोर्स रोड़, इंदौर – 452 003 (मध्यप्रदेश) में सोमवार से शुक्रवार कार्यालयीन समय में दिनांक 10.09.2018 से पहले भवन का निरीक्षण कर सकती है ।

3. निविदा के विस्तृत नियम एवं शर्तों के साथ पार्टियॉ अपना प्रस्ताव भारतीय कपास निगम लिमिटेड के पक्ष मे किसी भी अनुसूचित बैंको से अग्रिम राशि रूपये 50,000/- **(पचास हजार केवल)** का डिमांड ड्राफ्ट/ पे आर्डर /बैंकर चेक इंदौर पर देय संलग्न करें । बिना अग्रिम राशि के निविदा प्रस्ताव स्वीकृत नही किया जायेगा ।

4. इच्छुक पार्टियॉ अपनी मोहरबंद निविदा अपराह्न 2.30 बजे तक दिनांक 28.08.2018 को या इसके पूर्व कपास भवन, 27-ए, रेसकोर्स रोड़, इंदौर – 452 003 (मध्यप्रदेश) कार्यालय में प्रथम मंजिल पर रखी गई निविदा पेटी (Tender Box) में डाल सकती हैं ।

5. मोहरबंद निविदा दस्तावेज,निम्नानुसार प्रस्तुत किया जाना चाहिये :-
   लिफाफा "अ " – तकनीकी बिड-I (जिसमें नियम एवं शर्तो अनुसार दस्तावेज एवं अग्रिम राशि का डी.डी.)
   लिफाफा "ब" – वित्तीय बिड – II
   लिफाफा "स" – लिफाफा "स " में लिफाफा "अ " और "ब" दोनों रखे जाने चाहिये ।

   प्रत्येक लिफाफे पर **"भारतीय कपास निगम लिमिटेड, इंदौर की 'कपास भवन' की द्वितीय मंजिल किराये पर लेने संबंधी निविदा** अंकित करें एवं लिफाफे के ऊपर निविदा कर्ता का पूरा नाम एवं पता दूरभाष नंबर सहित अंकित होना चाहिए ।

6. प्राप्त निविदा उसी दिन दिनांक 10.09.2018 को अपराह्न 3.00 बजे उपस्थित निविदाकर्ताओं के समक्ष खोली जायेगी । निगम कोई भी निविदा स्वीकार या अस्वीकार (सभी निविदा अस्वीकार) करने का अपना अधिकार सुरक्षित रखता है । यद्यपि निविदाकर्ता निगम से उनकी निविदा को अस्वीकृत करने का कारण पूछ सकता है।

महा प्रबंधक

भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम/A Government of India Undertaking)
शाखा कार्यालय "कपास भवन" 27-ए, रेसकोर्स रोड, इंदौर – 452003
Branch Office: Kapas Bhavan, 27-A, Race Course Road, Indore - 452003
दूरभाष/Phone : 2434136,2547877 फैक्स/Fax: 0731-2530523 मेल/email: indore@cotcorp.com
वेबसाईट/website: www.cotcorp.org.in Ministry Website : www.ministryoftextiles.gov.in निगमित पहचान संख्या/Corporate Identity No. U51490MH1970GOI014733

सूचना का अधिकार

TENDER DOCUMENT FOR LETTING OUT OFFICE PREMISES ON LEAVE AND LICENSE AGREEMENT SITUTED AT SECOND FLOOR OF *KAPAS BHAVAN*, 27-A, RACE COURSE ROAD, INDORE – 452 003 (M.P.)

TECHNICAL BID-I

INDEX

Sr. No.	***Particulars***	***Page No.***
1	*Submission of tender and Declaration*	*1*
2	*Check list of documents enclosed*	*2*
3	*Eligibility criteria*	*3-4*
4	*Self-Declaration Form*	*5*
5	*General Terms and Conditions*	*6-8*

(on the letter head of the Party)

Annexure-I

Date: _____

To,
General Manager,
The Cotton Corporation of India Ltd.,
Kapas Bhawan ,
27-A, Race Course Road
Indore – 452 003 (M.P.)

