



**Employees' Provident Fund Organisation**  
(Ministry of Labour, Govt. of India)  
Bhavishya Nidhi Bhawan, Ram Chowk, Ghod, Dod Road,  
Surat-395001

**Wanted Office Accommodation On Rent At Bharuch**

The Employees' Provident Fund Organisation (Ministry of Labour and Employment, Government of India) invites offers from the owners/power of attorney holders of premises in the city of Bharuch with floor area of about 10000 -15000 Sq. ft. with all facilities including adequate power, water, parking, drainage, space for generator etc on rent. The premises should be ready or likely to be ready for occupation within a period of one month. Intending parties may download the document of technical bid and financial bid from the web site [www.epfindia.gov.in](http://www.epfindia.gov.in) or [www.epfosurat.com](http://www.epfosurat.com) or collect from the office at the address mentioned above during office hours. Interested Parties may submit their offers in two separate sealed covers superscribed "Technical Bid" and "Financial Bid" on or before 28.07.2010 by 02:00 PM, by Post/Courier/in Person or in Drop Box placed in the office.

The Technical Bids will be opened on. 28.07.2010 at 04:00 PM and the financial Bid will be opened on 30/07/2010 at 04:00 PM in presence of the bidder(s) if present.

EPFO reserves the right to cancel/reject any or all offers without assigning any reason thereof.

Place: Surat

Date: 25.06.2010

(Dr.Sharad Singh)  
Regional Provident Fund Commissioner(I)  
Ph. 0261-2652760/2650948

OFFER SUBMITTED FOR LEASING PREMISES

TECHNICAL BID:

With reference to your advertisement in the news paper dated.....I/We hereby offer the premises owned by us for housing office on lease basis:

**General Information:**

**Location:**

- (a) Name of the building
- (b) Door/survey/TP No.
- (c) Name of the street
- (d) Name of the city
- (e) Pin code

Name of the owner(s):.....

Address(es):.....

**Technical Information:**

- (a) Building-Load bearing.....Frame structure.....
- (b) Type of building-Residential.....Institutional .....Industrial.....
- (c) No. of floors:.....
- (d) No. of rooms:.....
- (e) No of Halls:.....
- (f) No. of other rooms reqd. as per terms/conditions attached:

**Attach additional sheet if required.**

**Floor area of the premises:**

- Plinth area.....
- Carpate area.....

**Amenities available:**

- Electric power supply- Yes/No Available load:
- Running water supply- Yes/No Source of Supply:
- Whether plans are approved by the local authorities- Yes/No
- (enclose approved copies)
- Whether NOC from the department obtained- Yes/No
- (enclose approved copies)
- Whether Bldg. occupation certificate has been received- Yes/No
- (enclose approved copies)
- Whether direct access is available from the main road- Yes/No
- Whether captive power supply is available- Yes/No
- Whether lift/and parking facilities are available- Yes/No
- Building ready for occupation- Yes/No
- If No. how much time will be required for occupation.....

We have read & understood the enclosed terms-conditioned and submitted duly accepted and signed.

**Names and Signature of the owners**

**FINANCIAL- BID:**

With reference to your advertisement in the news paper, I/We offer the premises owned by me/us for housing your office on lease basis on the following terms and conditions:

**General Information:**

Location:

- (a) Name of the building
- (b) Door No.
- (c) Name of the street
- (d) Name of the city
- (e) Pin code

**Name and address of the owner/s:**

**Rent Quoted:**

- (a) Per Sq ft. (of Carpet area) per month.....
- (b) Service/Maintenance Charges, if any Per Sq ft. (of Carpet area) per month.....
- (c) Total: Rs \_\_\_\_\_ Per Sq.ft.

**Rates and Taxes**

- (a) Approximate amount per annum.....
- (b) To be paid by the owner/or the tenant.....

**Lease Deed**

- i) Is the owner prepared to execute a deed of lease for 5/10 years?
- ii) Is the owner agreeable for renewal of lease beyond the initial period of lease (premium not more than 15% after 5 years).
- iii) Whether the owner expects any advance rent. If so, for how many months.
- iv) Is the owner prepared for adjustment of advance rent @ 50% of the monthly rent?
- v) Is he agreeable to pay interest on the amount of advance at the prevailing rate of interest i.e. @ 10% per annum?
- vi) Is he prepared to mortgage the premises to the CBT as a security against the amount of advance rent?

**STAMP DUTY AND REGISTRATION CHARGES.**

- (a) Approximate amount involved.
- (b) Is the owner prepared to bear the charges?

Please note municipal taxes/ cess, service charges, service tax to be borne by the landlord(s). Other charges like maintenance charges etc. if any, to be borne by the EPFO.

**Name and Signature of the owners**