



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)
(Setup by an Act of Parliament)

REQUEST FOR PROPOSAL

FOR

**PURCHASE OF BUILT-UP
PREMISES/PART OF BUILDING**

AT

PUNE, MAHARASHTRA, INDIA

FOR

PUNE BRANCH OF WIRC OF ICAI

FOR

EDUCATIONAL/INSTITUTIONAL/OFFICE

PURPOSES/USE

H.O.: "ICAI Bhawan", Indraprastha Marg, New Delhi - 110 002
Branch Address: Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8,
Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi,
Pune-411037.

Email ID: admin@puneicai.org

	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI) (Set up by an Act of Parliament) Head Office: ICAI Bhawan, Indraprastha Marg, New Delhi – 110002. Branch Office: Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi, Pune–411037 Email ID: admin@puneicai.org
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PRESS NOTICE PURCHASE OF BUILT-UP PREMISES/PART OF BUILDING

Request for Proposal (RFP)

The Institute of Chartered Accountants of India (ICAI), a statutory autonomous body established under an Act of parliament of India namely The Chartered Accountants Act, 1949 is desirous to purchase BUILT-UP PREMISES/PART OF BUILDING/FLOORS admeasuring Total Built-up Area between 74,500 Square Feet to 91,500 Square Feet (out of which approx. 21,500 Square Feet to 26,500 Square Feet dedicated for Parking from the interested owners having clear, marketable and absolute title for sale of Property located within the Municipal Corporation limit of Pune City for use of **Educational/Institutional/Office** for Pune Branch of WIRC of ICAI. The property reserved for educational purposes will be preferred.

The Interested parties may submit their Offers in 'Prescribed Formats' given in the 'Expression of Interest' on or before **20/11/2025** upto 5 PM.

Interested parties may download the 'Request for Proposals' (RFP) form ICAI Website(s) i.e. www.icai.org/post/icai-eoi-tenders or <https://puneicai.org/tenders> or <https://wirc-icai.org/> (under EOI/Tender)

The Request for Proposal forms containing terms & conditions are also available at Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi, Pune–411037

Brokers may please excuse.

Secretary, ICAI

Contact Person: Mr. Deepak Korgaonkar
M: +91 8237166008

IMPORTANT INSTRUCTIONS TO APPLICANT

1. This RFP (Request for Proposal) Document contains two Parts. Part – I contains Open Offer Document – I (Property Details) and Part – II contains Open Offer Document – II (Price Offer), which shall have to be duly filled in by the applicant.
2. Application forms may either be downloaded from the website of the Institute of Chartered Accountants of India, i.e., <https://icai.org/> or <https://wirc-icai.org/> or <https://puneicai.org/> (under EOI/Tender) or may be obtained physically from Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi, Pune-411037 by submitting application fee (non-refundable) of Rs.5,900/- (Rs.5,000/- Plus GST) through Demand Draft in favor of **Secretary, The Institute of Chartered Accountants of India** payable at New Delhi.
3. Application forms downloaded from website shall be accompanied with Demand Draft for an amount of **Rs.5,900/- (Rs.5,000/- plus GST) (non- refundable)** in favour of **Secretary, The Institute of Chartered Accountants of India** payable at New Delhi towards cost of application form. Without Application fee, the Application/Bid shall be liable to be rejected.
4. The Applicant shall submit **EMD** (interest free refundable) of **Rs.10,000/- (Rupees Ten Thousand only)** in the form of Demand Draft in favour of **Secretary, The Institute of Chartered Accountants of India** payable at New Delhi. The Application/Bid submitted without EMD, shall be liable to be rejected.
5. **Forfeiture of EMD:** *The EMD is liable to be forfeited in case:*
 - a. *The Applicant unilaterally increases its application price any time after submission of Bid or after being declared as successful Applicant.*
 - b. *If the applicant fails to get Title Deed/property ownership related other statutory documents, No Objection Certificate (NOC), Completion/Occupancy Certificate etc., if any, from the respective local bodies or the concerned statutory authority in respect of transfer of license/development rights etc., whatsoever in favour of ICAI and use of property by the ICAI within stipulated period.*
 - c. *If the Title of property is defective & the applicant fails to rectify the defect/anomaly(ies) pointed out by the ICAI/appointed Law Firm or Advocate on behalf of the ICAI, within provided time.*
 - d. *The Applicant withdraws its/his offer during the Bid Validity period.*
 - e. *The Successful Applicant refuses/fails to execute the Deed/Agreement.*
 - f. *The Applicant and/or fails to give possession.*
 - g. *The Applicant does not intimate the names of person who are working with him in any capacity or are subsequently employed by him who are near relatives to*

