

BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)



EOI No:- 01/BSNL/EOI-Renting/NZB BA/04/2024-25/12 dated 30-07-2024

NAME OF WORK:-Expression of interest (EOI) for Leasing out of built-up spaces in BSNL owned Buildings under Nizamabad BA as indicated in section VII of this document.

Issued to:.....

Signature of Officer issuing the documents:.....

Designation:.....

Date of issue:.....

Certified that this document consists of Twenty Four (24) pages only.

Asst. General Manager (A&P),
O/o GMBA, BSNL
First Floor, Sanchar Bhavan,
Gandhi Chowk, Nizamabad.
Pin Code: 503001
Email id: agmplg.nzb@gmail.com

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SECTION-I
BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
EOI No: 01/BSNL/EOI-Renting/NZB BA/04/2024-25/12 dated 30-07-2024

NOTICE INVITING EXPRESSION OF INTEREST

1. Sealed Expression of Interest (hereinafter called EOI) for leasing out of built up space on rent in BSNL Buildings in the state of Telangana as indicated in Section-VII of this document is hereby invited in two bid system in the prescribed Performa by the O/o Asst. General Manager (A&P), O/o GMBA, Nizamabad on behalf of the BSNL up to 15:00 hrs on the date mentioned below.
2. **The following organizations are eligible to submit their bids:-**
 - a) Public Organizations, which, for the purpose of renting, shall mean –
 - (i) Central/ State Government offices
 - (ii) Central/ State PSUs and their subsidiaries/ joint ventures.
 - (iii) Autonomous bodies/ Boards/ Councils/ Commissions/ Statutory bodies/ Regulatory bodies etc. running with the budgetary support of Government or controlled by the Government or set-up by a Government Act/Executive order.
 - (iv) Constitutional bodies, Judicial & Quasi-Judicial bodies and Organizations set up by an Act of Parliament.
 - b) Government Owned Scheduled Banks
 - c) International bodies, and
 - d) For scheduled private banks and Listed companies except co-operative banks
 - e) Reputed Private Organizations and Cooperative Banks
3. The eligibility criteria shall be as below: -
 - (i) For Public Organizations as defined under section 2 (a) & Government owned scheduled banks under section 2(b) -**A statement on the letter head of the department /company/Govt. Bank giving details about their organisation.**
 - (ii) International bodies under section 2(c):- **A statement on the letter head of the company giving details about their affiliation with UN or any other international organisation.**
 - (iii) For Scheduled Private Bank (except co-operative banks) and Listed Companies under section 2(d):- Turn over shall be more than 100Cr for last 3 years. Applicant has to submit the **turnover certificate of more than Rs.100 Cr. for the last three years issued by the CA, Certificate of incorporation, income tax returns along with balance sheet dully authenticated by the CA for last three years.**
 - (iv) For Reputed Private Organisations including co-operative banks etc. :-
 - (a) for Hyderabad city and other state/UT capital:- Turn over shall be more than ₹10 Cr. for the last 3 years. Applicant has to submit the **turnover certificate of more than Rs.10 Cr. for the last three years issued by the CA, Certificate of incorporation, income tax returns along with balance sheet dully authenticated by the CA for last three years.**
 - (b) for other cities and towns :- Turn over shall be more than ₹ 5 Cr. for the last 3 years. Applicant has to submit the **Turnover certificate of more than Rs. 5 Cr. for the last three years issued by the CA, Certificate of incorporation, income tax returns along with balance sheet dully authenticated by the CA for last three years.**

Note:-The vacant spaces shall not be rented out to other Telecom Service Providers for their Telecom operations.

4. Bid form consisting of eligibility criteria, terms and conditions, and the Proforma of the EOI can be had from the aforesaid office from 11:00 hrs to 16:00 hrs on all the working days, up to penultimate day of the last date of submission of the EOI.
5. The bid form can also be downloaded from the website www.telangana.bsnl.co.in and www.renting.bsnl.co.in.
6. Details for obtaining bid forms, receipt and opening thereof shall be as follows:-

Sl.no.	Stage	Date and Time
a	Last date for receipt of application for issue of bid form	28.08.2024
b	Last date for issue of bid form	28.08.2024
c	Date of pre-bid conference, if any	
d	Last date and time for receipt of sealed bids	UP TO 15:00 Hrs on 28.08.2024
e	Time and date for opening of technical Bid	At 15:30hrs on 28.08.2024
f	Time and date for opening of financial Bid (only bidders who Technically qualified)	Will be intimated later

7. The Eligibility Bid will be opened in the presence of the representatives of the bidders at 15:30 hrs. on the last date of receipt of the bids.
8. Financial bid shall be opened only of those bidders who qualify in Eligibility-cum-Technical bid in the presence of the bidders/ representatives of the bidders.
9. In case of the attested copies of the documents/testimonials/certificates original copies thereof should be produced on demand at the time of opening of the Bid.
10. The bid in which any of the prescribed conditions are not fulfilled is liable to be summarily rejected.
11. Canvassing in any form whether directly or indirectly, in connection with the bids is strictly prohibited and the bid submitted by the Consultant who resorts to canvassing shall be liable to rejection.
12. BSNL does not bind itself to accept the highest or any other bid, and reserves itself the right to reject any or all the bids without assigning any reasons.
13. No conditional bid including conditional rebate shall be accepted. Conditional bid will be liable to be summarily rejected.
14. The bid forms shall not be issued by post/courier. Further, Bids shall not be received by post/courier/fax.