Sub: Submission of tender for "FOR LETTING OUT OFFICE PREMISES ON LEAVE AND LICENCE AGREEMENT SITUTED AT SECOND FLOOR OF "Kapas Bhavan", 27-A, Race Course Road, Indore – 452003 and Declaration

Dear Sir,

1. *I/We have read and understood all the terms & conditions of the tender and other instructions and hereby undertake to abide by them.*

2. *I/We hereby declare that tender documents have been downloaded from CCI website www.cotcorp.org.in or Government website www.eprocure.gov.in and it is submitted in original without any alterations/modifications/deletions/additions. I/we are enclosing tender documents cost of Rs.500 /- plus applicable GST non Refundable in favour of The cotton Corporation of India Ltd., payable at Indore.*

3. *I/We are enclosing herewith, Demand Draft No. _____ Dated _____ in your favour, towards earnest money deposit of Rs. 50000/-*

4. *I/We have filled and signed each page of the tender documents and the same are enclosed here with.*

Signature and seal of tenderer
Name
Capacity /authority to sign
Full address:

CHECK LIST OF SELF ATTESTED DOCUMENTS

Please make tick (√) Mark

1. (a) *Blank tender document collected from office*	*Yes*		*No*	
(b) *Tender document down loaded from web site and enclosed requisite tender document cost Rs.500 /- plus applicable GST in favour of The Cotton Corporation of India Ltd., Indore*	*Yes*		*No*	
2. *Earnest Money Deposit Amount of Rs. 50,000/-in favour of The Cotton Corporation of India Ltd., Indore is enclosed.*	*Yes*		*No*	
3. *Registration of various authorities and their Nos. for Eligibility Criteria (Self attested Copies of the same shall be enclosed)*				
(a) *PAN from Income Tax Authority.*	*Yes*		*No*	
(b) *GST No.*	*Yes*		*No*	
(c) *The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.*	*Yes*		*No*	
4. Certificate of Incorporation/ Constitution of Firm/Company etc. (Self-attested Copy shall be enclosed)	*Yes*		*No*	
5. Original Letter of Authorization in favor of Broker from concerned Firm/company in case of quote by Broker	*Yes*		*No*	
6. Audited Annual Accounts regarding turnover and profit for last Three financial years 2014-15, 2015-16 and 2016-17 The copy of certified certificate from chartered Accountant must be enclosed.	*yes*		*No*	
7. Bank Solvency Certificate from any schedule bank minimum of Rs. 10.00 Lakhs, (copy of certificate to be attached)	*yes*		*No*	
8. If tender is submitted through a Broker, an authorisation letter from the party to the broker is attached.	*yes*		*No*	

Please Note: All the documents should be properly and serially numbered.

Signature and seal of tenderer : _____

Name : _____

Full address: _____

ELIGIBILITY CRITERIA FOR TENDERERS

1. Name of the firm/Company	*M/s.*_____ *Official Address*_____ _____ *City: -*_____ *PIN: -* _____ *Tel.No.* _____ *(O)* _____*(R)* *Mobile No.* _____ *Email. :*_____
a) Nature of Business	
2. a) Blank tender document collected from office	*Date :*
b) Tender document down loaded from web site and tender documents cost of Rs.500 /- plus applicable GST non refundable in DD/Pay Order /bankers Cheque details	*Rs.*_____*(Rupees*_____*)* *Drawn on* _____*Vide DD/PO No./Bankers cheque No.* _____*in favour of The Cotton Corporation of India Ltd., Indore is enclosed.*
3. Earnest Money Deposit Amounting to Rs.50000/- & its details:	*Rs.*_____*(Rupees*_____*)* *Drawn on* _____*Vide DD/PO No./Bankers cheque No.* _____*in favour of The Cotton Corporation of India Ltd., Indore is enclosed.*
4. Registration of various authorities and their Nos. for Eligibility Criteria *(Self-attested Copies of the same shall be enclosed)*	
(a) *Permanent Account No. under Income Tax Act. (Self-attested Copy shall be enclosed)*	*PAN No.* _____
(b) *GST Number (if any)* *(Self-attested Copy shall be enclosed)*	*GST No.*_____
(c) *The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.*	*Self-certificate Letter No* _____ *date*_____ *With Authorized Name & Signatory* *(Self-declaration form proforma enclosed)*
5. Certificate of Incorporation/ Constitution of Firm/Company etc.(The copy should be enclosed)	*Date of Incorporation /Partnership Deed:*
6. In case Broker is representing Firm/company, original letter of authorization of the Concerned firm/company must be enclosed.	*Valid Original Letter of firm/company for representing tender: Letter No. dated* *Name & Registered address of Brokerage firm :*