- any officers of ICAI or Central or State Council members of ICAI or any of the Office Bearers of the concerned Branch/Office of ICAI.*
- h. The Applicant is found to be indulged in Canvassing or indulged in Fraud, Cheating, Corruption, Bid Rigging, Collusive Bidding, Misrepresentation, Mal Practices etc. in whatsoever manner in connection with this RFP.*
 - i. The Applicant is found to be suppressing the information or furnishing wrong information or incomplete information or providing information which is misleading, false etc. and/or submitting documents which are fabricated or forged.*
 - j. The Applicant fails to keep all the information/ details /drawings /material specification confidential and fails to maintain secrecy.*
 - k. The Successful Applicant fails to honour or refuses to comply with or modifies any or all terms and conditions of the RFP.*
 - l. The Applicant does not respond to requests for clarification of their Offer or fails to co-operate in the Evaluation Process.*
 - m. In case of submission of conditional Bid/Offer by the Applicant.*
 - n. If the Application is submitted by the Broker or Property Dealer.*
6. Duly filled in applications/Bids shall be submitted in two separate sealed envelopes clearly mentioned as "Part -I: Open Offer Document I (Property Details)" and "Part – II: Open Offer Document II (Price Offer)." Both the sealed envelopes to be put into another envelope and it should be superscribed as "EXPRESSION OF INTEREST FOR PURCHASE OF BUILT-UP PREMISES/PART OF BUILDING/FLOORS AT Pune City FOR **Educational/Institutional/Office Purpose**" and shall be sent either by registered post/speed post or may be dropped in the designated tender box at the address given below:
- To
The Chairman,
Infrastructure Committee of Pune Branch of WIRC of ICAI
ICAI Bhawan, Plot No. 8,
Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi,
Pune-411037
7. The last date of submission of duly filled in applications is on or before **20/11/2025 upto 5 PM**. The offers received after the due date shall not be considered.
 8. The Pre-Bid Queries (if any) shall be sent by the applicants on email id **admin@puneicai.org** on or before **15/11/2025 up to 5 PM**.
 9. Pre-bid meetings for any clarifications will be held on **17/11/2025 at 11:00 AM** in online Virtual Mode, link for the same will be hosted on the website prior to the scheduled date of meeting and the same shall be considered as part of this document.

The Weblink to join the Pre-Bid Meeting is given below:

Weblink:

<https://us06web.zoom.us/j/89655738855?pwd=o9iNmTv3ZrI4a1RtMaKeVCjKmlXc1B.1>

10. The application shall be duly signed by the Owner / Authorized representative of the owner having necessary authorization/ Power of Attorney (as applicable) to do so. The Applicant shall sign each page of the application. (Copy of Power of Attorney/ Memorandum of Association/Partnership Deed/Board Resolution shall be furnished along with the application).
11. The Proposal shall strictly be in the given formats only. Any addition, deletion, modifications, variance, deviation etc. shall result in the rejection of the proposal.
12. The application shall be duly signed by the Property Owner in case of individuals and by duly Authorized legal representative in the case of corporates and others. The Proposal shall be signed on each page of the application. (Copy of the document duly authenticating the same shall be furnished along with the Proposal).
13. If the space in the proforma is insufficient, separate sheets may be attached which are duly authenticated clearly indicating therein the part for the proforma and serial number for which separate sheets are attached.

In case of joint ownership, the proposal shall be made by all the joint owners or any one of the owners duly authorized by the rest of owners.