Assistant General Manager (A & P)
O/o GMBA, BSNL
First Floor, Sanchar Bhavan,
Gandhi Chowk, Nizamabad

SECTION-II
GUIDELINES TO BIDDERS

1. DEFINITIONS

- a) The **Contract** means the documents forming the EOI document and acceptance thereof and the formal agreement executed between the competent authority on behalf of BSNL and the bidder, together with the documents referred to therein including these conditions and instructions issued from time to time by the Engineer-in-charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
- b) The **Site or Area** shall mean the vacant space or any area which is to be given on rent.
- c) The **BIDDER** shall mean eligible organization bidding for the space to be taken on rent under the contract and shall include the legal personal representative or such individual or the persons representing such eligible organizations.
- d) The **BSNL** shall mean Bharat Sanchar Nigam Limited (A Government of India Enterprise) having its registered office at Bharat Sanchar Bhawan, Harish Chandra Mathur lane, Janpath, New Delhi-110001 and shall include their legal representatives, employees and permitted assigns.
- e) The **Engineer-in-Charge** or **E-in-C** means the Officer who shall be in-charge of the building and who shall sign the agreement on behalf of the Bharat Sanchar Nigam Ltd.
- f) **Department** means Bharat Sanchar Nigam Limited and shall include their legal representatives, employees and permitted assigns, who invite EOI on behalf of BSNL.
- g) The **Arbitrator** means the authority nominated by Chief General Manager (CGM)/ General Manager (GM) for arbitration.
- h) Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.

2. SCOPE OF TENDER/EOI:

- a) BSNL intends to lease out the built-up space in the building on rent basis to the organizations as mentioned in para '2' of Section-I. Tentative requisite details of the vacant space are available at SECTION VII. The likely usage for which the said built up space may be put to use is for office purpose, IT & IT related work, training institutes etc. However, the Bidder is required to actually visit the site and its locality to gather all the requisite information for quoting his rates.
- b) Preferably, the initial leasing period will be three years with provision for extension up to Ten (10) years (9+1 Years) for Govt. Organizations and Government owned Scheduled Banks, whereas lease period is 5 years for Scheduled Private banks & listed Companies and 3 years for reputed private organization including cooperative banks. The rent shall be revised **every year** and this revision shall be **@ 5% per annum** of the last rent paid at the time of such revision i.e. revision will be every year **@ 5% per annum**. However the competent authority can negotiate and sign the SLA proposed by the tenant organizations of Public organization/Scheduled Banks only.
- c) The Bidder shall sign lease agreement for the built up space within 1 month of the acceptance of his bid.

3. DECLARATIONS

The bidder shall be required to furnish the declaration as per Section IV along with the bid.

4. BID / EOI DOCUMENTS

The appraisal requirements, bidding procedures and contract terms and conditions are prescribed in the EOI Documents. The Bid / EOI documents include the following:

- | | |
|--|--------------|
| (a) Notice Inviting EOI | Section I |
| (b) Guidelines to Bidders | Section II |
| (c) Commercial Conditions of Contract | Section III |
| (d) Declaration | Section IV |
| (e) Bid Forwarding letter | Section V |
| (f) Letter of authorization to attend bid opening | Section VI |
| (g) Details of Locations | Section VII |
| (h) Proforma for Declaration for downloaded EOI document | Section VIII |
| (i) Additional Conditions | Section IX |
| (j) Standard Lease Agreement | Section X |
| (k) Price Schedule (Financial Bid) | Section XI |

The Bidder is expected to examine all instructions, forms, terms and conditions in the EOI Documents. Failure to furnish any information required as per the EOI Documents or incomplete submission of the bids document in any respect shall be at the bidder's risk and may result in rejection of the bid.

5. MISCELLANEOUS

- a. The Bidder must use only the prescribed Proforma for the bid document issued by BSNL or downloaded from the website www.telangana.bsnl.co.in and www.renting.bsnl.co.in in the same form in A4 size paper printed on one page only. **The complete bid document as issued by the BSNL is to be submitted by the bidder.**
- b. Submission of the bid by a Bidder would imply that the Bidder has carefully read and agreed to the terms and conditions contained in the bid document.
- c. No conditional bid including conditional rebate/enhancement shall be accepted. Conditional bid will be liable to be summarily rejected.
- d. **The bid shall remain open for acceptance for a period of 120 (One hundred and twenty) days from the date of submission of the bids, which may be extended, if required, by mutual consent and the Bidder shall not cancel, alter terms and conditions or withdraw the offer during this period.**
- e. This bid document shall form a part of the contract agreement.
- f. Canvassing in any form whether directly or indirectly, in connection with the bid is strictly prohibited. Bid submitted by the Bidder, who is found to be canvassing, will be liable to rejection.
- g. BSNL does not bind itself to accept the highest bid. Further, BSNL also reserve to itself the right to reject any or all the bids without assigning any reason.
- h. If the date fixed for opening of bids is subsequently declared as holiday by the BSNL, the revised date will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

- i. Any clarification issued by Bharat Sanchar Nigam Ltd. in response to queries raised by prospective bidders shall form an integral part of Bid Documents and it may amount to amendment of relevant clauses of the Bid Documents.
- j. Bidder may apply for any location(s) in the circle (out of the locations mentioned in Section VII) in the prescribed format/procedure.
- k. References, information and certificates from the respective bidder submitted in compliance of terms and conditions of the bid document should be duly signed by the authorized signatory. In case of the documents from a Government organizations / PSUs, it should be signed by the person not below the rank of Executive Engineer /AGM/ Under Secretary or equivalent.

6. METHOD OF APPLICATION

- a) The bid should be signed by the authorized officer not below the rank of the officer in Under Secretary/STS grade or equivalent in case of Government organizations / PSUs and by duly authorized signatory in case of others.
- b) Over-writing should be avoided. Correction, if any, should be made up by neatly crossing out, initialing, dating and rewriting. Correction fluid/tape should not be used.
- c) The Bidder or his authorized representative shall sign and put his seal on each page of the EOI document before submission in token of acceptance of the terms and conditions of the bid.

7. SUBMISSION & OPENING OF BIDS AND VALIDITY THEREOF:

- a) The Bid shall be in two bid system.
- b) The Bid to be submitted should be in the sealed envelopes in the following manners:-
 - i. The third envelope (sealed) superscribed thereon "**EOI for leasing out built up space on rent in BSNL Buildings under Nizamabad BA**" should contain the following two envelopes.
 - ii. The first envelope (sealed) superscribed thereon "**Eligibility details**" should contain the, the '**DECLARATION**' as prescribed in the terms & conditions of the bid document, details in the prescribed proforma & attested copies of the documents/ testimonials/certificates meeting the eligibility conditions.
 - iii. The second envelope (sealed) superscribed thereon "**Financial Bid**" should contain financial bid in the prescribed Proforma (SECTION XI).
 - iv. Any deviation from the above manner shall render the bid liable for the rejection.
- c) The bidders should submit their bid on the prescribed time and date at the address mentioned below.

***"Assistant General Manager (A & P),
O/o GMBA, BSNL
First Floor, Sanchar Bhavan,
Gandhi Chowk, Nizamabad***
- d) Any bid received after the prescribed deadline of date and time shall not be opened and summarily rejected.
- e) The Eligibility-cum-Technical Bid will be opened in the presence of the representatives of the bidders at 15:30 hrs. on the last date of receipt of the bids or notified date by BSNL.
- f) Financial bid shall be opened only of those bidders who qualify in Eligibility-cum-Technical bid in the presence of the representatives of the bidders on the date notified by BSNL.

- g) The bidder's representatives who are present at the time of opening of bid shall sign an attendance register. Authority letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening. **(A FORMAT IS GIVEN IN SECTION VI).**
- h) A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.
- i) The Bidder's names, modifications, bid withdrawals and such other details as the BSNL may at its discretion, consider appropriate will be announced at the time of opening.
- j) Bid shall remain valid for acceptance for a period of 120 days after the date of opening. The bid in which the bidder has restricted its validity for the period shorter than the aforesaid shall be rejected by BSNL as non-responsive. In certain circumstances, BSNL may request in writing to the bidders for extending validity of their bid.
- k) The un-opened bids shall be returned to the bidder after final decision is taken on the bids.

8. CHECKLIST OF THE DOCUMENTS TO BE SUBMITTED IN BID:

a) Eligibility cum Technical Bid:

- i. Declaration in the prescribed Proforma as in Section -IV.
- ii. The prescribed bid document in complete as issued by BSNL with each page duly signed by the authorized signatory with seal in token of acceptance of its terms and conditions in accordance with clause 7.
- iii. Proof of eligibility i.e.
 - (a) For Public Organizations as defined under section 3.1(i) & Government owned scheduled banks -**A statement on the letter head of the department /company/Govt. Bank giving details about their organisation.**
 - (b) International bodies:-**A statement on the letter head of the company giving details about their affiliation with UN or any other international organisation.**
 - © For Scheduled Private Bank (except co-operative banks) and Listed Companies :- **Turnover certificate of more than Rs.100 Cr. for the last three years issued by the CA, Certificate of incorporation, income tax returns along with balance sheet dully authenticated by the CA for last three years.**
 - (d) For Reputed Private Organisations including co-operative banks etc. :-
 - (i) for Hyderabad city and other state/UT capital:- **Turnover certificate of more than Rs. 10 Cr. for the last three years issued by the CA, Certificate of incorporation, income tax returns along with balance sheet dully authenticated by the CA for last three years.**
 - (ii) for other cities and towns :- **Turnover certificate of more than Rs. 5 Cr. for the last three years issued by the CA, Certificate of incorporation, income tax returns along with balance sheet dully authenticated by the CA for last three years.**
- iv. Certificate in case of down loaded bids as per SECTION VIII.

b) Financial Bid:-

(I)The Bidder shall give the unit price per square Feet (Sq.ft.)of built up area/Carpet area or per unit basis (as asked for in Financial Bid) per month for the location applied for, listed in the Price schedule and the unit prices indicated shall be exclusive of applicable taxes and operational & Maintenance(O&M) charges in the proforma given in SECTION- XI.

The proforma as issued in section-XI shall be used for building mentioned in section-VII.

9. SECURITY DEPOSIT

- i. The Successful Bidder shall furnish the BSNL a sum equal to One (01) month rent as advance rent and also the Interest free Security Deposit of an amount equal to three (3) months' rent to the BSNL for each space in the form of Demand Draft drawn on Scheduled Bank in favour of "**Accounts officer (Cash), O/o GMBA, Nizamabad**" within 7 days after the receipt of the LOI along with Draft lease agreement. The Security Deposit shall be accompanied by two copies of the Agreement. This shall be followed by signing of the Agreement with BSNL, within seven days of the receipt of Security Deposit.
- ii. The proceeds of the Security Deposit shall be payable to the BSNL as compensation for any loss resulting from the Bidder's failure to discharge its obligations under the lease agreement.
- iii. The Security Deposit will be discharged by the BSNL after successful completion of the lease period.
- iv. **If a bidder participates for more than one premises, he has to deposit the security deposit and the advance rent for each premises separately. If the Security deposit and Advance rent is not received with in the stipulated time, the particular premises shall not be considered though he quotes highest among bidders.**

10. EVALUATION OF BIDS:

The evaluation and comparison of bids shall be based on the rentals offered in the Price Schedules in Section XI.

11. BSNL'S RIGHT TO ACCEPT / REJECT ANY OR ALL BIDS

- a. BSNL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of lease without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of BSNL's action.
- b. BSNL reserves the right to lease out the premises of same location to different bidders.

