

EXPRESSION OF INTEREST (EOI) FOR HIRING OF OFFICE SPACE

Assam Urban Infrastructure Investment Program (AUIIP), Asian Development Bank (ADB) funded project under Government of Assam is desirous of hiring an office space for its operation. The requirement is for 7000-8000 Sq. Ft (approx.) of Super built up area with adequate parking facility, located in Srimanta Sankardev Path (G.S Road), Guwahati, within 2-3 kilometres (maximum) of Assam Secretariat. Monthly rent should be initially quoted on a fixed basis for a period of 3 (Three) years.

Requests received against the EOI shall be processed in 2 (Two) parts (Technical & Financial).

Last Date and Time of submission of EOI : **10.09.2018 (Before 5 P.M)**
Date and Time of opening of Technical Documents of EOI : **12.09.2018 (At 3 P.M)**
Date and Time of opening of Financial quotation of EOI : **14.09.2018 (At 3 P.M)**

Place of opening of EOI: Conference Hall
O/o The Project Director
Assam Urban Infrastructure Investment Program
3rd Floor, Tripti Tower, Ganeshguri, G.S Road
Guwahati-781005, Assam

Address for Communication: O/o The Project Director
Assam Urban Infrastructure Investment Program
3rd Floor, Tripti Tower, Ganeshguri, G.S Road
Guwahati-781005, Assam

Sd/-
Project Director
Assam Urban Infrastructure Investment Program
(AUIIP)

A. TERMS AND CONDITIONS TO BE SATISFIED:

1. The successful party will be declared as 'the lessor' which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives.
2. 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 be relieve the succeeding owner of liabilities under the contract.
3. In case a particular party owns more than one premises and he wishes to submit EOI in respect of those premises, he should submit separate EOI containing technical document and price quotation in respect of each premises.
4. If two individual owners mutually agree to collaborate for letting out the premises as a whole then they may also submit their quotation subject to the condition that their properties are in the same floor and adjacent to each other. The technical document & price quotation in this case should be signed by all the owners. In case any one of the owners chooses to sign the EOI documents, he should invariably submit an authorization to do so from the remaining owner.
5. In case two quotes are received from the same premise/building then preference will be given to the one situated in the higher floor.
6. Accommodation offered should not be more than 5 years old.
7. The building in which office space is offered should be free from water logging problem and should have minimum of two lifts. Minimum of 05 (Five) parking spaces (Four wheelers) should be available and should be able to provide more parking space as and when required. Preferences shall be given to new building with modern amenities suitable for offices.
8. Building offered must be free from all encumbrances, claims and legal disputes etc. Documentary Proof of ownership of Building, payment of all Taxes, Duties, and Dues etc. must be submitted along with the EOI document.
9. In case of damage of the leased property due to any natural calamities rioting etc., AUJIP will not undertake to compensate loss or damage incurred by the owner of the property.
10. The EOI will be acceptable from the original owner/ lease holder/ agreement of sale holder/power of attorney holder of the building/ property or their authorised agents. The lease deed would however be executed by the original owner/ lease holder/ agreement of sale holder. The lease deed would be executed after the verification of documents by AUJIP.
11. AUJIP will make pay necessary amount against Security Deposit (Interest Free) to the "lessor" on mutually agreed terms before entering into the lease deed.
12. Maintenance Charges will be paid to the "lessor" in addition to the rent which will be paid on mutually agreed terms before entering into the lease deed.
13. Electricity bills will be paid directly by AUJIP.
14. The lease deed shall be subject to taxes as per the provisions of the Income Tax Act in force.
15. EOI not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.
16. After opening of the technical document and before evaluation of the same, the Committee constituted by the lessee i.e. AUJIP, shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case the committee finds the premises not suitable for the purpose of setting up of the office, the technical document submitted by such an owner will not be evaluated and the Price quotation of the owner will not be opened. The decision of the committee in this matter will be final.

17. AUHIP reserves the right to shortlist any offer or reject any offer or cancel the requirement altogether without assigning any reason.
18. Overwriting, alterations, if any, in the document should be signed by authorised signatory.
19. Possession of the accommodation in the ready –to- move in condition will be handed over to AUHIP within 15 days from the date of signing the contract. The rent would be payable from the date of actual possession of the hired property.
20. Selected party shall be required to sign a Rent Agreement with the Project Director in AUHIP in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of five years and renewed further as per the requirements of the user and with mutual consent.
21. Monthly rent should be quoted initially on a fixed basis for a period of three years. Incremental/ Decremental rates of rent for the extended period may also be indicated in percentage terms. Quoting parties may note that no increase in Rental Charges per month will be allowed during the initial three years of the Agreement period.
22. AUHIP may, at any time during the period of the rent/ extended rent period, make structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.

B. INSTRUCTION FOR SUBMISSION OF EOI

1. The EOI offer should be sent either by speed post or may be submitted in the offices of the Project Director, AUHIP on or before **5 PM on 10.09.2018**.
2. Requests received against the EOI shall be processed in two parts, technical and financial.

Interested parties should submit this EOI document with an application to the “**Project Director, Assam Urban Infrastructure Investment Program**”. All information and documents furnished in response to this invitation in **Annexure –I & III** shall be deemed to be a Technical offer. Financial offer should be quoted in **Annexure –II**. In the event prices are indicated by the party in the technical document, the EOI request shall stand rejected. Details furnished in the Technical Offer shall be assessed/ evaluated. Price quotation of only those bidders/ parties shall be opened on a later date whose Technical Offers are found acceptable and suitable by the committee.

Technical Part

- Interested parties should submit the complete Expression of Interest document, including Annexure-I & III duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. The documents mentioned below in **point C**, as well as additional information and the documents called for in the EOI should be sealed in an envelope superscripted as :
“TECHNICAL DOCUMENT FOR OFFICE ACCOMODATION OF AUHIP”.

Financial Part

- Price Quotation for monthly rent (both in figures and words), strictly as per Annexure –II, should be put in a second envelope duly sealed and superscripted:

“PRICE QUOTATION FOR MONTHLY RENT FOR ACCOMODATION OF AUJIP”.

- Goods & Services Tax (GST) should be shown separately and the same will not be considered for evaluation of Lowest Bidder i.e only the rate quoted excluding GST would be considered for evaluation. Applicable GST will however be paid along with the rent amount on submission of invoice by the “lessor”.

- Both this envelopes should be put in another bigger separate envelope. This third envelope should also be sealed and bear superscription:

“EOI FOR OFFICE ACCOMODATION OF AUJIP”.

3. In the event of Technical offer being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the Property/Agreement of Sale along with proof of identity of the owner along with photograph(s) before the price bids are opened. Original Documents shall be returned after decision is taken to open price bids or otherwise.
4. Quoting parties may keep their offer valid for a period of 90 days. Offers with a shorter validity or inconsistent with the requirements set out in this EOI shall be ignored summarily and no representation in this regard shall be entertained by this Department.
5. The “Price quotations for monthly rent for accommodation of AUJIP” of the selected technical offers only shall be opened.
6. The decision of the AUJIP shall be final and cannot be challenged.
7. If any special offers, additional facilities are there from the owner’s side that may also be mentioned as separate attachment with Annexure-I.

C. DOCUMENTS/ DETAILS TO BE ATTACHED

1. Documents in support of ownership of premises such as Ownership certificate/Lease Document /Agreement of Sale/ Power of attorney document/ Authorised agency Certificate.
2. Copy of PAN NO. of owner(s) of premise(s).
3. Copy of GST Registration Certificate of owner(s) of premise(s).
4. Proof that the applicant is the original owners or holder of agreement of sale or lease holders or power of attorney holders or authorised agents of properties.
5. Certificate of authorised signatory from CEO, if the owner is a firm, Society etc.
6. An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there is no pending payments against the same.
7. Copies of approved plan of the accommodation offered.
8. Occupancy certificate from GMC or relevant authority.

ANNEXURE-I

EXPRESSION OF INTEREST (EOI) FOR OFFICE ACCOMODATION OF AUIP SUBMITTING TECHNICAL SUPPORT

Details of the premises offered are as under:

Sl. No.	Description	Remark
1.	Details of Person/Party holding the property:	
a)	Name	
b)	Address, Phone no. & E-mail Address.	
c)	Name, Designation and Contact No. of the Contact Person to whom all reference shall be made regarding this EOI	
d)	Constitution of Vendor/Firm. (Whether Proprietary / Partnership / Pvt. Ltd. / Public. Ltd. / PSU etc).	
e)	In case of a Company, details of Incorporation of Company and Commencement of Business.	
f)	Permanent Account Number (PAN) Goods and Service Tax Number (GSTIN)	
2.	Details of Property :	
a)	Location & Address of the Property	
3.	Details of Building :	
a)	Type of Construction: (Load Bearing / RCC / Steel framed)	

Sl. No.	Description	Remark
b)	Clear floor height from floor to Ceiling	
c)	Area of premises offered i) Super built up area (Sq.mt.) ii) Built up area (Sq.mt.) iii) Carpet area (Sq.mt.)	
4.	Age/Condition of the Construction/Building	
a)	Newly constructed (within 2 years)	
b)	Old Construction – mention year of Completion.	
5.	Details of Boundaries and Adjacent Building	
a)	Boundary of the Property i) North ii) East iii) South iv) West	
6.	Car Parking Space	
a)	i) No. of 4 wheelers Parking spaces ii) No. of 2 wheelers Parking spaces	
7.	Who is maintaining the building (Society / Building / Condominium)	
8.	Whether proposed building is free from all Encumbrances, Claims, and Litigations. (Y/N)	
9.	Other Information which the Indenting Party wishes to furnish	

- **Fill the above information completely and attach all the documents mentioned at point (C) along with it.**

ANNEXURE-II

EXPRESSION OF INTEREST (EOI) FOR OFFICE ACCOMMODATION OF AUJIP SUBMITTING FINANCIAL QUOTATION

Details of monthly rent offered are as under:

Sl. No	Brief Description	Super built up area	Rent quoted per square foot	Total amount Per Month in INR
1.	Property offered			
2.	Taxes if any			
3.	Any other charge			
	Total			

Total Monthly rental (in figures inclusive of every charge) : _____

Total Monthly rental (in words inclusive of every charge) : _____

Incremental/Decremental rates of rent for the extended period in percentage (After three year period) : _____

Signatures :

Name :

Designation :

Note:

- a. Quote should be covering all taxes and duties.
- b. Total Monthly rental shall be the amount payable by AUJIP monthly as rent.
- c. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

ANNEXURE-III

DECLARATION

I.....s/o....., hereby confirm that all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of Assam Urban Infrastructure Investment Program (AUIIP).

I am aware that AUIIP is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.

I further certify that I am an authorized signatory of my company/firm and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

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