



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार Ministry of Labour & Employment, Govt. of India)

उप क्षेत्रीय कार्यालय, चौथी मंजिल, श्रीनाथ कांपलेक्स, न्यू कॉटन मार्केट, हुबली-580029

Sub Regional Office, 4<sup>th</sup> Floor, Srinath Complex, New Cotton Market, Hubli-580029

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संNo.कर्ना KN/गुलGLB/हुबलीHBL/ADM/2010-11/ 384

दिनांक Date: 03.02.2012.

OFFICE ACCOMMODATION WANTED

Employees' Provident Fund Organisation, statutory body under the Ministry of Labour and Employment, Govt. of India requires office accommodation for its Sub-Regional Office, Belgaum with the Carpet area of 7500 to 8000 sqft preferably within 2 KM radius from Bus Stand / Railway Station in Belgaum City. The owners may send their offers in the prescribed format on or before 03.00 PM on 27.02.2012, by name to the undersigned at the above address. The terms & conditions and Format for submitting Quotation can be had from this office on all working days between 10.00 AM to 05.00 PM and also can be downloaded from the WEBSITE [www.epfindia.com](http://www.epfindia.com). The quotations will be opened at 04.00 PM on 27.02.2012.

(SANAT KUMAR)  
REGIONAL P. F. COMMISSIONER-II  
SUB REGIONAL OFFICE, HUBLI

**TERMS AND CONDITIONS FOR HIRING OFFICE ACCOMMODATION FOR  
SUB-REGIONAL OFFICE, BELGAUM.**

- 1) The offer is valid for 4 (four) months from the date of opening of quotations.
- 2) The Building should be readily available for occupation.
- 3) The premises should be available within a radius of 2 KM from Bus stand / Railway station in Belgaum preferably on main road.
- 4) The premises should be constructed as per the approved plan from the local body. An attested copy of the approved plan is to be enclosed along with the offer.
- 5) The owner has to possess the Completion / Occupancy Certificate issued from the local body for the building and an attested copy of the same is to be submitted along with the offer.
- 6) The Fire clearance from the competent authority should have been obtained, if applicable as per National Building Code-2005. A copy of the same is to be enclosed along with the offer.
- 7) The owner has to submit a certificate saying that no case is pending against the property for which offer is given.
- 8) A key plan of the building may be enclosed along with the offer.
- 9) The owner of the building has to accept the fair rent to be fixed by the Central Public Works Department / Karnataka Public works Department OR the rent which he quotes, whichever is less. In case the owner is not ready to accept Fair Rent Certificate from CPWD / KPWD, the same should be mentioned clearly in the offer.
- 10) The owner has to provide sufficient parking facility as per the prevailing norms of local body.
- 11) The owner has to provide sufficient Toilets for Ladies and Gents separately including toilets for physically challenged persons on Ground floor.
- 12) The owner has to provide sufficient chambers / partitions for Officers and Electronic Data Center.
- 13) The owner has to provide minimum Electrical Load of 100 KW including internal wiring for Lights, fans, Electrical power points for Air Conditioner as per the requirement of the office.
- 14) Sufficient water supply should be available.
- 15) The owner has to mention whether he / she is ready for bearing the cost of registration of the Lease Deed.
- 16) The owner has to agree for executing the Lease Deed based on EPFO' standard format of Lease Deed. (A copy can be had from this office for reference)
- 17) The Lease Agreement should be entered minimum for a period of 5 years and may be extended for another five years on mutual terms with an enhancement of 15% after completion of five years.
- 18) The Regional P.F. Commissioner-I, RO, Gulbarga reserves the right to accept / reject any or all the offers without assigning any reason thereof.

- 19) The owner has to sign all the papers of tender document in token of having understood the terms and conditions.

Signature of the owner with date

## **FORMAT FOR SUBMITTING QUOTATION FOR HIRING OF OFFICE ACCOMMODATION**

### **I PARTICULARS OF THE PREMISES**

(a) Address :

(b) Distance from nearest Bus stop :

(c) Name & Address of the owner :

### **II AREA**

(a) Plinth Area :

(b) Carpet Area :

(c) No. of floors on which the area is available :

(d) Are the premises ready for occupation :

### **III RENT QUOTED**

(a) Per sqft (Carpet Area)

(b) Service /Maintenance charges, if any

Total:

### **IV RATES AND TAXES**

(a) Approximate amount per annum

(b) To e paid by the owner / or the tenant

### **V SUITABILITY OF THE PREMISES**

#### **(a) Electrical installation**

(i) To be provided by tenant / owner :

#### **(b) Toilet facilities**

(i) Whether adequate facilities are separately Available for ladies and gents :

(ii) Is the owner ready to provided additional Facilities like additional partitions and toilets etc, if required. :

(c) **Parking facilities**

(i) Are parking facilities adequate :

(ii) Are the facilities are adjacent to the  
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 ready to accept  
Execute lease deed based on EPFO's  
Standard format of Agreement :

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.

**CHECK LIST FOR HIRING OF OFFICE ACCOMMODATION FOR  
SUB-REGIONAL OFFICE, BELGAUM.**

- 1) Format for submitting quotation.
- 2) Copy of Ownership certificate - Khatha / sale deed etc.
- 3) Copy of Latest tax paid receipt for the commercial use of the building.
- 4) Latest Encumbrance certificate.
- 5) No case is pending certificate form owner.
- 6) Copy of the approved plan from local body.
- 7) Copy of Completion / occupancy certificate from local body.
- 8) Fire clearance from the Fire Department, if comes under fire audit.
- 9) Key plan of the premises.
- 10) Details of Availability of Electrical Load.
- 11) Copy of the latest Electricity Bill.
- 12) Whether willing to accept Fair Rent to be fixed by CPWD / KPWD.
- 13) Whether willing to sign EPFO' standard lease deed with the condition to renew the rent after every five years with 15% enhancement.
- 14) Certificate for validity of offer for 4-6 months.
- 15) Agreement to be registered with the expense of owner. Certificate in this regard, if agrees for the same.
- 16) Two photograph of the building one from close view and other from far view.