<table>
<tr><td colspan="2">FINANCIAL STATUS</td><td></td></tr>
<tr><td colspan="2">7. Audited Annual Accounts regarding turnover and profit for last three financial years 2015-16, 2016-17 and 2017-18 having annual Average turnover. The copy of certified certificate from chartered Accountant must be enclosed.</td><td>
<table>
<tr><td>Financial Year</td><td>2015-16</td><td>2016-17</td><td>2017-18</td></tr>
<tr><td>Annual turnover Amount in Rs (Lakhs)</td><td></td><td></td><td></td></tr>
<tr><td>Annual profit Amount in Rs (Lakhs)</td><td></td><td></td><td></td></tr>
<tr><td>Annual Average turnover in Rs. (Lakhs)</td><td colspan="3"></td></tr>
</table>
</td></tr>
<tr><td colspan="2">8. Bank Solvency Certificate from any scheduled bank minimum of Rs. 10.00 Lakhs (copy of certificate to be attached)</td><td>Name of Bank : _____

Branch location and its Address :
_____

_____

Amount of solvency in Rs.
_____</td></tr>
<tr><td colspan="3">Pl. Note that :-

(i) Self-attested copies of appropriate documents issued by the concerned authorities/departments must be enclosed in support of the claims/declarations made above.
(ii) The tender shall be considered eligible only if it meets all the eligibility criteria including submission of relevant documents wherever required.</td></tr>
</table>

Signature and seal of tenderer
Name

Capacity /authority to sign

Full address:

SELF DECLARATION FORM

(This form shall be duly filled-up and signed by the bidder on their Letter Head & submitted along with the original copy of the Bid.)

To,
General Manager,
The Cotton Corporation of India Ltd.,
Kapas Bhawan,
27-A, Race Course Road
Indore – 452 003 (M.P.)

Sir/ Madam,

1. *I / we, the undersigned do hereby declare that, my/our firm/company M/s…… is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. department from participating in the tender as on date.*

2. *In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the corporation*

Place : _____
Date : _____

Yours faithfully,

Signature of the Tenderer with name & seal

Annexure-II

MAIN TERMS AND CONDITIONS

FOR LETTING OUT OFFICE PREMISES ON LEAVE AND LICENCE AGREEMENT SITUATED AT KAPAS BHAVAN 27-A RACE COURSE ROAD INDORE-452003

A) LOCATION OF PROPERTY, AREA AND ITS USAGE:

1. *Name and address of the office/Landlord* — *The Cotton Corporation of India Limited (A Govt. of India undertaking)*
   Kapas Bhavan 27-A Race Course Road INDORE-452003

2. *Brief particulars and location of the building* — *A landmark building having Ground + 3 floors.*
   - *Open two wheelers and car parking*
   - *Just ten minutes walking distance from railway station and bus station*
   - *Between IDA building and SGSITS college*
   - *Opposite Yeshwant Club*
   - *Built with top quality material*

3. *Land details and Plot Area* — *Plot size 125x 80= 10,000 Sq.ft. Approx.*
   Open area on ground floor includes security cabin, ducts etc.

