

Council for Insurance Ombudsmen

3rd Floor, Jeevan Seva Annexe,
Santacruz- West, Mumbai-400054



**Opening of the Technical Bid will be on
13th September, 2024 @3.30 pm**

Secretary General

Council for Insurance Ombudsmen

3rd Floor, Jeevan Seva Annexe,
Santacruz- West, Mumbai-400054



**WE ARE PLEASED TO INFORM YOU THAT THE LAST DATE FOR
SUBMISSION OF TENDER FOR HIRING OF ONE OFFICE PREMISES
ON LEASE BASIS FOR OFFICE OF INSURANCE OMBUDSMAN
AT THANE HAS BEEN EXTENDED**

UPTO 3.00 pm on 10.09.2024

**In the tender document dated 1st August, 2024,
appended below, all dates shown as 21.08.2024 therein
should be read as 10.09.2024**

Secretary General



COUNCIL FOR INSURANCE OMBUDSMEN

Council for Insurance Ombudsmen

**3rd Floor, Jeevan Seva Annexe,
Santacruz- West, Mumbai-400054**



TENDER FOR

HIRING OF ONE OFFICE PREMISES ON LEASE BASIS

**FOR OFFICE OF INSURANCE OMBUDSMAN
AT THANE**

LAST DATE OF SUBMISSION OF TENDER: -

ON OR BEFORE 3.00 pm on 21.08.2024

**3rd Floor, Jeevan Seva Annexe, Santacruz-West, Mumbai -400054
Ph.No. 022-69038810 Website: www.cioins.co.in**



COUNCIL FOR INSURANCE OMBUDSMEN

Ref.: THANE/PREMISES/2024-25

Date: 01.08.2024

TENDER NOTICE

Office of Council for Insurance Ombudsmen intends to hire one premises which are in ready to occupy condition from Govt./PSUs/Companies/ Firms/ Individuals under 'Two Bid system' as per details given below:

Carpet area required	Locations	Remarks
Approximately 2500 Sq. Ft.	Property located within the Municipal Limits of Thane.	Should be located preferably in the main market area at the prime location having all public amenities like Bank, Post Office, Railway Station/ Bus Stops preferably with 2 car & 5 Two-Wheeler parking with easy accessibility. The premises offered for lease/rent should be ready for occupation condition on any floor with lift facility and suitable for use as office premises.
Status of Premises	Free hold/Lease Hold with clear marketable title. The building should be in a good condition.	
Usage of the Property	Commercial	
Preferences	Preference to be given for office space offered on lower Floors of a multi storied building fulfilling the above parameters.	

The prospective bidders meeting the above requirements are requested to collect the tender documents from the office at the above address or download from our website as mentioned below. The tender documents will be issued from 01.08.2024 to 20.08.2024 between 10.30 AM and 5.00 PM on working days (excluding Saturdays, Sundays and Holidays). The last date for submission of Tenders is 21.08.2024 upto 3.00 pm. The "Technical Bids" will be opened on 23.08.2024 at 03.30 PM in the presence of bidders or their authorized representatives who may wish to be present.

For complete details and Tender document please log on to www.cioins.co.in and go to tenders and click on the link '**Tender for Hiring of one office premises at Thane for Office of Insurance Ombudsman on lease basis**'.

Council for Insurance Ombudsman reserves the right to accept or reject any or all offers in full/ part without assigning any reasons whatsoever.

