

OFFICE OF THE PRINCIPAL ACCOUNT GENERAL (Audit)

हैदराबाद – 500004

क्र/Estate/ यूनिट- III/Shops/2018-19/

दि./Dated 14/05/2018

TENDER NOTICE

Tenders are invited from the reputed firms for, allotment of vacant Shop No. 2, situated in Accountant General's Staff quarters at Yousufguda. Interested persons are to submit their bids in the sealed envelope to the Estate Officer on or before **14/06/2018** by 5.00.pm. Tenders will be opened on **18/06/2018** at 3.00 pm in the presence of all the bidders in the chambers of the Estate Officer, O/o PAG (Audit), Telangana, Hyderabad

The envelopes should be super scribed as "Tender for Allotment of Shop". Application form, terms and conditions for tender process may be downloaded from office website.

Sd/-

Estate Officer

OFFICE OF THE PRINCIPAL ACCOUNT GENERAL (Audit)

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Application form

TO

**The Estate Officer,
O/o PAG (Audit)
TS, Hyderabad.**

Sir,

Sub:- Allotment of shop No.2. on lease basis- Reg-

I request you to kindly allot the vacant shop No.2 on rental basis as per details given below

I.

1. Name of complex : AQ's Office Staff Quarters, Yousufguda, Hyderabad.
2. EMD : Rs4,000/ -DD.No. Dt:
3. Bank :
4. Purpose :

II.

1. If company/firm details of registration No :
2. Name of the Applicant /Office :
(In BLOCK LETTERS)
3. Father's/Husband Name:
4. Age of applicant:
5. Full address:
(In BLOCK LETTERS)

a) Present: _____

b) Permanent: _____

c) Telephone Number, if any _____

6. Annual Income and source of income

(a) Business : Rs

(b) Other sources (please Specify) Rs, _____

TOTAL

Rs. _____

7. Present occupation / business _____

Place of location _____

In case of office / institution mention Reg. No. & Date: _____

8. Reference of two persons and address

1. _____

2. _____

Signature of the applicant

Terms & conditions for the tender process:-

1. The allotment of vacant shop shall be through tender basis. The sealed tender submitted by the tenderer should fulfill the terms & conditions.
2. The applications duly completed in all respects shall be submitted to the Estate Officer o/o Principal Accountant General (Audit) Ts.
3. The applicant may only be permitted to participate in the tender.
4. Once a sealed tender is received with the applications it will not be returned under any circumstances and the rate tendered therein shall be binding in case of acceptance of the same.
5. On completion of the bidding process, the tenders will be opened in presence of the bidders and the highest tender rate will be recorded.
6. The Estate officer will announce the highest quoted rate and the highest tender will be declared as accepted rate, and such acceptance shall be binding on the applicants.
7. In case of acceptance of the tender, the EMD of successful tenderer will be adjusted against the security deposit.
8. After fulfilling all the conditions mentioned in the confirmation order within stipulated period, the allotment order will be issued.
9. On acceptance of the tender he/she shall make payment as per the terms and conditions and also execute an agreement on Non Judicial Stamp Paper worth of Rs.100/-

NOTE:-

- I. Date & time of submission of tender form. 14/06/2018
- II. Date & time of tender opening on. 18/06/2018
- III. Place:- Chambers of the Estate Officer, O/o PAG (Audit), Telangana, Hyderabad

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TENDER FORM FOR ALLOTMENT OF SHOPS ON LEASE BASIS

Token No. _____

1. Name of the applicant & address: _____

2. Shop : _____

3. Name of the complex : _____

4. Upset rent fixed by Estate Officer:-Rs 5000/-

5. Rate offered by the tenderer : Rs _____ only)

DATE:

signature of the applicant

Name:

Cell No:

DECLARATION –CUM-UNDERTAKING

I hereby declare that the information given above is true and correct and if it is later on noticed to be false or in up true, my application under reference shall be treated as cancelled and if I have been successful in getting a shop / Block on the basis if false or untrue information, the allotment on lease basis may be treated as void ab initio and I shall pay the damages, if any.

I have also read The intimation terms and conditions, I agreed to abide by the terms and conditions mentioned therein and such other condition or alterations and also by the regulations of the Authority made from time to time in this regard, if I am successful in getting a shop / Block on lease.

I further undertake that I shall use the shop for the approved "PURPOSE" or and for non else.

Signature of the applicant

NOTE: - If the 2nd highest tenderer wants to have the shop, he may have to retain his EMD for one month and agrees to pay the same tender amount as that of the 1st highest tenderer.

Terms and conditions for allotment of shops at Yousufguda.

1. The applicant must pay an amount i.e, equivalent to that of one month rent towards EMD in the form of D.D. drawn in favour of the PAO (IAD) O/o AG (A&E) Hyderabad on any of the nationalized bank. EMD shall not bear any interest.
2. To submit separate application for each shop along with EMD.
3. The following documents to be enclosed to the application
 - a. Registration No. if firm/Company.
 - b. Proof of residence viz: Copies of Adhar Card/ PAN/Pass Port etc.,
 - c. Details of the Bank Account No., the Nature of Account, and the Name of the Bank etc.
4. To pay (6) months rent as Security deposit (Refundable at the time of vacation) it bears no interest.
5. To pay Rs, 5,000/- as electricity deposit (refundable at the time of vacation) and it bears no interest.
6. The lessee shall have to pay the maintenance charges @Rs.200/-per month in addition to the rent. The maintenance chargers are subject to increase based on the actual expenditure incurred or proposed to be incurred on maintenance and shall be payable by the lessee.
7. After confirmation of tender amount, if the tenderer fails to pay the Security deposit etc., as per the schedule, the EMD will be forfeited.
8. The lease will be for (2) years from the date of commencement of lease.
9. The enhancement of rent is 5% annually. However, subject to market conditions, it may also be increased.
10. After completion of the lease period, the rent will be fixed for renewal basing on the local market.
11. Lease agreement has to be executed within time the prescribed in the allotment letter and the registration charges shall bare by the allottee.
12. After fulfilling of the conditions, the physical possession will be given.
13. The rent shall be payable in advance on or before 10th of every month. Any delay in payment of rent will attract an interest @ 13.5% compounded monthly and shall be payable be th lessee.
14. The lessee and lessor have the right to terminate the lease by giving the one months' notice. If the lesser intends to vacate the shop, the lessee should inform the Estate Officer in advance of two months.
15. The lessee will not be permitted to keep signboards out side the premises and permitted only small boards on the entrance of the allotted premises.
- 16 In case of any dispute arises, the decision of the Estate Officer O/o PAG (Audit) Ts. reserve right to post pone (or) cancellation without showing assign what so ever.
17. If more than one person/bidder quotes the same rate (price),auction will be conducted among them. The highest bidder among them will be treated as a successful bidder.

18. licensee shall be deemed to bear a license having only a right in the said premises and nothing here in contained shall be deemed to be a demise at law of the said premises or any part thereof so as to give the licensee any right or interest thereon.
19. The licence is purely temporary and the Estate Officer reserves the right to revoke it at any time by giving thirty days' notice without assigning any reason to the licensee of their intention to do.
20. In the event of allotment being accepted by execution of the agreement deed and payment of advance deposits mentioned in the allotment letters the liability of the licensee for payment of the licence fee shall commence from the eighth day of the date of issue of letter offering allotment of the premises whichever is earlier.
21. The licensee shall with reference to the said premises in his occupation bear all the charges for electricity and water consumed by him.
22. The licensee shall not carry out any addition or alterations to the said premises or to the building and/or any additional construction of the land/back courtyard than what has been permitted as aforesaid or electrical or sanitary installations in the said premises. If any additions or alterations of construction are required to be made by the licensee a request to that effect may be made in writing to the Estate Officer who may consider the same on such terms and conditions as may be deemed appropriate. Where any such condition alterations, constructions etc., are ultimately carried out on payment of extra licence fee, the licensee shall not be entitled to remove the same or to claim any compensation whatsoever in respect of the same at the time of vacation of the said premises.
23. The licensee shall make good any damage caused to the premises normal wear and tear being excepted. The decision of Estate Officer, on the question whether any damages be final and binding on the licensee.
24. The Licensee shall not permit the said premises or any part thereof being used by any other person for any purpose whatsoever without the previous consent in writing of the Estate Officer and in default thereof shall be liable for eviction.