14. Where there is any charge created on the property, undertaking to the effect that any encumbrances on the property will be cleared at the time of execution of the said transaction is to be attached.
15. All the letters / relevant documents accompanying this Expression of Interest application shall be submitted in duplicate.
16. Applications containing false and/or inadequate information are liable for rejection.
17. Applications received after the stipulated date and time shall not be entertained. The ICAI shall not be liable for any postal delays whatsoever and applications received after the stipulated time/date are liable to be rejected summarily without giving any reason thereof.
18. In case of incomplete submissions, ICAI shall be under no obligation to give the applicant an opportunity to make good such deficiencies and ICAI shall at its discretion treat such applications as incomplete and shall not consider for further evaluation.
19. Conditional applications shall be summarily rejected.
20. ICAI reserves the right to accept or reject any or all applications at any stage in part or full without assigning any reason therefor.

21. In case of any clarifications, the applicants may contact Pune Branch of WIRC of ICAI either through Mobile No.: **8237166008** or e-mail: **admin@puneicai.org**
22. Representative of Applicant may attend the Opening of Technical Bids physically. Bids shall be opened even if bidders are not present.
23. The representatives of ICAI shall visit the site for physical verification, location & observe the status of Property as well as whole area. ICAI subsequently will carry out due diligence or other verifications for its satisfaction, for which all assistance shall have to be provided by the applicant/owner(s) including ownership documents and chain of Title documents.
24. In case, the Property Offered is found unsuitable during physical inspection, the Financial Bid of that Property shall not be opened.
25. Following would be the Criteria for shortlisting the Property Offers:
 - i. The Offered Property should be located within Pune Municipal Jurisdiction.
 - ii. The Offered Property should have Clear Registry in the name of Applicant(s). In case of more than one Owner, the share-holding of each owner shall be clearly stated in the Bid Document.
 - iii. The Offered Property shall be at-least 500 Meters away from Municipal Waste Dumping Yard and/or Municipal Waste Processing Plant/Unit.
 - iv. The Offered Property Permissible Use of an Institutional/Educational/Office Building, wherein Coaching Classes, Seminar, Exams and Admin/Official activities can be conducted. The Bidder shall submit a Certificate issued by a Local Architect (Practicing in the City from past 10 Years) in this regard.
 - v. Sale/purchase of offered Property should not have taken place in last two year of floating of this RFP document except in case of government allottee.
 - vi. The offered Property should have unhindered approach from main road to the Building Campus.
 - vii. The Offered Premises should also have unhindered access to the Floors/Portion of Building offered under this RFP. Dedicated Access to the Floors/Portion of Building offered should be preferred.
 - viii. Statutory Compliance of the property [Sanctioned Plans of Building/ Built-up floor(s) duly approved by local authority, Completion/Occupancy Certificate, applicable NOCs for Fire & other related activities. As required by authority including for RERA compliance].
 - ix. Facilities and amenities like Lift, Power Back-up Generator, Electricity & Water Supplies, MEP/HVAC/Sewerage/Landscaping etc. available/to be provided in building/built-up floor(s).
 - x. The Offered Property should have Valid FIRE NOC issued by Local Fire Department.
 - xi. The Offered Property should have Lift access on all floors and should have LIFT License issued by Local Authority. Property offering dedicated Lift access to ICAI would be preferred.
 - xii. The Owner(s) should have clear title deed for offered Property and the Property should be free from encumbrances. Where there is any charge created on the property, undertaking to the effect that any encumbrances on the property will be cleared before registration of the Property shall be

attached.

- xiii. The Property should necessarily be Free Hold.
26. Property offered by a bidder to ICAI, not meeting any of the above parameters will not be considered and will be rejected.
 27. Construction of the Offered portion/floor(s) of the Property should be completed. However, Bidders may also bid for under construction Building subject to submission of undertaking that providing all the Statutory Compliances (i.e. Completion/Occupancy Certificate, Fire NOC, Lift License etc. would be provided by the Bidder at its own expense) and timely delivery of the Portion/Floor.
 28. ICAI shall not be bound to give reasons for rejection of any of the Offer to any applicant. The decision of ICAI in the matter shall be final & binding on all the applicants.
 29. Following Selection Process would be conducted for further evaluation:
 - i. Marks obtained in the 'Technical Parameter' and 'Financial Parameter' will be allotted a weight of 70:30. While for Technical Evaluation the scores will be directly proportional whereas for financial evaluation the scores will be inversely proportional.
 - ii. Minimum qualifying marks for Technical Eligibility will be at least 60% of the Total Score.
 - iii. The overall marks of Technical Evaluation shall be converted to proportionate marks of 70% and it will be termed as Ts.
 - iv. The price bid of only those parties will be opened whose Offer is found technically qualified by the technical evaluation committee. Technical bids securing qualifying marks (60%) and above shall be considered for price bid opening and further evaluation.
 - v. For the purpose of comparison, total financial implication of all statutory dues and any charges shall be considered.
 - vi. The Price bid of the bidder with the lowest cost will be given a financial score of 100 and other bids will be given Financial Score (Fs) that are inversely proportional to their quoted prices.
 - vii. The total score, both technical and financial, shall be obtained by weighing the technical scores and Price scores and adding them up.
 - viii. On the basis of the combined weightage score for Technical and financial, the bidders shall be ranked in terms of the total score obtained.
 - ix. The bidder obtaining the highest total combined score will be ranked as R-1 followed by the bidders securing lesser marks as R-2, R-3 etc.
 - x. On the basis of Combined score, the bidder with highest score (H-1) will be declared successful and shall be recommended.
 - xi. In the event of two or more proposals have the same scores in the final ranking, the bidder with highest technical score shall be ranked first.
 - xii. In case multiple proposals have same score in the final ranking and same technical score, all should be treated as R-1 and they will be asked to provide revised price offer in a sealed envelope for further evaluation and determining the R-1.

Technical Parameter Evaluation Criteria		
S. No.	FEATURES	MARKS
(1)	TOTAL Built-up Area – (Max 10 Marks)	
a	Upto 52,999 Sq.Ft.	0
b	53,000 Sq.Ft. to 59,000 Sq.Ft.	10
c	59,001 Sq.Ft. to 65,000 Sq.Ft.	6
d	65,001 Sq.Ft. or more	0
(2)	Parking Area (Basement) – (Max 10 Marks) Covered Parking Area under RCC SLAB to be accounted for only	
a	Upto 21,499 Sq.Ft.	0
b	21,500 Sq.Ft. to 24,000 Sq.Ft.	10
c	24,001 Sq.Ft. to 26,500 Sq.Ft.	6
d	26,501 Sq.Ft. or more	0
(3)	Road Surface in Parking Space in addition to covered Parking – (Max 10 Marks)	
a	Anti-Skid Topping/Flooring	10
b	Concrete Surface (Trimix)	8
c	Paver Blocks or Kota Stone	5
(4)	Lighting In Basement Parking & Common Area – (Max 10 Marks)	
a	Proper Lighting	10 if Yes, else 0
(5)	Open / shed Parking Space in addition to covered Parking – (Max 10 Marks)	
a	10 Cars + 20 Two Wheelers	10
b	8 Cars + 15 Two Wheelers	8
c	5 Cars + 10 Two Wheelers	5
(6)	Structure of property – (Max 20 Marks)	
a	Excellent maintenance	20
b	Very good maintenance	10
c	Average or Not maintained	0
(7)	Age of the property – (Max 20 Marks)	
a	Constructed within last 10 years	20
b	Constructed within last 20 years	10
c	Constructed more than 20 years back	5
(8)	Standard of Open area outside the building but within the offered Property – (Max 10 Marks)	
a	Developed open area (Grass / garden / paved)	10
b	Semi Developed open area	4
c	Underdeveloped open area	2
(9)	Size of open area outside the Building – (Max 20 Marks)	
a	Open area of more than 10,000 Sq.Ft.	20
b	Open area 8,000 Sq.Ft. to 10,000 Sq.Ft.	15

