

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)

EXPRESSION OF INTEREST

FOR

REQUIREMENT OF PREMISE ON RENT AT
PUNE, MAHARASHTRA, INDIA FOR PUNE BRANCH OF WIRC OF ICAI
FOR INSTITUTIONAL PURPOSES

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
Address: Pune Branch of WIRC of ICAI, 'ICAI Bhawan',
Plot No. 8, Parshwanath Nagar, CTS No. 333, Sr. No. 573, Munjeri,
Near Mahavir Electronics, Opp. Kale Hospital, Bibwewadi,
PUNE - 411 037.

Expression of Interest (EOI)

REQUIREMENT OF PREMISE ON RENT

PUNE BRANCH OF WIRC OF ICAI
(Set up by an Act of Parliament)

Pune Branch of WIRC of ICAI, proposes to acquire premise on rent in PMC, Centrally Located area with free, clear and marketable title, directly from the Owners / Developers / Promoters to the extent of about 3,000 sq. ft. upto 6,000 sq. ft. building or constructed premise. The property reserved for educational purpose will be preferred.

The parties holding such building / constructed premises having a free, clear and marketable title (area) are invited to send their expression of interests in prescribed form on or before **15th March, 2023 till 5.00 pm**. Prescribed form is available at: Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibwewadi, Pune – 411 037.

M: 8237166008

The form can also be downloaded from: <https://puneicai.org/tenders> (under EOI/Tender).

* Brokers please excuse.

**Secretary,
Pune Branch of WIRC of ICAI**

IMPORTANT INSTRUCTIONS TO APPLICANT

1. This document contains two Parts. Part I contains Open Offer Document I (Property Details) and Part II contains Open Offer Document II (Price Offer), which are to be duly filled in by the applicant.
2. Application forms may be downloaded from the website of the Institute of Chartered Accountants of India, i.e., <https://puneicai.org/tenders> (under EOI/Tender). Application shall be accompanied with DD/Pay order for an amount of Rs.1180/- **Rupees One Thousand One Hundred Eighty Only, (Rs.1000/- plus GST)** (non- refundable) in favour of Pune Branch of WIRC of ICAI payable at Pune towards cost of application and all the relevant documents.
3. Duly filled in applications in duplicate should be kept in two separate sealed envelopes clearly mentioned as “Part -I: Open Offer Document I (Property Details)” and “Part – II: Open Offer Document II (Price Offer).” Both the sealed envelopes to be put into another envelope and it should be superscribed as “EXPRESSION OF INTEREST FOR REQUIREMENT OF BUILDING/PREMISE ON RENT AT PUNE FOR INSTITUTIONAL PURPOSES” and must be sent either by registered post or by courier or delivered by hand at the following address:

**The Chairman,
Pune Branch of WIRC of ICAI
‘ICAI Bhawan’, Plot No. 8, Parshwanath Nagar, CTS No. 333, Sr. No. 573,
Munjeri, Near Mahavir Electronics, Opp. Kale Hospital, Bibwewadi, PUNE -
411 037.**
4. The last date of submission of duly filled in applications is on or before **15th March, 2023 till 5:00 PM.**
5. The application shall be signed by person/persons on behalf of the organization having necessary authorization/ Power of Attorney to do so. The Applicant shall sign each page of the application.
6. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part for the proforma and serial number.
7. Any letter or document accompanying the expression of interest application shall be submitted in duplicate.
8. Applications containing false and/or inadequate information are liable for rejection.

9. Applications received after the stipulated date and time shall not be entertained. Pune Branch of WIRC of ICAI shall not be liable for any postal delays whatsoever and applications received after the stipulated time/date are liable to be rejected summarily without giving any reason.

10. In case of incomplete submissions, Pune Branch of WIRC of ICAI shall be under no obligation to give the applicant an opportunity to make good such deficiencies and Pune Branch of WIRC of ICAI may at its discretion treat such applications as incomplete and not consider for further evaluation.

11. Conditional applications shall be summarily rejected.

12. Pune Branch of WIRC of ICAI reserves the right to accept or reject any or all applications in part or full without assigning any reason therefor.

13. For any queries, the applicants may contact at Pune Branch of WIRC of ICAI, Mobile: 8237166008 or e-mail: admin@puneicai.org

14. Pune Branch of WIRC of ICAI shall communicate with the successful applicants only. No communication shall be made with unsuccessful applicants.



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

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Near Mahavir Electronics, Opp. Kale Hospital,
Bibwewadi,
PUNE - 411 037.



OPEN OFFER DOCUMENT NO.I

**FOR REQUIREMENT OF PREMISE ON RENT AT PUNE,
MAHARASHTRA, INDIA FOR PUNE BRANCH OF WIRC OF ICAI FOR
INSTITUTIONAL PURPOSES
(Property Details)**



***TO BE SUBMITTED IN SEPARATE ENVELOPE BY SUPER
SCRIBING THEREON AS 'OPEN OFFER DOCUMENT NO. I'
(PROPERTY DETAILS)***

OPEN OFFER DOCUMENT NO.1

Open offer Documents I

Document Sr. No.

Dated

Details of Application fee

DD/Pay Order No:

Date:

Bank:

Rs.1,180/-

Signature and Seal
of Seller

OFFER DOCUMENT I

(Property Details)

Date:
...../...../.....

To
The Chairman,
Pune Branch of WIRC of ICAI
'ICAI Bhawan', Plot No. 8, Parshwanath Nagar,
CTS No. 333, Sr. No. 573, Munjeri, Near Mahavir
Electronics, Opp. Kale Hospital, Bibwewadi,
PUNE - 411 037.

Dear Sir,

Sub: Your Advertisement in '.....' News Paper Dated.
..... Requirement of premise on rent at Pune for Institutional Purposes

With reference to the above cited subject, I / We hereby offer my / our Building/Premises under 'Open offer'. I / We give the details of the property here under

A. About the seller/s:

Sr. No.	Required Information	Information to be filled in by landlord/s
1.	Name/s of seller/s and Address :	
2.	Seller's organization : (Individual/HUF/AOP/partnership firm/Company etc.)	
3.	PAN :	
4.	In case of Individual: Name, Age, Occupation and Address.	
5.	In case of HUF : Members name, Age, Occupation and Address.	
6.	In case of AOP – Name, age, occupation and Address of members of Association.	
7.	In case of partnership firm : Name, Age, Occupation and Address of partners.	
8.	In case of company : Name, Age, Occupation and Address of Directors.	
9.	Details of contacts of the Landlord/s : Telephone Nos.: Mobile Nos.: Email Address :	

B. About the Building/Premises:

Sr. No.	Required Information	Information to be filled in by landlord/s
1	Area in - Sq. Mtrs.
	 Sq. ft.
2	Length and Breadth -	North Mtrs. or ft.
		South Mtrs. or ft.
		East Mtrs. or ft.
		West Mtrs. or ft.

3	Detailed of the Building/Premises with old Survey No., New Survey No., City Survey No., Final Plot No., etc.	
4	Location: Address: Village/Town:	
	Revenue Jurisdiction:	
5	Year of Construction:	
6	Free hold or Lease hold	
7	Nearby landmark/s to the building/premises.	
8	Use of Building/premises (Commercial or Institutional or Residential): Is there any restriction on the use of building/premises?	
9	Distance from_ City/ from following: kms
	(a) Bus Stand kms
	(b) Airport kms
	(c) Railway Station kms
	(d) Main City kms
	(e) Institute Premises kms
10	Location Boundary details –	East: By South: By West: By North: By
11	Approach Road width Type of Road: ft.
12	Whether the Educational / Institutional Activities are permitted	
13	Details of Approved corporation Plan sanction Ref. and Date (if applicable):	
14	Availability / Source of basic facilities:	
	▪ Lift	
	▪ UPS Backup	
	▪ Water	
	▪ Electricity	
	▪ Air Conditioning	
	▪ No. of total Rooms (with sitting capacity of each)	
	▪ Dias, Podium	
	▪ Office Cabin for staff	
	▪ Washrooms (M / F)	
	▪ Telephone/Internet connectivity	

	<ul style="list-style-type: none"> ▪ CCTV (Working condition – Y/N) ▪ Parking – 2 W 4 W ▪ Projector ▪ Screens ▪ White Boards ▪ Audio System ▪ Mike ▪ Tables / Chairs ▪ Any other – <u>please mention separately with description</u> 	
15	Since when the building / premises is owned by present seller/s:	
16	Last date of payment of Non-Agricultural Tax and period:	
17.	Last date of payment of tax of Municipal Corporation and period:	
18.	Zone declared by Competent Authority:	

C. About the legal title of Building/premises:

Sr. No.	Required Information	Information to be filled in by landlord/s
1.	Owner/s Name as per 7/12 Extract OR City Survey Card /'B' Tenure Permission	
2.	Registered Document Reference and its date showing the building/premises in the name of the present owner	
3.	Details of encumbrance on the building/premises (if any) If yes, the Name and Address of the lender Institution/Bank Amount of loan outstanding as on/...../.....`	
4.	With whom the original property documents are lying	
5.	Whether property is charged under Registered Document If charged, details of Document, Regi No. Dt.	

D. Certified copies of the documents to be attached (for the Building/Premises):

Sr. No.	Document	Remarks
1	Pan Card/s of the Seller/s	
2	Memorandum and Articles of Association, in case of company, Partnership Deed and Registration Certificate in case of partnership firm.	
3	List of HUF members as certified by Bankers along with partition deed, if any,	
4	Title document/s, Sale Deed, Gift Deed, Partition Deed, Lease Deed etc. in favor of Present Seller/s. - Index II Report. - Document Registration Receipt	
5	Non-Agriculture use: Collector's Order	
6	Land demarcation plan	
7	Zoning Certificate	

8	Land reservation for Educational Purpose Competent Authority's Certificate	
9	Copy of Approved plan by _ Municipal Corporation	
10	Copy of latest paid NA Tax Receipt.	
11	Copy of latest paid Property Tax to Municipal Corporation	
12	Hand written and computerized Village Form No. 7/12 Extract with all the 6D Mutations thereon along with Village Form No. 8A Extract, City Survey Card with all the mutations thereon, Form B in Case of Final Plot in TP Scheme	
13	Encumbrance Certificate with outstanding dues of lending institution	
14	Copy of latest Title Search Report	
15	Copy of Board Resolution in case of company,	

I/We hereby confirm that the above referred information and documents are true and correct and open for inspection and verification by the advocate and legal consultants appointed by the Pune Branch of WIRC of ICAI.

I/We are also aware that our offer may not be accepted by the Pune Branch of WIRC of ICAI and may be rejected without assigning any reasons therefor.

I/We submit financial offer in Open offer Document No. II, Sr. No.
Dated/...../.....in a separate sealed envelope.

Place:

Date:/...../.....

**Signature of seller/s
With Designation and Stamp**



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Near Mahavir Electronics, Opp. Kale Hospital, Bibwewadi,
PUNE - 411 037.

OPEN OFFER DOCUMENT NO. II

**FOR REQUIREMENT OF BUILDING/PREMISES ON RENT AT PUNE,
MAHARASHTRA, INDIA FOR PUNE BRANCH OF WIRC OF ICAI
FOR INSTITUTIONAL PURPOSES
(Price Offer)**

***TO BE SUBMITTED IN SEPARATE ENVELOPE BY SUPER
SCRIBING THEREON AS 'OPEN OFFER DOCUMENT NO. II'
(PRICE OFFER)***

Open offer Documents II

(Price Offer)

Date:

...../...../.....

To

The Chairman,

Pune Branch of WIRC of ICAI 'ICAI Bhawan', Plot No. 8,
Parshwanath Nagar, CTS No. 333, Sr. No. 573, Munjeri,
Near Mahavir Electronics, Opp. Kale Hospital,
Bibwewadi,
PUNE - 411 037.

Dear Sir,

Sub: Your Advertisement in '.....' News Paper Dated.

..... Requirement of premise on rent at Pune for Institutional Purposes

In continuation to our submitted offer document No. I dated
...../...../..... with reference to the above cited subject, I/We give the following
financial offer for the Premise on Rent bearing Survey No...../CTS
No..... admeasuring aboutsq.mts. or
..... sq.ft. situate at :.....
..... (location details) owned by me/us, the details of which are
given in offer Document No. I of even date and signed by us.

Price offer: Rs.

(Rs.....
.....)

Terms of payment –

1. **Rs.** On execution of Rent Agreement.
2. **Rs.** On execution of Rent Agreement and on handing over complete possession of the property to Pune Branch of WIRC of ICAI
3. **Expected Time Span for completion of Rent Agreement after submission of all documents on acceptance of our offer**.....days

I/We are aware that our offer may not be accepted by Pune Branch of WIRC of ICAI and may be rejected without assigning any reasons therefor.

I/We have submitted Open Offer document No. I Sr. No.
dt...../...../.....in a separate sealed envelope.

Place:

Date:/...../.....

Signature of seller/s
With Designation and stamp