Secretary General



COUNCIL FOR INSURANCE OMBUDSMEN

Office of the Council of Insurance Ombudsman
3rd floor, Jeevan Seva Annexe
SV Road, Santacruz (West)
Mumbai-400054
e-mail- inscoun@cioins.co.in

TENDER SCHEDULE

Sr. No	Description	
1	Name of work:	Tender for Hiring of one Office Premises, within the Municipal Limits of Thane , Maharashtra
2	Earnest Money Deposit	Rs.5000/- (Rupees Five thousand only) by Demand Draft / Pay Order/Postal Order in favour of " Council for Insurance Ombudsman " payable at Mumbai .
4	Date of collection for tender document	From 01/08/2024 to 20/08/2024 between 10.30 AM and 5.00 PM on week days (excluding Holidays ,Saturdays and Sundays) from the above office
5	Last Date & Time of receiving / submission of tender document.	On 21/08/2024 upto 15.00 Hrs.
6	Date & Time of opening of Technical Bids	On 23/08/2024 at 15.30 Hrs. at Mumbai at the Office of Council of Insurance Ombudsman, 3 rd Floor, Jeevan Seva Annexe, 3 rd Floor, S V Road, Mumbai 400054
7	Date & Time of opening of Financial Bids.	Shall be intimated later on.
8	Time Limit for handing over possession of the premises.	Within 15 (Fifteen) days from the date of issue of acceptance letter.
9	Lease period / Contract period	As mentioned in the Terms and Conditions of the Lease Agreement Contract.
10	Notice period for Termination of Agreement/ Contract.	04 (Four) months on either side.
11	Validity of Tender from opening	04 (Four) months.

Secretary General

COUNCIL FOR INSURANCE OMBUDSMEN



Instructions to Bidders

1. The tender forms will be available from 01.08.2024 to 20.08.2024 between 10.30 AM and 5.00 PM on all working days (excluding Saturdays, Sundays & holidays) or can be downloaded from our website www.cioins.co.in during the period mentioned above.
2. The last date for submission of duly filled in tenders (both Technical and Financial Bids) is 21.08.2024. upto 3.00 pm. The tenders received after the last date and time mentioned above will not be considered.
3. **The filled in tenders should be submitted to the address given below only.**

To, The Secretary General, Council for Insurance Ombudsmen, 3rd Floor, Jeevan Seva Annexe, Santacruz-West, Mumbai -400054
4. **Time for submission of the tender documents will be: from 01.08.2024 to 20.08.2024 between 10.30 am to 5.00 pm and on 21.08.2024 between 10.30 am to 3.00 pm.**
5. Only the **Technical bids** will be opened on 23.08.2024 at 3.30 pm. in the presence of bidders or their authorized representatives if any. After scrutiny of the Technical Bids, visits to the sites, assessment of the offers, the Financial Bids of only those bidders, whose offers are found suitable to the Office of Insurance Ombudsman, will be opened at a later date. The date of opening of **Financial Bids** will be intimated to those bidders whose Technical Bids are found suitable.
6. The tender form consists of the following documents. i.e.,
 - a. Instructions to bidders and Terms and Conditions.
 - b. Technical Bid.
 - c. Financial Bid.

The offers are to be submitted in Two Bid System i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz., name of the property, location, area of the plot, copy of sanctioned plan with completion/occupancy certificate, carpet area of the floor portion to be leased, specification of internal finishes, amenities(wash rooms provided, lift facility, car parking) sanctioned electrical power load, present usages of the property, title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (other than the price).

- **The Technical Bid shall be submitted in sealed cover (Marked Envelope-1) super-scribing as 'Technical Bid' for Hiring of Office Premises at Thane for Office of Insurance Ombudsman on lease basis'. The envelope shall contain the addressee's details and details of the bidder also. The area for which this tender is invited is 'Within the Municipal limits of Thane'.**
- **The Financial Bid shall contain only financial details i.e., rate/ rent per sq.ft. on carpet area basis and other financial implications. The Financial Bids will be placed in sealed cover (Marked Envelope-2) and super-scribed with addressee and bidders' details.**
- **The earnest money deposit is to be submitted in sealed cover (Marked Envelope-3).**

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- **All the three Envelopes i.e. Envelope-1, Envelope-2 and Envelope-3 will be placed in a fourth envelope (Marked Envelope-4) and sealed and submitted to Secretary, Council of Ombudsman at the address given above. The envelope must be super-scribed with 'Tender for Hiring of Office Premises at Thane for Office of Insurance Ombudsman on lease basis' and the last date for submission is 21.08.2024 upto 3.00 pm and will be opened on 23.08.2024 at 3.30 pm.**

FINANCIAL BIDS WILL BE EVALUATED ON THE RATE PER SQ.FT. OF CARPET AREA

7. Earnest Money Deposit Rs. 5000/- as per details given below in the form of Demand Draft/ Pay Order/postal order in favour of 'COUNCIL FOR INSURANCE OMBUDSMEN' payable at Mumbai, shall be submitted in sealed cover (Marked Envelope-3) super-scribing as 'Earnest Money Deposit for Hiring of Office Premises at Thane for Office of Insurance Ombudsman on lease basis. Please note that no interest is payable on the Earnest Money Deposit.

Refund of Earnest Money Deposit: -
 - a) Earnest Money Deposit of all unsuccessful Vendors/ bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report by Purchase Committee at Office of Council of Insurance Ombudsman.
 - b) Earnest Money Deposit of other bidders (except successful bidder) shall be refunded within one month's time after opening of Financial Bids.
 - c) Earnest Money Deposit of successful bidder shall be refunded separately or adjusted along with the payment towards rent of the premises.
 - d) In case the successful bidder refuses to offer premises after issue of allotment letter, their Earnest Money Deposit amount lying/ retained with us shall be forfeited without any further correspondence.
 - e) **Secretary General is the Competent Authority in case of refund /forfeiture of the EMD amount**
8. The following documents should be enclosed with the offers:
 - a) A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, roads on either side if any, width of the road/s and adjacent properties etc. around the properties.
 - b) A copy of the title investigation and search report along with copies of title deed documents.
 - c) Documents related to conversion of Agricultural land to Non-Agricultural land from the Competent Authority.
9. All the pages of the tender form are to be signed by the owner. In case of joint ownership, all owners/partners have to sign all the pages of the bids (Technical and Financial bids). Incomplete bids, overwriting in bids and bids lacking in details and without signatures are liable to be rejected. Any use of white ink (correction fluid) is to be duly initialed by the owner/s.
10. Tenderers should note that their tenders should remain open for consideration for a minimum period of 4 (four) months from the date of opening of 'Technical Bids'.
11. Separate tender forms are to be submitted in case more than one property is offered.
12. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

Place : Mumbai
Date : 01.08.2024

Secretary General

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Terms and Conditions

1. The terms and conditions along with the instructions to the Bidders will form part of the tender to be submitted by the tenderer to **Office of Council for Insurance Ombudsmen, hereinafter termed as OCIO.**
2. **Tender which is received after the expiry of time and date i.e. after 21.08.2024 beyond 3.00pm fixed for submission of tenders, on account of any reason whatsoever including postal delay etc. shall be termed as 'late' tender and shall not be considered. Such tender shall be returned to the concerned bidder without opening of the same.**
3. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender document are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The OCIO reserves the right to reject the incomplete tenders.
4. In case the space in the tender document is found insufficient, the vendors may attach separate sheets and every additional sheet should also be signed as mentioned under serial number 11 of page 5.
5. The offer should remain valid at least for a period of 3 months to be reckoned from the date of opening of 'Technical Bid'.
6. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking 'list of deviations with proper authentications and signature'.
7. The Technical bids will be opened on 23.08.2024 at 3.30 pm in the presence of tenderers or their authorized representative at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.
8. Council for Insurance Ombudsmen reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
9. Canvassing in any form will disqualify the tenderer.
10. The short-listed vendors will be informed in writing by the OCIO for arranging site inspection of the offered premises.
11. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required. All payments to the successful vendor shall be made by NEFT only. NEFT Details should be provided by the Vendor i.e. Name of the Bank, Branch address, Type & A/C No., IFSC, etc along with a original cancelled cheque.
12. Property should be situated in good commercial area of the city with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals, Railway station , public transport etc.
13. The title report providing ownership and clear marketability is to be enclosed.
14. The Financial bid will be opened only if at least two technical bids are found suitable. In case Single Technical bid is found suitable, its Financial Bid will not be opened. However, if the Single valid tender/offer is from State/ Central Govt. Agencies/Undertakings, it may be opened by the Committee constituted by Secretary General for the Council of Insurance Ombudsman.

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15. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, unexpired period of lease should be over 30 years and copy of lease agreement, initial premium and subsequent rent shall be furnished in the Technical Bid.
 16. There should not be any water logging inside the premises and surrounding areas.
 17. The premises should have good frontage and proper access.
 18. The Lessor shall have no objection to the Lessee installing exclusive D.G.Set for the use of the lessee. If so desired by the lessee, the lessor shall provide suitable space for installation of Genset without any extra cost to the lessee.
 19. Latest certificate from the Competent Authority of having paid all the updated relevant levies/taxes indicating the details of the property offered for leasing out to the OCIO.
 20. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
 21. The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bid.
 22. The Lessor shall arrange for repairs and maintenance, white washing/ colour washing/ OBD painting/ painting to doors, windows etc. as and when informed by the lessee.
 23. The bid will be evaluated on techno commercial basis giving weightage to the equivalent aspects in various parameters like location, distance from local railway station, public transport access amenities available, exclusivity, nearby surroundings, proneness to water logging/ flood etc. quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex.
 24. **Tenders from intermediaries or brokers WILL NOT BE ENTERTRAINED.**
 25. **The premises offered should be in good and ready to occupy condition as office space only and should be free from any encumbrances. The owners of the premises will have to hand over the possession of premises within Two weeks after the acceptance of their offer by the OCIO.**
 26. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered. Negotiations will be carried with the Lowest bidder only for suitable/affordable rates, terms & conditions mutually accepted.
 27. Rate per sq.ft. on carpet area: 'The carpet area rate shall be quoted in two parts i.e.
 - a. Basic rent of the premises excluding GST.
 - b. Proportionate amount of the statutory charges/ taxes like Municipal taxes, House tax, Property tax, or any other levy and proportionate amount of maintenance charges (Society charges, if any) etc, in respect of the premises, due to the State Government, Central Government or other local or civic authorities.Revision in the aforesaid taxes/ charges proportionate to the carpet area let out to the OCIO will be borne by the OCIO only on submission of documentary evidence thereof. The rent and the aforesaid applicable taxes/ charges will be paid from the date of taking possession of the premises and is payable in advance before 7th of every month.
 28. **Lease period: Minimum period of lease will be Nine years(3+3+3) ie renewable after every 3 years with Three years lock-in period and minimum notice period of four months from either side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.**

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29. Addition and alteration work: During the period of tenancy, if the lessee desires to carry out any addition and alterations works at its own cost as per the requirement of the Department/s, lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lessor will also provide space for display of signboards without any extra cost.
30. Lease agreement:
- to be executed in the OIO Thane's Standard Lease Deed format (Office of Insurance Ombudsman, Thane as a tenant).
 - will be with the Owner and Rent will be paid to respective owner.
31. Income Tax: will be deducted at source at prevailing rate.
32. GST on the basic rent as per rules will be raised in the monthly rent bill by the owner and will be paid by the OCIO.
33. Registration and stamp duty charges: will be shared equally between the Lessor and the Lessee (50 : 50).
34. Possession of premises: within Two Weeks from the date of receipt of acceptance of offer/ letter. The premises have to be painted and should be in habitable condition while taking over the possession.
35. Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C and Lavatory throughout the lease period at his own cost.
36. Electricity:
- a. The building should have sufficient electrical / power load sanctioned and made available to the OCIO.
 - b. If required, additional electric power will have to be arranged by the Lessor/Offerer at his/ their cost from the energy suppliers.
 - c. Electricity charges will be borne by the lessee for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor. Any additional cost on the electrical connectivity will be borne by the owner/ lessor.
 - d. At the time of taking over possession of the premises, CIO/OIO officials will note the electricity meter reading in Owner's presence or their authorized representatives. The electrical charges will have to be borne by the owner up to that point.
37. Preferably four Washrooms (Two each separate for ladies & gents) with toilets shall be provided without any extra cost.
38. Parking: The landlord shall provide Car and Two Wheelers parking space (Open/ Covered) as per the details given below without any extra cost: **A.** For Office - Car Parking: 2 numbers. **B.** Two Wheelers: 5 nos.
39. Carpet area measurements: The carpet area measurements shall be as per Bureau of Indian Standards IS No.3861:2002. Joint measurements will be taken in the presence of CIO official and vendor/ authorized representative for finalizing the carpet area.