12. ISSUE OF LETTER OF INTENT (LOI)

- i. The issue of an LOI shall constitute the intention of the BSNL to enter into an agreement with the bidder for leasing the premises.
- ii. Within 7 days of issue of the LOI, the bidder shall give its acceptance along with Security Deposit in conformity with terms of bid document.

13. SIGNING OF CONTRACT

- i. The issue of LOI followed by acceptance by the bidder(s) shall constitute the award of lease to the bidder(s). Detailed lease agreement as per Section- X shall be signed within seven days from the date of receipt of Security Deposit.

14. ANNULMENT OF AWARD Failure of the successful bidder to comply with the requirement of clause 9 (i) shall constitute sufficient ground for the annulment of the award in which event the BSNL shall call for fresh bids.

SECTION III

COMMERCIAL CONDITIONS OF CONTRACT

1. TERMS & CONDITIONS

The general terms and conditions of lease are given in Standard Lease Agreement provided in Section -X.

2. LIQUIDATED DAMAGES

If the Bidder fail to perform contractual obligations including payment of monthly lease rent within the period prescribed, the BSNL shall be entitled to recover amount with interest at the rate of bank rate plus 4% for the period of delay. Quantum of liquidated damages assessed and levied by the BSNL shall be final and not challengeable by the bidder.

3. FORCE MAJEURE

- i. If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 3 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the BSNL as to whether the services have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 10 days, either party may, at its option, terminate the contract.
- ii. Provided, also that if the contract is terminated under this clause, the BSNL shall be at liberty to transfer the work and the funds from the bidder to any other Bank to be appointed by the BSNL, without any financial implications being imposed by the original bidder on BSNL arising out of such transfer.

4. TERMINATION FOR DEFAULT

The BSNL may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the bidder, terminate this contract in whole or in part,

- a) If the bidder fails to meet its contractual obligations within the time period (s) specified in the lease agreement, or any extension thereof granted by the BSNL pursuant to clause 12, Section II; and
- b) If the bidder, in either of the above circumstances, does not remedy its failure within a period of 10 days (or such longer period as the BSNL may authorize in writing) after receipt of the default notice from the BSNL.
- c) In the event the BSNL terminates the contract in whole or in part, the BSNL may proceed, upon such terms and in such manner as it deems appropriate.

5. TERMINATION FOR INSOLVENCY

The BSNL may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the BSNL.

6. ARBITRATION

Except as otherwise provided elsewhere in this EOI, in the event of any disputes, controversy or differences arising out of or relating to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60 (sixty) days from the date of making of such request.

Where parties are unable to settle the disputes through conciliation, the same shall be referred to the Chief General Manager, BSNL Telangana Telecom Circle for referral of such disputes to a sole arbitrator (chosen from the name(s) provided by BSNL), to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act 1996, any amendment thereof and any notification issued or rules made there under from time to time.

The venue of the arbitration proceeding shall be at the. *Place/ circle where agreement is signed.*

The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any, by whom and in what manner, such cost or any part thereof, shall be paid and fix or settle the amount of costs to be so paid.

In the event of any dispute or difference relating to the interpretation and application of the provisions of this EOI where bidder is a Central Public Sector Enterprise (CPSE)/ Port Trust or Government Department / Organization (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

7. **Rent free Period:** -There will be No rent free period for reputed Private Organizations including Cooperative banks. The Building/premises will be handed over on as is where is basis and tenant himself has to carry out the repair and renovation at their own cost. No expenditure will be entertained by BSNL at later date.
8. **Maximum lease period:-** The maximum lease period shall be as below: -
- (i) For Public Organizations as defined under section 2.0 (a) and Government owned scheduled banks and international bodies: - **10 years.**
 - (ii) For Scheduled Private Bank (except co-operative banks) and Listed Companies having turnover of more than Rs.100 Cr. for the last three years:- **5 years**
And
 - (iii) For Reputed Private Organisations including co-operative banks etc. as per section 2.0(e) :- **3 years**

SECTION- IV
DECLARATION

To,

The Assistant General Manager(A & P)
O/o GMBA, BSNL
First Floor, Sanchar Bhavan,
Gandhi Chowk, Nizamabad.

**Sub :Submission of Expression of interest for Leasing of built up space in
BSNL owned Buildings under Nizamabad BA.**

Ref: **EOI No:- 01/BSNL/EOI-Renting/NZB BA/04/2022-23/12 dated 30-07-
2024**

Dear Sir,

I/We have read and examined the EOI document, terms and Conditions thereof and other documents and Rules referred to in the EOI document and all other contents in the EOI document for leasing out the built up space.

I/We hereby submit our bid for as per the stated scope of work within the specified time schedule.

I/We hereby submit all the documents mentioned in the EOI document.

I/We agree to keep the offer open for One Twenty (120) days from the last due date of submission thereof and not to make any modifications in its terms and conditions.

If, I/We withdraw my/our offer before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in my/our offer BSNL shall without prejudice to any other right or remedy, be at liberty to cancel the bid.

Further, if I/We fail to occupy the space allotted to us within one month and fail to sign the lease deed within prescribed time, I/We hereby agree that the said BSNL shall without prejudice to any other right or remedy, be at liberty to cancel the bid.

**Signature of the Bidder&
Seal of**

Bidder

Place:

Date:

SECTION - V
BID FORWARDING LETTER

EOI No: 01/BSNL/EOI-Renting/NZB BA/04/2022-23/12 dated 30-07-2024

To,

The Assistant General Manager (L&B)
O/o GMBA, BSNL
First Floor, Sanchar Bhavan,
Gandhi Chowk, Nizamabad

Dear Sir,

1. Having examined the conditions of EOI document and specifications including addenda Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer our bid to take BSNL premises on lease in conformity with the said conditions of contract.
2. We undertake, if our Bid is accepted, to occupy the space immediately as per terms of the Bid Document.
3. We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Until a formal Letter of Intent of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
5. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
6. We understand that you are not bound to accept the highest or any bid, you may receive.

Dated this ____ day of ____ 2024

Name and Signature _____

In the capacity of _____

Duly authorized to sign the bid for and on behalf of _____

witness _____

Address _____

Signature

SECTION- VI

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach before bid opening)

To

The Asst. General Manager(A & P),
O/o GMBA, BSNL
First Floor, Sanchar Bhavan,
Gandhi Chowk, Nizamabad

Subject: Authorization for attending bid opening on _____
____ (date) in the EOI of Leasing out of built-up spaces in BSNL owned Buildings
under Nizamabad BA.

Ref: EOI:-01/BSNL/EOI-Renting/NZB BA/04/2022-23/12 dated 30-07-2024

Following persons are hereby authorized to attend the bid opening for the EOI mentioned
above on behalf of _____ (name
of Bidder) in order of preference given below.

Order of Preference Name Specimen Signatures

I.

II.

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the
bid Documents on behalf of the
bidder.

Note :

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

SECTION-VII

DETAILS OF LOCATIONS AVAILABLE IN BSNL BUILDINGS PREMISES IN NIZAMABAD BA						
The list of the sites along with tentative vacant spaces						
(which may vary as per actual availability)						
S.No	Name of District/OA	Name of City		Vacant Spare-able	Total Built up Area(Sqft) of Each Building (total Of all floors)	Parking Area (only for Vehicle parking)
		Town/ Village (Location)	Name of bldg. & Address	Floor		In SQFT
1	2	3	4	5	6	7
1	NIZAMABAD	KAMAREDDY	TELEPHONE EXCHANGE	1st floor.	1335	200
2	NIZAMABAD	ARMOOR	TELEPHONE EXCHANGE	Part 1st floor & full 2nd floor.	2830	300
3	NIZAMABAD	BANSWADA	TELEPHONE EXCHANGE	full 2nd floor.	855	50
4	NIZAMABAD	BODHAN	TELEPHONE EXCHANGE	Part 1st floor, full 2nd floor.	1700	200
5	NIZAMABAD	YELLAREDDY	TELEPHONE EXCHANGE	Part 1st floor.	512	100
6	NIZAMABAD	VANNEL-B	TELEPHONE EXCHANGE	Full ground floor	710	500
7	NIZAMABAD	ANDHRA NAGAR	TELEPHONE EXCHANGE	Full ground floor	1237	1500
8	NIZAMABAD	HUNSAKOLUR	TELEPHONE EXCHANGE	Full ground floor	719	200
9	ADILABAD	ADILABAD (Vidyanagar)	DGM OFF OPP COLLECTRATE	Part 1st, 2nd & 3rd floors vacant.	4168	1000
10	ADILABAD	ADILABAD (G+1), Vinayak Chowk	TELEPHONE EXCHANGE,	Part GF & Part FF is vacant.	523	200
11			DTO VINAYAK CHOWK	Part GF & Part FF is vacant.	1130	
12	ADILABAD	MANCHERIAL	TELEPHONE EXCHANGE	Part GF & Part FF is vacant.	2576	200
13	ADILABAD	MANCHERIAL	STR BUILDING	Total Building	2648	100
14	ADILABAD	ASIFABAD	TELEPHONE EXCHANGE	Full FF is vacant.	694	1000
15	ADILABAD	LUXETIPET	TELEPHONE EXCHANGE	Part FF is vacant.	693	200
16	ADILABAD	SIRPUR KAGAZNAGAR	ADMN	Part GF is vacant.	500	100
17	ADILABAD	SIRPUR KAGAZNAGAR	TELEPHONE EXCHANGE	Part FF is vacant.	575	100
18	ADILABAD	SIRPUR TOWN	TELEPHONE EXCHANGE	Part GF is vacant.	500	100
19	ADILABAD	BELLAMPALLY	TELEPHONE EXCHANGE	Part GF & Part FF is vacant.	900	50
20	ADILABAD	JANNARAM	TELEPHONE EXCHANGE	Full Bldg is vacant.	2193	100
21	ADILABAD	JAINATH	TELEPHONE EXCHANGE	Part FF is vacant.	700	50
22	ADILABAD	BOATH	TELEPHONE EXCHANGE	Part FF is vacant.	500	50

Note:1. The bidders are advised to inspect the building & premises in consultation with AGM(A& P), before quoting.

SECTION- VIII

(DECLARATION TO BE GIVEN BY THE BIDDERS WHO HAVE DOWNLOADED THE EOI DOCUMENT FROM THE WEB)

It is to certify that

1. I/We have submitted the bid in the Proforma as downloaded directly from the website.
2. I/We have submitted EOI documents which are same / identical as available in the website.
3. I/We have not made any modification / corrections / additions etc. in the EOI documents downloaded from web by me / us.
4. I/We have checked no page is missing and all pages are available & that all pages of EOI document submitted by us are clear and legible.
5. I/We have signed (with stamp) all the pages of the EOI document before submitting the same.
6. I/We have sealed the EOI documents properly before submitting the same.
7. I/We have read carefully and understood the important instructions to the all bidders who have downloaded the tenders from the web.
8. In case at any stage later, it is found there is difference in our downloaded EOI documents from the original, BSNL shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.
9. In case at any stage later, it is found that there is difference in our downloaded EOI documents from the original, the lease agreement will be cancelled. The department will not pay any damages to me / us on this account.
10. In case at any stage later, it is found that there is difference in our downloaded EOI documents from the original, I/We may also be debarred for further participation in the EOI in the concerned BSNL Circle.

Dated.....

(BIDDER)

(SIGN WITH SEAL)

ADDRESS:

PHONE NOS.:

Mobile No:.....

E-MAIL

SECTION - IX

ADDITIONAL CONDITIONS

1. Both public organizations and the private organizations having requisite credentials can submit bids for leasing of BSNL built up spaces. However the private organizations have to submit an amount equal to Three (03) months' rent quoted per case as non-refundable interest free deposit within thirty (30) days of submission of bids against this EOI which is adjustable in the Security deposit payable by the successful bidder of Private organization.
2. The actual Built up area/Carpet areas for entering in to the lease shall be measured in accordance with the relevant IS code of IS: 3816-2002 only with up to date corrections.
3. The bidder can also quote for a lesser area of a particular building space offered in the List of spaces under section- VII. However the case shall be considered based on the feasibility of BSNL only.
4. BSNL reserves the right to lease out the vacant /spare-able building spaces existing in the Same premises/Compound as a whole (in a single case) to the bidder who have quoted for the maximum area of the buildings spaces in the compound and also intended to hire the other building spaces also in the same compound for which they have also submitted bids for the same under the same EOI .
5. The other built up spaces like spare able built up spaces of Covered Parking sheds , Small rooms and surplus staff quarters existing in the compound and the appur tenant and spare able open land areas (only for parking purpose) to the built up spaces etc. if required by the tenant organization shall be charged separately on mutual terms under the lease agreement , if approved by the competent authority in BSNL. However **no new constructions** are permitted in the leased out areas.
6. In some cases, The bidder may have to arrange for shifting of the presently working BSNL offices to other vacant buildings in the locality/ same station. BSNL may permit a Rent free period to the tenant organization to cover this amount with the approval of the competent authority based on the recommendations of the CLSC.
- 7.No subletting of rented out spaces by the tenant shall be allowed.
8. The lease deed shall be entered with the successful bidder for each building space separately by the concerned BA/OA in which jurisdiction the building is situated.
9. Normally, the terms and conditions of renting-out of spaces shall be as per Standard Lease Agreement (Section-X). However, the Standing Committee may alter the terms and conditions with the approval of approving authority, after taking into account the local by laws etc, in consultation with the legal cell of the Circle,
10. Competent authority i.e. CGMT, Telangana Circle is empowered to negotiate and approve modifications in SLA conditions proposed by only Public organizations/Scheduled Banks tenants if their terms& Conditions does not match BSNL's SLA Conditions.

Dated.....

(BIDDER)

(SIGN WITH SEAL)

SECTION- X

STANDARD LEASE AGREEMENT (SLA) FOR RENTING OUT SPACE

AN AGREEMENT MADE THIS DAY OF TWO THOUSAND AND

BETWEEN

Bharat Sanchar Nigam Limited, a Government Company incorporated under Companies Act 1956 and having its registered office at Bharat Sanchar Bhawan, Harish Chandra Mathur Lane New Delhi 110001 and also having inter alia one of its field Unit/office at (here in after referred as 'BSNL' or 'Lessor' which expression shall include its successors, assigns, administrators, liquidators and receivers, wherever the context of meaning shall so require or permit) of the ONE PART

AND

.....
.....Address.....herein after Called 'The Lessee's (which expression shall include its successors assigns, administrators, liquidators and receivers, wherever the context of meaning shall so require or permit) of the OTHER PART.

WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:-

Whereas BSNL /Lessor has invited the EOI No. dated for
..... . Based upon the evaluation of EOI Lessee
..... has been short listed for on the terms & conditions as agreed herein in this agreement.

NOTE: Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall wherever required include feminine gender and vice versa.

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the premises known as..... together with all fixtures and fittings standing and being thereon building related services (external & internal called "THE SAID PREMISES") more particularly described in SCHEDULE A.
2. The lease shall commence/shall be deemed to have been commenced on the.. Day of..... Two thousand and shall, subject to the terms here of, continue for a term of three year(s) with an option to extend the period of lease for a further term as set out in Clause 18 thereof.
3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs. per month which shall be deemed to be exclusive of maintenance and all the taxes payable to municipal or other local/state/other bodies (except Property/House Tax). The rent along with operation & maintenance charge as stipulated in para 4 is payable in advance before 10th of every month failing which the amount with interest at the rate of bank rate (presently *** %) plus 4% for the period of delay shall be recovered by BSNL (Lessor). In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The monthly rent is hereby agreed to remain fixed during the period of lease of three years subject to provisions in clause-9.

4. The operation and maintenance charges at the rate of Rs. ...*... per sqft Built up area per month with applicable taxes will be charged over and above the monthly rent and it will be proportionately enhanced with respect to enhancement of the rent. The operation and maintenance of the following items (*) are covered under the said charges:

- i. Air conditioning & mechanical ventilation
- ii. Electrical fixtures, fittings, installations, compound lights and pumps.
- iii. Lifts.
- iv. Substation.
- v. Diesel generators.
- vi. Building management systems.
- vii. Fire fighting systems.
- viii. Water treatment plant.
- ix. Sewerage treatment plant.
- x. Deployment of security for entire campus and common area.
- xi. Housekeeping for entire campus in common area.
- xii. Any other amenities.

*(Give details. Strike out / add the facilities as per actual site conditions)

Security arrangement of the premises under possession of the Lessee shall be the responsibility of Lessee. Lessor (BSNL) shall not be responsible for any loss of installation, equipment etc. The rate of maintenance charges as stated in Para 4 above are exclusive of electricity, water charges etc. Rented premises shall not display any publicity material of competing telecom companies. Further, BSNL shall reserve the right for utilizing the premises for publicity/other purposes.

5. That the Lessee shall pay to the Lessor a sum of Rs. (Rupees.....)as advance rent of one month and a sum of Rs.....(Rupees(three months' rent) as Security Deposit on signing of this agreement, free of interest, which will be refunded at the time of the premises having been handed back properly to the Lessor with the fittings and fixtures etc. in good condition, all alterations made with due permission of Lessor are restored, all dues having been cleared. Otherwise the same shall be adjusted against the said security deposit.

5(A).That the Lessor shall have right to adjust from security deposit, the mutually agreed sum, which has to be incurred by him on account of major damages to the building/premises. The major damages, levy, shall be ascertained jointly by Lessor & Lessee. The Lessee shall not be liable to pay normal wear and tear.

6. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule 'B' and the Lessee shall upon the expiration of the term hereby created or any renewal thereof and subject to clause 14 hereof yield up the said premises including fixtures and fittings in as good a condition as received.

7. The Lessee shall be entitled to use the said premises for the purpose for lawful business of Lessee and is not detrimental to the interest of the Lessor.

8. The Lessee shall not sublet assign or otherwise part with the whole or any part or parts of the said premises during the period of tenancy nor will allow at the time of vacating the premises and will handover peacefully vacant possession to the Lessor or his authorized agent.

9. That the Municipal Tax (except Property/House Tax) or other local tax levied by local authority and water charges are borne by the Lessee proportionately including any

future revision with retrospective effect for the area of occupation. Any other tax or any hike imposed by the appropriate authority is to be borne by the Lessee. Goods and Services tax at the prescribed rates is to be borne by the Lessee. It is made absolutely clear, in this deed that it shall be the sole responsibility of the Lessee to pay all such charges as stated in paras 9 & 10 to Govt. and /or other Govt. authorities. It is agreed that in case the lesser is required to pay or forced to pay such taxes, charges, the Lessor may pay the same and deduct the same from the security deposit, in such events, short fall in any security deposit during the currency of agreement shall be payable by Lessee with the following monthly rent payable, so as to secure deposit of Rs keeps deposited with Lessor throughout the lease period. The lease is subject to the local authority bye laws. The Lessee shall comply with municipal and other charges. If the Govt./local authority objects to lease out the BSNL premises, then the bidder has to vacate the same and BSNL shall not be liable to pay any compensation for the same.

10. That the Lessee shall pay all charges in respect of electric power, light used in the said premises in accordance with the separate meter / sub-meters installed therein during the currency of this agreement including proportionate fixed charges against bills raised by the appropriate authorities beginning from the date of taking over the demised possession of the said premises. The cost of separate meter /sub-meter including its installations shall be borne by the Lessee.
11. That at the time of occupation, the Lessee shall see that all fittings and fixtures are in perfect order and shall be responsible to restore this in the same condition in which they have been taken over except natural wear and tear.
12. That the Lessee shall allow the Lessor or his authorized agent to enter the said premises at the reasonable hours or when necessary for inspection/repair etc.
13. The responsibility for registration / documentation of this indenture would be that of the Lessee and all expenses in that regard would be borne by the Lessee / tenant. The registration of this agreement should be got done by the Lessee within a period of **3 months (time period as per local laws, rules and regulations to be mentioned)** from the date it is signed. One copy of the registered document would be supplied by the Lessee to the Lessor within 15 days of the registration thereof.
14. That the Lessee shall be entitled to erect and fix up partitions, cubicles and other fixtures and fitting and meters into or upon the said premises or any part thereof after getting approval of the same from the Lessor provided that same shall in all events confirm the building bye laws of the authority concerned for time being. However, at the expiry of this lease or extension. If any, the Lessee will hand over vacant possession of the said premises in its normal original condition after removing at its own cost all and fixture installed by the Lessee. The Lessee shall not make any structural changes, addition/alterations in the premises.
15. That day to day repairs arising out of the normal wear and tear or resulting from any modifications by the Lessee shall be done by the Lessee at his own cost but any major structural repairs will have to be done by the Lessor at his own cost. Lessor shall have power to remove any the fixture/fittings or modification done by the Lessee if it is felt that such changes as done under clause 14 will damage the structure of the building.
16. The Lessor shall not be liable for loss of profit or loss of goodwill arising from the occupation of the said premises by the Lessee and the Lessee shall make no claim in respect thereof.
17. The Lessee agrees with the Lessor to abide by the terms and conditions of the lease deed and shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance to the Lessor by him or any person claiming by or through or under them.
18. If the Lessee shall be desirous of extending the lease of the said premises after the

expiration of the term hereby granted, it will give a notice in writing to the Lessor not less than one month before the expiration of the term hereby granted to the Lessor. Thereupon the Lessor may renew the lease for a further period of three years in accordance with the covenants, agreements and conditions as in the present agreement including the present covenant for renewal provided that such revision shall be with 15% increase in rent (i.e. @ 5% per annum) of the last rent paid at the time of such revision or call of new EOI as decided by the BSNL. However, it is agreed condition that if no such mutual agreement is reached the Lessee shall vacate the premises on the expiry of the time of lease deed.

- 19.** The Lessor shall be entitled to terminate the lease at any time giving to the Lessee a three month advance notice in writing of its intention to do so.
- 20.** That in case of default of non-payment of the lease amount for the maximum period of three (3) months, then this agreement shall stand automatically terminated and the Lessee shall have to vacate the premises immediately. No claim whatsoever will be entertained.
- 21.** The Lessor has right to recover any amount due to Lessee from the Security Deposit available with Lessor and the decision of the Lessor will be final and binding on the Lessee.
- 22.** Any notice to be made or given to the Lessor under these presents or in connection with the said premises shall be considered as duly given if sent by the Lessee through the post by registered letter/speed post addressed to the officer who signs this agreement on behalf of Lessor and a copy to the Head of BSNL Field Unit/circle concerned and any notice given to the Lessee shall be considered as duly given if sent by the Lessor through the post by registered letter/speed post addressed to the Lessee at their last known place of abode. Any demand or notice sent by the registered post in either case shall be assumed to have been delivered in the usual course of Post.
- 23.** That in case of any dispute with regard to this LEASE AGREEMENT, the same shall be subject to the jurisdiction of Courts at Nizamabad and Indian Law shall be applicable. However during the pendency of the dispute, "the Lessee shall not stop payment of rent and other CHARGES if it is in possession of the demise premises and other terms shall also continue to apply."
- 24.** Except as otherwise provided elsewhere in the contract, in the event of any disputes, controversy or differences arising out of or relating to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60 (sixty) days from the date of making of such request. Where parties are unable to settle the disputes through conciliation, the same shall be referred to the authority in BSNL (CMD/CGM/GMTD, as the case may be) for referral of such disputes to a sole arbitrator (chosen from the name(s) provided by BSNL), to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act 1996, any amendment thereof and any notification issued or rules made there under from time to time. The venue of the arbitration proceeding shall be HQ, as the case may be) **Telangana Circle** (New Delhi or Circle/SSA HQ

The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including fees, if any, of the arbitrator) shall be in the discretion of

the arbitrator who may direct to any, by whom and in what manner, such cost or any part thereof, shall be paid and fix or settle the amount of costs to be so paid.

24(A).In the event of any dispute or difference relating to the interpretation and application of the provisions of this agreement where Lessee is a Central Public Sector Enterprise (CPSE)/ Port Trust or Government Department / Organization (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

25. In the event of Lessee committing any breach of terms & conditions herein contained and Lessee has not rectified the said breach within 15 days, after the same has been brought to their notice by the Lessor, the Lessor shall be at liberty to terminate the agreement by giving one month's notice in writing terminating the lease & upon expiring of such notice Lessee shall stand terminated.
26. Upon the termination or earlier determination of this agreement, in the event of the Lessee failing to remove the employees/representative, his belonging, furniture & fixtures etc. & hand over the vacant and peaceful possession thereof to the Lessor, it is agreed that Lessee shall pay to all Lessor mesne profit of Rs 1000 per day in addition to the monthly rent payable, without prejudice to other rightful remedy, from the date of such default until such time of the Lessee have removed their articles, belonging, fixture, effects, employee etc. from said premises and handed over peaceful possession of these to the Licensor. The said mesne profit in case not paid regularly will be adjusted / deducted from the security deposit lodged with the Lessor. The payment of mesne profit however does not absolve the Lessee to their obligations to vacate the premises on the expiry or termination of this agreement.
27. That the Lessee shall abide by all laws, byelaws, rules & regulations of government or local authority. The Lessee shall not use the premises for the things/ business which is prohibited by any law of land. The Lessee shall not or attempt to do so or cause or suffer to be done anything which may or is likely to jeopardize or prejudice to the interest of the Lessor. In event of default being committed, the Lessee undertakes to exclusively own such liability & responsibility & shall keep the Lessor fully holding & indemnified in respect of such liability
28. That the Lessor and their agents, employees shall be entitled to visit & inspect the said premises or any part thereof, at all reasonable times for the purpose of either viewing the conditions of said demised premises or otherwise. The Lessee shall not hinder or obstruct any such visitor from visiting the said premises or any part thereof.
29. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

THE SCHEDULE 'A' REFERRED TO ABOVE

The premises includeSqft of open land and a super built-up area of about..... Sqft on.....floor of the building known as..... in the city of.....situated on plot/and bearing Survey Nos..... with boundaries of the compound described herein below:

North -.....

South -

East -.....

West -.....

along with all rights and privileges of land lord regarding use of corridors, stairs, parking spaces etc. Parking ofNo. of vehicles shall be allowed in the compound.

THE SCHEDULE 'B' REFERRED TO ABOVE

Details of fixtures and fittings:.....

IN WITNESS WHEREOF THE OFFICIAL SEAL OF has been affixed in the manner hereinafter mentioned and the lease agreement has been signed for and on behalf of the Lessee on the day and year first above written by
...

<p>Signed for and on behalf of Bharat Sanchar Nigam Limited</p> <p>Name:</p> <p>Designation:</p>	<p>Signed for and on behalf of</p> <p>_____</p> <p>Name:</p> <p>Designation:</p> <p>(In case Lessee is a company) Having authority to sign on behalf of the Lessee Vide resolution dated of)</p>
--	--

Date:

Place:

Witnesses:

1.

2.

Note:- Portions which are not applicable may be scored off at the time of filling up of the Standard Lease Agreement (SLA) format.

SECTION- XI
PRICE SCHEDULE
FINANCIAL BID

(To reach before bid opening)

To

The Asst. General Manager (A&P),
O/o GMBA, BSNL
First Floor, Sanchar Bhavan,
Gandhi Chowk, Nizamabad

Sir,

With reference to the EOI no. **01/BSNL/EOI-Renting/NZB BA/04/2022-23/12 dated 30-07-2024** I/we, _____ is/are offer the following price to take the said premises of BSNL on commercial lease basis in accordance with the terms and conditions mentioned therein, as under:

Sl. No	Location & Address	Total Built up area (Sq feet)	Monthly rate of Lease rent per Sq Feet of Built up area offered excluding applicable taxes and O&M charges (In Rupees)	Total monthly rent (In Rupees)	Parking area in Sqft	Monthly rate of Lease rent per Sq Feet of parking area offered excluding applicable taxes and O&M charges (In Rupees)	Likely usage of the rented space by the tenant
1.							
2							
3							

**** The financial bid in above format can also be attached separately and submitted in the Firm's letter head, in case bids for more building spaces are submitted.**

Yours Faithfully

Signature of the Authorized Signatory of the Bidder with seal

- i. Amount to be mentioned clearly in Indian form of international numerals.
- ii. No corrections/alterations are permitted while mentioning the amount.
- iii. Amount to be written in both figures and words. If there is any difference between figures and words, the words will prevail.