Garden Area	
Pavement Area	*5000 Sq. ft. Approx*
Parking Area	

4. *Year of construction* — *1995*

5. *Brief specification* — *A landmark building having Ground + 3 floors.*
   Attractive elevation on the front and rear side with a beautiful R.C.C Pergola beams.
   Built with top quality materials.

6. *Area Statement*

No.	*Floors*	*Covered Area (in Sq.ft.)*	*Remarks*
I	*Ground*	*3296*	*HPCL office on L.L.*
II	*First*	*3296*	*CCI Office*
III	*Second*	*3296*	*To be rented*
IV	*Third*	*3421*	*Residential flats*
	Total	***13309***	

7. *Source of water supply* — *Municipal Corporation (Overhead PVC water tank)*
   Water charges – sharing basis

B) MAINTENANCE AND SERVICE CHARGES WILL BE SHARED AS UNDER:

i) ***The payment of Property Tax/Municipal Tax/Other Cess:***

The payment of Property Tax/Municipal Tax/Other Cess payable to the statutory/local authorities shall be shared between CCI and Party on the basis of ratio of whole building during the currency of the leave and license period i.e. 33% of the tax OR if there is any separate Property Tax bill directly on the Licenses Premises licensed to the Licensee, the same shall be liable to be paid in its entirety by Licensee alone.

ii) ***Open parking in the premises:***

Open parking space for 2 cars and 5 to 10 two wheelers available on ground floor free of cost.

iii) ***Electricity:***

Party has to make arrangements for a new connection for electricity on the basis of the required load.

C) OTHER TERMS AND CONDITIONS:

1. *Interested parties may visit the site on any working day between 11.00 AM to 5.30 PM.*
2. *The bidder should quote his monthly rent for total area only and not for the part area. The quotes received for the part area will not be considered.*
3. *The bidder may submit his tender through a broker also with an authorization letter to him.*
4. *Brokerage will be maximum one month rent. H-1 will be decided on the basis net rent i.e. total rent – Brokerage.*
5. *The offer shall remain valid for a period of 60 days from the last date of opening of tenders.*
6. *The above property is offered under leave & license agreement for Five terms of 11 Months each. Further renewal for five terms of 11 Months each will be made on mutual agreed terms* ***otherwise the Licensee shall have to vacate the premises on expiry of 55 months initial terms.***
7. *The monthly Rent to be fixed on the basis of this tender shall be revised upwards by 5% of rent after expiry of each term of 11 months.*
8. *The earnest money deposit of Rs. 50000/- of the successful bidder will be adjusted against the interest free deposit equal to three months rent and will be refunded to the unsuccessful bidders.*
9. *The successful bidder shall be assigned the rights of exclusive use of the above property during the currency of the leave & license agreement. Party will have to enter into a written leave & license agreement with the Corporation for use of the above said property.*
10. *Successful bidder will have to deposit at the time of execution of Leave & License agreement and keep deposited with the corporation during the period of this agreement and renewal thereof an interest free deposit equal to three months license fee (monthly Rent), which is refundable on the expiry of the period of the licenses or earlier determination or termination thereof as hereinafter provided on handing over vacant possession of the premises to the Licensor after adjusting outstanding dues, if any.*
11. *In lieu of assigning rights of exclusive use of the above property, Corporation shall charge Rent on monthly basis payable in advance i.e. by I0 the of every month.*
12. *Successful bidder will not be permitted for erection or to make any structural alterations or additions whatsoever to the said premises licensed to or any part thereof without the specific prior written permission of the Corporation except modification of toilets, change of flooring and false ceiling, internal wooden partitions, cabins, shelving racks, electrical equipment and other interior works of temporary nature.*
13. *Successful bidder shall have to confirm with the administrative discipline set up by the corporation for the building as may be mutually agreed.*
14. *Successful bidder shall have to use the nomenclature "KAPAS BHAVAN" as address identifying code of the said premises.*
15. *Successful bidder shall not assign, sublet or transfer the rights of the L&L agreement in any manner to any person(s)/party (ies).*

