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**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(Ministry of Labour, Govt. Of India), Regional Office  
"Bhavishyanidhi Bhavan", Nr. New RBI, Income-Tax Circle,  
Ashram Road, Ahmedabad-380014.

NO. GJ/PFC/ADM.IV/CT/40

DATE :- 24-06-2010

**CORRIGENDUM**

Following shall be included in the Original Expression of Interest put on website for Hiring of accommodation for Sub-Regional Office, Naroda of Employees P.F.Organisation.

1. The Tender Bid should be in a sealed cover with super scribed as ' Tender for Hiring of accommodation for Sub-Regional Office, Naroda.
2. The Bid should be accompanied by approved plans and complete details of the offered building as also other terms and conditions on which premises are offered.
3. The offerer should obtain a fair rent certificate from CPWD for the Area offered.
4. The Bid shall be accepted latest up to 15-07-2010.
5. The sealed covers should be submitted either by Speed Post, Registered A.D or handed over to RC ( Adm ) in Regional Office, Ahmedabad. It can also be dropped in the ' DROP BOX ' kept at the office premises in Regional Office, Ahmedabad.
6. The Bidder who had offered their premises earlier can also submit their fresh bid in response to this advertisement.
7. The Format in Annexure -I which is enclosed herewith is to be completed and submitted with each quotation.

Sd/-  
( S. BHATTACHARJEE )  
REGIONAL P.F.COMMISSIONER-I

FORMAT TO BE SUBMITTED IN RESPECT OF EACH QUOTATION FOR  
HIRING OF OFFICE ACCOMODATION

**I. PARTICULARS OF THE PREMISES**

- (a) Address
- (b) Distance from main Railway Station/  
Bus Stand
- (c) Name & Address of the owner

**II. AREA**

- (a) Plinth Area
- (b) Carpet Area
- (c) No. of Floor on which the Area is available
- (d) Are the premises ready for occupation

**III. RENT QUOTED**

- (a) Per Sq. ft. ( Carpet area )
- (b) Service/ Maintenance charges, if any  
( Per Sq. ft. carpet Area ) -----

Total Rs. \_\_\_\_\_ per Sq.ft.

**IV. RATES AND TAXES**

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

**V. SUITABILITY OF THE PREMISES**

**(a) Electrical Installation**

- (i) To be provided by the owner /tenant

**(b) Toilet facilities**

- (i) Whether adequate facilities are available  
For ladies and gents.
- (ii) Is the owner ready to provide  
Additional facilities if required.

**(c) Parking Facilities**

- (i) Are parking facilities adequate.
- (ii) Are the facilities are adjacent to  
main premises

**(d) Lease deed**

- (i) Is the owner prepared to execute a  
deed of Lease for 5/10 years.

- ( ii ) Is he 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.  
Is he prepared to mortgage the premises To the CBT as a security against the Amount of advance rent.

**( VI ) STAMP DUTY AND REGISTRATION CHARGES**

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

Date :-

Place :-

( SIGNATURE OF THE OWNER )



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**TENDER DOCUMENTS FOR LEASE ACCOMODATION FOR SRO NARODA**

The following documents are required to be submitted at the time of submission of proposal for hiring of accommodation of office building for Sub-Regional Office, Naroda.

1. Willingness from the agency from who accommodation is to be hired.
2. Certificates from the owner that there is no court case pending against accommodation to be hired and clear title exists. No hiring on power of attorney from private owner.
3. Exact measurement of carpet area and covered area and whether the rate is for carpet area or covered area.
4. Completion/Occupancy certificate of building including clearance of Fire Safety etc. Any other statutory requirement from Electricity department, Water supply etc.
5. Details of service taxes/society charges to be paid etc.
6. Total rent to be paid including registration fees and other incidental charges. In case lease rent/Ground rent to be paid the period of lease to be specified. The period of revision to be specified.
7. Terms and conditions of rent payment if any. The offer should be valid for not less than 6 months.
8. Details regarding nearness of accommodation to District authorities, Railway Station/Bus Station, Post Office etc.
9. Copies of Bye laws applicable to that area.
10. 2 photographs of building, 1 close up and one long short.
11. The period of lease should be 5 years with no revision in between.

Sd/-

( A. J. RAVAL )

ASSISTANT P.F.COMMISSIONER ( ADM )