

## **EXPRESSION OF INTEREST FOR OFFICE SPACE**

Assam Society for Comprehensive Financial Management System (AS-CFMS), a govt. society registered under Finance Department, Government of Assam proposes to acquire office space / building with clear and unambiguous title deeds etc. **at Guwahati** on rental basis for setting up its **furnished office including training facilities** and seeks expression of interest from interested owners and authorized agents of the property.

The requirement is for around 8000sq ft. preferably in one building in a ready for possession premise. The building should project a professional and aesthetically pleasing appearance and should be approved for office use. There should be minimum parking space for 8 - 10 cars for AS-CFMS.

The offered space / building should be situated in centrally located commercial area in Guwahati preferably on the GS road and easily approachable. Water, Electricity and allied services should be available. **The following criteria must be fulfilled:**

1. The building should be in good condition and well maintained.
2. There should be standby generator of sufficient capacity for uninterrupted power supply.
3. 24 hours potable water supply with adequate water treatment facilities.
4. Electrical load should be adequate for sustaining all utilities in the office / training space.
5. Adequate and safe lift facility if the building is of more than two floor (GF+ FF).
6. The building shall have emergency exit and adequate fire protection facilities.
7. There should be adequate toilet facilities which should be both clean and well maintained.
8. Bills pertaining to municipality taxes, water and electricity for the building should be regularly paid and updated.
9. The space should be made available initially for a period of 3 years which may be further extended for 2 more years.

The following are the provision expected in the Office Space:

- 1) Small Reception cum Security area at the entrance with a waiting area for 4-5 person
- 2) 2-3 Breakout room which can be utilized as single room for sr officers.
- 3) Training Room with State of Art Infrastructure with sitting capacity of 30 persons, Training room should have provision for Laptop/Computer, Over Head Projector, Sound and Acoustics, Other training implements etc. Attached adequate wash room for both male/female
- 4) Conference hall with projection facility and LED TV with sitting capacity of 20 persons
- 5) A cafeteria and attached lounge for the staff with recreational amenities
- 6) Dedicated Office chamber of Project Director and Additional Project Director with space for Personnel Staff(4-5)
- 7) Documentation Area with facility for retaining video recording, risographs, scanners, DTP abilities with adequate storage for Files and Folders
- 8) 10 to 12 Dedicated Working areas with cubicles each accommodating 4-5 sitting space. Enough area for each individuals.
- 9) Small area for Server installation

With other things being equal, preference will be given to:

1. Premises offered by Public Sector Undertakings/Government Departments and other Government bodies
2. Suitability of location of the premises (first plot along G S Road; preferably near Dispur)
3. Premises offering better amenities
4. Premises offering additional parking space
5. Premises ready for possession and occupation with all necessary permissions and approvals in place.
6. Premises suitable for the purpose for which planned to be acquired.

Interested parties possessing built-up areas as stated above, having clear legal title are invited to send their expression of interest to the following address in the prescribed template enclosed herewith furnishing details:

**Address:** Project Director, AS-CFMS, F-218,F Block, Janata Bhawan, Dispur, Guwahati 781006; email: [aspirepmu@gmail.com](mailto:aspirepmu@gmail.com)

**The EOI should be received at the above address on or before 27-11-2017.**

The EOI should be complete in all respects and signed on all pages. The EOI should be delivered in a sealed envelope and with either “EOI for office space / building on rent basis” clearly written on it along with the EOI Number. Late offer and any delay by post / courier will not be entertained. The Expression of Interest may be submitted either by the owner of the building or by the owner’s authorized representative. Representative will have to enclose the letter of authority along with the expression of interest. Otherwise the offer is liable to be considered null and void at any stage as per the decision of AS-CFMS. No brokerage will be paid by AS-CFMS.

Selection of the party / organization shall be made based on the details submitted in the EOI. The offered premises will be inspected for preliminary short-listing by AS-CFMS. This may include carrying out the measurements, valuation of the offered premises and more important, its suitability for setting up of the office and laboratories. Selected party / organization will be informed subsequently to submit the detailed technical offer and financial offer and terms and conditions.

Notwithstanding anything contained above, AS-CFMS reserves the right to reject any or all offers without showing any reason thereof and give consideration to properties other than those offered in response to this advertisement.

**Note:** All Corrigenda, addenda, amendments, time extensions to the EOI will be hosted on the [finance.assam.gov.in](http://finance.assam.gov.in) and no separate notification shall be issued in the press. Prospective participants against the EOI are requested to visit the e-procurement portal regularly to keep themselves updated.

For further queries, please contact Shri. Tamojyoti Bose at +91-9954030309

Sd/-

**Shyam Jagannathan, IAS**  
**Project Director, AS-CFMS**

## EXPRESSION OF INTEREST FORM

To,  
The Project Director, AS-CFMS

Sir,

Sub: Expression of Interest offering the Office Premises on Rental basis at Guwahati

This offer is with reference to the advertisement released in the press for taking office space on Rent basis. The details of the premises offered are as under:

### **DETAILS OF THE PREMISES OFFERED-**

<b>Sl. No</b>	<b>Item</b>	<b>Details (to furnish documentary evidences as necessary)</b>
<b>1</b>	<b>DETAILS OF VENDOR / FIRM / BUILDER / OWNER /REPRESENTATIVE</b>	
1.1	Name:	
1.2	Address, Phone No. &E-mail address	
1.3	Constitution of vendor/firm. (Whether Proprietary /Partnership/Pvt. Ltd. / PublicLtd./PSU etc.):	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business. Incorporation Date: Ref: Commencement Date: Ref:	
1.5	Permanent Account Number(PAN ) & TAN	
1.6	Valid GSTN.	
1.8	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
2.0	<b>DETAILS OF PROPERTY</b>	
2.1	Location & Address of the property	
2.2	Usage of property (as approved by	

	Competent Authority) a) Commercial b) Shopping Complex	
	Tenure of the land a) Freehold b) Leasehold c) If leasehold give residual period of lease and name of the title holder	
3.0	<b>BUILDING</b>	
3.1	Type of Building (commercial/ other)	
3.2	Type of Construction: (Load Bearing/RCC/Steel framed)	
3.3	Whether the building is certified as a Green Building	
3.4	Clear floor height from floor to ceiling	
3.5	Floors on which the offered premise is located	
3.6	Area of premises offered per unit a) Super built up area(sq ft) b) Built-up Area(sq ft) c) Carpet area(Sq ft)	
3.7	Year of completion of Construction (in case of Completed one)	
3.8	Proposed date of completion ( For building under construction)	
3.9	Whether the building is disabled friendly	
4.0	<b>DETAILS OF BOUNDARIES AND ADJACENT BUILDING</b>	
	a. North	
	b. East	
	c. South	
	d. West	
5.0	AMENITIES PROVIDED (In the premises) Water supply, Electricity, A C Duct/	

	Fire fighting etc.	
6.0	<b>CAR PARKING SPACE</b>	
	a. Car parking spaces	
	b. No. of Car Parking	
	<b>COMPLETION / OCCUPATION CERTIFICATE ( Only for ready premises)</b>	
	Whether completion / occupation certificate is issued by the competent authority	
	Designation of the authority which has issued the completion/occupation certificate	
	<b>OTHER INFORMATION</b>	
	Solicitor's / Advocate's name and address, Phone / Fax Nos.	
	Details of encumbrances, if any	

I hereby confirm that, all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of AS-CFMS.

I am aware that AS-CFMS is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

(Signature of the self / authorized signatory)

Name:

Designation: