

Details of formalities and documents required for premises at.....

(Advertisement dated)

Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 5.01.2013

1. While filling the quotations forms, please ensure to follow below mentioned instructions:
 - Submit copy of ownership document along with technical bid.
 - You have to obtain copy of "NOC" from competent authority.
 - Fill up all the information asked for in the enclosed form itself.
 - Do not quote rent/ sale price any where in Part I of the form.
 - In case you desire to stipulate any term and condition, the same should be mentioned in Part I separately.
 - Each part should be kept in a separate cover and the cover containing technical details should be marked '**ENVELOPE NO.1-TECHNICAL BID**' and the cover containing financial details should be marked '**ENVELOPE NO.2- FINANCIAL BID**'. Both these covers, duly sealed, should be put in a 3rd cover super scribed with "Offer of Premises for NUPEA at....."
 - All the three envelops should also bear the name and address, phone no. /mobile no. of the offerer.
 - Separate applications as per prescribed proforma, duly filled, signed and sealed, be submitted in respect of each offer. This is applicable for both the bids i.e. Technical and financial e.g if any offerer is interested for two offers, he/she/they should submit two separate sealed covers each for Technical and Financial Bids (2 nos. for Technical and 2 nos. for financial bids) and do the needful as described.
 - The 3rd cover, duly sealed, should be addressed to The Registrar, National University of Educational Planning and Administration, 17-B, Shri Aurobindo Marg, New Dehli-110016 and submitted before the last date mentioned above. Please note that the NUPEA will not entertain quotation submitted in other format/paper and such offers will be liable for rejection. NUPEA reserves the right to accept any offer and reject any/all offers without assigning any reason.

Encl: **Quotation form in two parts.**

Part-I Technical BID for branch _____ in response to advertisement dated _____ in _____ (Newspapers)

(Must be mentioned on envelope also)

Registrar
National University of Educational Planning and Administration,
17-B, Shri Aurobindo Marg,
New Dehli-110016

Dear sir,

The details of premises which I/we offer to lease out to NUEPA are as under (carpet area about 5000 sq ft.)

- 1) Name of Owner/s:
- 2) Share of each owner, if any, : under joint ownership
- 3) Location:
 - a) Name of the building:
 - b) Floor:
 - c) Number of street:
 - d) Ward/ area:
- 4) Building
 - a) Type of bldg.: (residential/Commercial/Industrial/Mixed: Attach Proof)
 - b) Size of Plot: _____ sft., Front Road width: _____ sft.
 - c) Type of building (Load bearing/RCC/FramedStructure)
 - d) Clear floor height from floor to ceiling:
 - e) Rentable carpet area offered to NUEPA:

Specification of Construction:

- 1) Floor
- 2) Roof
- 3) Walls
- 4) Doors & windows
- 5) Are M S grills provided to windows: Yes/No

- | | |
|---|--------|
| f) Electricity supply with separate meter available | Yes/No |
| g) Whether three phase connection available | Yes/No |
| h) Parking facility | Yes/No |
| i) Running water facility available | Yes/No |
| j) Sanitary facilities available | Yes/No |

I/We agree to execute Agreement to Lease and Lease Deed in NUEPA's standard format.

I also agree to construct for modifications as per NUEPA Specifications and do all civil works at my/ our own cost as per NUEPA's requirements.

My/Our offer will be valid for next six months form the date of offer.

Signature of the Offerer

Name: _____

Address: _____

Contact No.: _____

(Must be mentioned on envelope)

Place:

Date:

- Strike out whichever is not applicable

**PART-II- FINANCIAL BID FOR ACCOMODATION OF NUEPA _____ IN RESPONSE TO
ADVERTISEMENT _____ DATED _____ IN
_____ (NEWSPAPERS)
(MUST BE MENTIONED ON ENVELOPE ALSO)**

Registrar
NUEPA
New Delhi-110016

Dear Sir,

I/We offer to lease our premises located at _____
(other details of which are given in Part-I) as following rate:

Floor (Ground/First/2nd)	Carpet Area (in Sq. Ft.)	Rate (Rs. Per Sq. Ft.)	Total price/rent p.m. (Rs.)

I/We agree to:

- i) Execute Agreement to Lease and Lease Deed in NUEPA's Standard format.
- ii) Bear all the taxes and cesses related to the concerned premises.
- iii) Bear the cost of execution and registration of Lease Deed.
- iv) To lease the premises in favour of NUEPA for _____ years plus _____ options of _____ years each with _____% increase in rent at each option.

Any other terms and conditions (Please specify)

My/Our offer will be valid for next six months from the date of offer.

Signature of the Offerer

Name: _____

Address _____

Place: _____

Date: _____

*Strike out whichever is not applicable.