16. *Successful bidder shall have to do their own arrangement for interior works but will submit the Layout Plan for Interiors to the corporation, to enable the corporation to assess whether the party is making any structural alterations to the said premises.*
17. *The total expenses towards stamp Duty and registration Fee of L & L Agreement will be shared 50: 50 between the corporation and the Successful bidder.*

18. *The above office premise has been considered for letting out on L&L agreement with General office working time i.e. Monday to Saturday.*

19. *The tenders received within the specified time shall be opened on the same day at the given time in the presence of bidders who may wish to remain present. Tenders received late will not be accepted at any circumstances.*

20. *Financial Bid-II shall be opened in respect of those Bidders who qualify the Technical Bid-I.*

21. *Corporation reserves its right to accept or reject tender without assigning any reason thereof.*

Signature and seal of bidder:

Name

Full address:

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम/A Government of India Undertaking)

शाखा कार्यालय "कपास भवन" 27-ए, रेसकोर्स रोड, इंदौर – 452003

Branch Office: Kapas Bhavan, 27-A, Race Course Road, Indore - 452003

दूरभाष/Phone : 2434136,2547877 फैक्स/Fax: 0731-2530523 मेल/email: indore@cotcorp.com

वेबसाईट/website: www.cotcorp.org.inMinistry Website : www.ministryoftextiles.gov.in निगमित पहचान संख्या/Corporate Identity No. U51490MH1970GOI014733

TENDER DOCUMENT FOR LETTING OUT OFFICE PREMISES ON LEAVE AND LICENCEAGREEMENT SITUTED AT SECOND FLOOR OF "KAPAS BHAVAN", 27-A, RACE COURSE ROAD, INDORE –452003

FINANCIAL BID – II

Sr.No.	Particulars	Page Nos.
1	Financial Bid	1

(on the letter head of the Party)

To

General Manager,
The Cotton Corporation of India Limited,
Kapas Bhavan,
27-A, Race Course Road,
Indore – 452 003 (M.P.)

Sub: Financial Bid-II for letting out office premises on leave and licenses agreement situated at second floor of "Kapas Bhavan", 27-A, Race Course Road, Indore – 452003

Sir,

I/we submitting our Financial Bid-II for the above property as detailed below:

Financial Bid – II

Sr. No.	*Particulars of assets/property*		*Area in Sq. ft.*	*Monthly Net Rent per sq.ft (In Rs.)*	*Total Monthly amount of Rent (In Rs.)*
1.	*Office Premises*				
	Floors	*Constructed Built up area in square feet*		*(In word Rupees_____)*	*(In word Rupees _____)*
	Second Floor	*3296*	*3296*		

Please note:

1. *Monthly rent should be quoted excluding taxes. Taxes as applicable including GST from time to time will be on user's account.*
2. *Expenses for maintenance of open area at ground floor and staircases will be charged extra as applicable from time to time on sharing basis.*
3. *The bidder should quote his monthly rent for total area only and not for the part area.*
4. *No conditional tender will be accepted.*
5. *The comparison of rates to find out Highest-1 (H-1) party will be made based on lump sum total Maximum monthly Net Rent.*
6. *The Bid will be decided on Total amount of Rent quoted. Conditional quote shall not be accepted and will be treated at conditional tender and liable for rejection.*
7. *Any Bid received by the Corporation after the deadline prescribed in tender notice will be returned unopened to the bidder and the validity of tender is 60 days from the prescribed schedule date of submission of tender.*
8. *The amount stated in the Bid will be adjusted by the Owner in accordance with the procedure for the correction of errors and, with the concurrence of the Bidder and shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount the Bid will be rejected, and the Bid security may be forfeited in the case as under:*
   - *i) Bidder withdraws the Bid after Bid opening during the period of Bid Validity.*
   - *ii) Bidder does not accept the correction of the Bid Price If there is any arithmetical error in totalling of individual items, the correct total shall be computed by the Owner and the same shall govern the tender.*

Signature and seal of tenderer
Name

Capacity /authority to sign

Full address: