

**Expression of Interest offering the Office Premises on lease at Ita-Nagar.**

UTI ITSL is interested to open office at the aforesaid location and invites the Expression of Interest from the owners of **COMMERCIAL PREMISES** admeasuring around **350 – 500 Sq. Ft.** of built up area to be taken **ON LEASE** in the **main business area** of the location/ city.

On receipt of such Expression of Interest, the said premises will be inspected for preliminary short-listing by a Committee and the Financial bids will be invited from the owners of the shortlisted premises subsequently.

**Instructions:**

1. The Expression of Interest can be forwarded by Owner or owner's representative. Representative will have to enclose the letter of authority along with this offer or before the invitation of Financial Bids. Otherwise the offer is liable to be considered null and void at any stage as per the decision of UTI ITSL.
2. The requirement is of premises for Office space on lease, (if owner has more than one premises to be offered, whether in the same city or another city out of the cities/places mentioned above, a separate Expression of Interest has to be submitted for each premises to be given on lease).

The expression of interest form can be freely downloaded from the website of [www.utiitsl.com](http://www.utiitsl.com) or can be obtained free of cost from the office of UTI Infrastructure Technology And Services Ltd, 29, N.S. Road, Ground Floor, opp Gilander House & Standard Chartered Bank, Kolkatta – 700 001

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**Signature of Authorized person**

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**UTIITSL - Expression of Interest offering the Office Premises - Ita-Nagar**

**Senders name & address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dtd. :**

**To,**  
**The Vice President,**  
UTI Infrastructure Technology And Services Ltd,  
29, N.S. Road, Ground Floor,  
Opp Gilander House & Standard Chartered Bank,  
Kolkatta – 700 001.

**Sir,**

**Expression of Interest offering the Office Premises on lease**  
**at**  
**Ita-Nagar**

(Write the name of city/ location where office premises is proposed to be given)

This offer is with reference to the advertisement released in the press/ put up on the website of UTI Infrastructure Technology And Services Ltd., for taking **premises on lease for Office space.**

We understand that:

- a) No brokerage is payable by UTI ITSL to us or our representative in this transaction.
- b) All payments would be made through bankers cheque / draft in connection of the lease.
- c) Preference would be given to the premises offered by Public Sector Undertakings/ Government Departments and other Government bodies.
- d) Preference would be given to the suitability of location of the premises.
- e) The premises with better amenities like lift, backup power/ DG set, etc. would be preferred. Similarly, the premises in good locations/ societies and better-maintained buildings would be preferred to others.
- f) Preference will be given to premises with parking space.
- g) The premises should be ready for possession and occupation with all the necessary documents required for giving premises on lease along with No Objection Certificate from concerned authorities and society as far as applicable. The owner has to produce the documents when demanded.
- h) The owners of the short listed offers would be asked to give a certificate to the extent that the property could be given on lease for office purpose legally.
- i) The area of the premises should be between 350 sqft to 500 sqft. Built up area i.e. between 32 sqmtrs. to 48 sqmtrs. of built up area. However, this area is approximate and UTI ITSL reserves the right to take somewhat more or somewhat less area.

- j) The initial term of lease is for a period of 5 years with an optional renewal clause.
- k) The advertisement released in this context will form part of the contract.
- l) By submitting this offer the owner has permitted UTI ITSL or their representatives, with prior appointment, to inspect the property offered as well as property documents and to carry out the measurements, valuations thereof.

**The details of the premises offered are as under:**

Sr.No.	Description	Details
1	<b><u>Name of the Owner</u></b> (In case of the Joint ownership, please specify all the names, with whom the agreement Would be signed and monthly rental payment would be made).	
2	<b><u>Address of the Owner</u></b> Who is giving premises on lease, where the correspondence will have to be made.	
3	<b>Contact Details:</b>  (a) Telephone no. with STD code  (b) Mobile No.  (c) Fax No.  (d) e-mail	 :  :  :  :
4	<b>PAN No.</b> of the owner / owner's of commercial premises.	
5	<b><u>Name of owner of land (or society)</u></b> on which building/ premises is situated.	
6	<b>Address of the premises offered</b>	:
7	<b>Floor</b> on which the premises is located. (Ground or First Floor preferred).	:
8	<b>Details of the Building:</b>  a) Year of construction  b) Total number of floors.  c) Total number of lifts.  d) Any other details  e) Nearby landmark	 :  :  :  :  :

9	<p>Built up area of the premises offered in sq.ft./ sq. mtrs. For the purpose of this expression of interest form the Built up area would mean the area as under</p> <p>a) The internal area within the external walls. :</p> <p>b) Area of the external walls will be considered. :</p> <p>c) Exclusive toilet area would be considered if the toilet is inside the premises. :</p> <p>d) Internal walls and columns will be considered. :</p> <p>e) Balcony will be considered only if it is for exclusive use and is covered from all sides. :</p> <p>f) No common area would be considered. :</p> <p>g) Car parking area whether covered or open will not be considered. :</p>	
10	<b>Municipal approved plan</b> to be Enclosed/ provided on demand.	
11	<b>Completion/ Occupation certificate</b> to be Enclosed/ provided on demand.	
12	<b>Structural Stability certificate</b> from a Structural engineer would have to be Enclosed/ provided on demand.	
13	<b>Other remarks, if any.</b>	

**Procedure:**

- a) The premises which are not as per the location/city indicated would be summarily rejected even without inspection.
- b) The premises will be visited for short listing and a preliminary list will be prepared to limit the premises to the suitably best 4 or 5 premises.

- c) The owners of such shortlisted offers would be required to get their property documents examined by the Solicitors appointed by UTI ITSL to the extent that the property could be given on lease, and the decision of UTI ITSL solicitors in this matter would be final.
- d) A list of premises qualifying legally would be prepared from the premises selected in (b) above after step (c).
- e) The financial bids would be invited from the properties which are shortlisted and found legally suitable.

**I/ We further declare, confirm and undertake:**

- A) I/We declare that the owner has a clear right to give the premises on lease.
- B) I/We also declare that the property, if mortgaged, required NOC would be provided to the satisfaction of UTI ITSL /solicitors on demand by UTI ITSL.
- C) The drafts of all documentation that may be finalized by UTI ITSL and/or its lawyer shall be final and binding on me/us.
- D) I/We am/are aware that UTI ITSL is not bound to accept any or all the Expression of interest forms and will not be required to give any reason for rejecting any Expression of interest form.
- E) No financial aspects of the premises have been given. If our premise is shortlisted then the financial bid will be called for from us.
- F) The amenities to be provided by the owner / landlord are as under.
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_
  - f) \_\_\_\_\_
- G) The form which is downloaded from the website has not been changed or corrected in any manner. I understand that only the conditions as appearing in the original will be treated as valid. For checking the form used by me will be compared and confirmed with the original available with UTI ITSL. If there are any changes/ corrections in the form my expression of interest form is liable to be rejected at as per the discretion of UTI ITSL.
- H) My/ Our offer is open for inspection for a period up to date \_\_\_/\_\_\_/ 20\_\_.

- I) I/ We hereby confirm that, all the terms and conditions specified in this Expression of interest form are acceptable to me/us. I/We further confirm that all the required details have been furnished in the appropriate blank places and if this Expression of interest form is incomplete in any respect on my/our part then the same is liable to be rejected at the discretion of UTI ITSL.
- A) I / We, the undersigned am / are submitting this offer (in a sealed envelope duly superscribed as “**REQUIREMENT OF OFFICE SPACE AT ITA-NAGAR**”
- B) I/ We understand that this Expression of Interest Form for lease of our premises is to be dropped in the Tender Box kept for the purpose at UTI Infrastructure Technology And Services Ltd, 29, N.S. Road, Ground Floor, Opp Gilander House & Standard Chartered Bank, Kolkatta – 700 001 before 3:00 pm **before 03/01/2011** or it has to be sent by post so as to reach on the stipulated date by the stipulated time.
- C) I / We are aware that, the offers will be opened at **3.30 p.m. on 03/01/2011** and I am invited to be present at the time of the opening.
- D) All the over writings have been duly authenticated by signing beside such over writings.
- E) Any cutting made while filling in the forms would have to be authenticated by signing beside such cuttings.
- F) There are 6 pages in this complete offer and I have signed on each page.

**Name of the Signatory:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Place :** \_\_\_\_\_