I/We, accept the abovementioned terms & conditions of the Tender.

Signature of Bidder with seal

Place :

Date :

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Technical Bid

Reference No. : THANE/PREMISES/2024-25

(Note: The reference number to be filled up by the tenderers for the particular Premises offered and shall be quoted in price Bid also for easy and correct identification.

Sr		Detail	Remarks
		Address of the Lessor	
		Phone No.	
		Fax No.	
		E - Mail ID	
		Permanent Account Number (PAN)	
		Name of the contact person duly authorized.	
		Phone No.	
		Constitution of vendor/ firm (Proprietary/ Partnership/ Pvt.Ltd./ Public Ltd/ PSU etc)	
		PAN numbers of the Directors/ Partners/ Firms.	
		Details of the property:	
		Name of the Premises	
		Address:	
		Phone No.	
		Name of the building	
		Details of encumbrances, if any?	
		Location and address of the property	
		Usage of the property (as approved by the Competent Authority).	
		Residential	
		Commercial	
		Residential cum Commercial	
		Shopping centre	
		Whether the proposal for Office premises in a multi - storied building.	
		Number of floors in the building,	
		At which floor, the office premises are offered.	
		Lift facility with number of lifts available	
		CTS No	
		Survey No	
		Ward NO	
		Whether the plot is free hold or lease hold?	

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Sr	Detail	Remarks
	b If lease hold, please mention the details of	
	i Name of the Title Holder/ Lessor	
	ii Tenure of the land	
	iii Unexpired period of lease	
	iv Annual lease rents and amount.	
	c Whether the property is mortgaged? If yes mention the details.	
	i Name of the Organization where the property is mortgaged.	
	ii Address of the Organization with phone no.	
	iii Amount of loan availed.	
	iv Tenure of mortgage	
	v Residual mortgage period	
	vi EMI paid.	
	Character / Type of locality	
	a Residential	
	b Commercial	
	c Commercial cum Residential	
	d Industrial	
	e Slum	
	Area of the plot	
	Size of the plot	
	a Frontage in meters	
	b Depth in meters	
	Schedule of the plot i.e. boundaries of the plot on	
	a North	
	b East	
	c South	
	d West	
	Whether the locality is free from Special hazards like fire / flood etc.	
	Whether the locality has protection from adverse influence such as	
	a Encroachment.	
	b Industrial nuisance, smoke, noise etc.	
	Please enclose copy of Property Card or Patta etc.	
	Please also indicate distance from the	
	i Thane Railway station (Please mention East side or West side)	

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Sr	Detail	Remarks
	ii Nearest Thane Bus Stand	
	iii Bank (Nearest)	
	iv Airport	
	v Hospital/ Schools/ Colleges/ Universities.	
	Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Government Bodies.	
	a In case of old constructions, NOC from the Society may be enclosed	
	b Mention year of completion (as given in Completion/ Occupancy Certificate issued by the Authority) .	
	c Indicate in whose name the conveyance deed is executed.	
	Date on which Office premises can be handed over to OIO after finalization of the deal.	
	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.	
	What is the carpet area (for consideration purpose).	
	Specifications	
	Type of building (Residential/Semi commercial/commercial)?	
	Type of structure (RCC / Steel framed/ load bearing).	
	Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.	
	Details of Flooring (M.M.Tiles/ Ceramic/ Vitrified/ Marble) or any other.	
	Details of Door frames (Sal wood/ Teak Wood/ Hard wood/ Aluminum) or any other.	
	Details of Door shutters (Flush door/ Teak wood/ Aluminum / PVC) or any other.	
	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.	
	i No of Washroom with toilets.	
	ii Details of Floors and Dado in Toilets.	
	Whether Structural stability certificate enclosed (Certificate shall be from Licensed Structural Engineer of Municipal Corporation)	
	Service	
	For Lift facility, please give details of Number of lifts,	

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Sr	Detail	Remarks
	capacity, make and the year of installation.	
	Please indicate source of water supply.	
	Is bore well provided? If so, what is the yield and depth of bore well.	
	Capacity of the over head tank feeding to the office premises under consideration for leasing.	
	Please give details of sewerage system and for storm water disposal.	
	Please indicate whether the building is prone to flooding.	
Electricity		
	i What is the connected load to the building in KW / KVA?	
	ii Type of electric connection.	Commercial / Residential.
	Please indicate the type of wiring used, Aluminum or copper?	
	Whether ELCB is provided	Yes / No
Common services		
	Car parking	Reservednos. Open.....nos.
	Two-wheeler parking	Reservednos. Open.....nos.
	Power / Electricity supply available.	Yes / No
	24 Hrs. water / Overhead tanks available.	Yes / No
	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
	Anti lightening device arrangement.	Yes / No
	Security arrangements, please give details.	
Other Information		
	Whether any ready built flats / Office premises have been constructed and sold by the builder to any government and semi government institutions/Financial institutions? If so please give name and addresses of such clients.	
Details of Plan / Blue Prints / Sanctioned Plan		
	Whether the plan of the property is sanctioned by the Competent Authority.	
	If sanctioned, please enclose copy of approved Floor Plan/s, Sections, Elevations and Site Plan of the building.	
	Name/s and Address Phone No. of the Architect / Engineer.	
	Provision for proper arrangement of fire safety.	
	Are the safety measures taken?	

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Sr	Detail	Remarks
	If yes, give details of arrangement.	
	Is No Objection certificate obtained / Secured from fire control authorities.	
	If yes, produce copies of proof / certificates.	
	Firefighting equipments like fire hydrant, fire hoses, smoke alarms etc installed in the common space of the building (for multi storied building)	
	List of Enclosures	

Signature of vendor with seal and date.

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Financial Bid

(The rate quoted shall be excluding stamp duty and registration charges)

Name of the Bidder :

Reference No. : THANE/PREMISES/2024-25

Sr.	Details of the property	Floor Level	Carpet area of the premises offered (sq.ft.)	Basic rent per sq.ft. of carpet area (in figures and words) excluding GST	Outgoes Such as Municipal tax, House tax, Property tax, GST, cess and/ or any other levy and proportionate amount of Maintenance charges (Society charges, if any) etc per sq.ft. of carpet area (Rs. in figures and words)	Gross rent per Sq.ft. of carpet area (Rs. in figures and words)	Total Gross Rent (Rs. in figures and words)
(1)	(2)	(3)	(4)	(5)	(6)	(7=5+6)	(8=4x7)
	Total						

Note:

1. Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp Duty charges will be shared equally by the Lessor and the Lessee (50:50)
2. Carpet area rate: The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/ cess present and future – House tax, Property tax and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable in advance on or before 7th of the following month.
3. Carpet area measurements: The carpet area measurements shall be as per Bureau of Indian Standards IS No.3861:2002. Joint measurements will be taken in the presence of CIO/OCIO Official and vendor / authorized representative for finalizing the carpet area.
4. Validity of offer: The offer should remain valid at least for a period of 3 (three) months to be reckoned from the date of opening of 'Technical Bid'.

Signature of vendor with seal.

Date :