c	Open area 6,000 Sq.Ft. to 8,000 Sq.Ft.	10
d	Open are less than 6000 Sq.Ft.	5
(10) Interiors Condition – (Max 50 Marks)		
I Flooring – (Max 10 Marks)		
a	100 % Vitrified Tile / Wooden floor / Marble flooring	3
b	Normal Cement Finish	5
c	Bare Shell	10
II Kitchen/Pantry – (Max 10 Marks)		
a	Modular design Kitchen with granite top	10
b	Kitchen with only the RCC SLAB done.	5
III Toilet – (Max 10 Marks)		
a	Toilet (Western commode +geyser + tiles) fixed with all branded fittings	10
b	Toilet with basic fittings	5
C	Toilet Space only – No Fittings	0
IV Wall Finish – (Max 10 Marks)		
a	Finishing Painting with texture painting in few walls	10
b	Finishing Painting without texture painting	8
c	Wall Finishing with only Primer applied	5
d	Plaster only	3
V Free from water logging – offered premise including approach road – (Max 10 Marks)		
a	Free from water logging in last 3 years	10
b	Suffered water logging at least in one occasion in last 3 years	0
(11) Aesthetic look of the property and miscellaneous Advantages – (Max 50 Marks)		
a	Good Aesthetic look of the property and entire campus	10
b	Building located river facing/Hill view/ far sight greenery	10
c	No any big building at-least two sides of the property	10
d	Separate servant quarter at-least for two persons	10
e	Space for security booth and availability of accommodation for security person	10
Note: Marks in this category shall be awarded in each subcategory out of 10 as per the judgement of the ICAI representative(s).		
(12) Access to property – (Max 20 Marks)		
a	Approach / Front road of the premises : 50 ft and above	20
b	Approach / Front road of the premises : 40 ft and above	15
c	Approach / Front road of the premises : less than 40 ft but above 25 ft.	10
d	Approach / Front road of the premises : less than 25 ft.	0
(13) Clear Entrance – (Max 10 Marks)		
a	Free from commercial establishments/ Market/ Taxi or Auto stand etc.	10 if Yes, else 0
(14) Others – (Max 200 Marks)		
I Electricity – (Max 10 Marks)		
a	Dedicated Connection with separate Meter.	10
b	No dedicated connection	0

II	24 X 7 water supply – (Max 10 Marks)	
a	Municipal corporation connection	10
b	Available with bored water source	5
c	Otherwise	0
III	Proper Sewage – (Max 10 Marks)	If Yes, 10 Marks else 0
IV	Natural lighting and ventilation – (Max 10 Marks)	
a	Adequate natural light and ventilation	If Yes, 10 Marks else 0
V	Secluded property – (Max 10 Marks)	
a	Secluded property and fit for company's event	10
b	Not secluded	0
VI	Lift Condition & Technology – (Max 20 Marks)	
a	Up to 7 Years Old Lift & Well-Maintained Condition	20
b	7 to 15 Years Old Lift & Well-Maintained Condition	10
c	More than 15 Years Old Lift	5
VII	Available DG Set Condition & Capacity – (Max 20 Marks)	
	Condition	
a	Up to 7 Years Old, Well-Maintained Condition	10
b	7 to 15 Years Old, Well-Maintained Condition	5
c	More than 15 Years Old	0
	Capacity	
d	60% - 70% of Total Sanctioned Load	10
e	50% - 60% of Total Sanctioned Load	5
f	Below 50%	0
VIII	Solar Panels (any location) Installed & Functional – (Max 20 Marks)	
a	Upto 20 KWP	10
b	Between 20 KWP – 50 KWP	15
c	More than 50 KWP	20
IX	Green Building Certification – (Max 20 Marks)	
a	5 Star Rated	20
b	3 to 4 Star Rated	15
c	Below 3 Star Rated	10
X	Connectivity of the Offered Premises by – (Max 20 Marks)	
a	Local Transportation.	20
b	By Normal Metro	20
c	Bus / Auto/Taxi	15
d	Personal Vehicle only	10
XI	Distance from Airport – (Max 20 Marks)	
a	Less than 10 KM	20
b	Between 10 KM to 20 KM	15
c	Between 20 KM to 30 KM	10
d	More than 30 KM	5
XII	Availability of Terrace – (Max 10 Marks)	If yes 10, else 0
XIII	Provisions for Installation of exclusive Signage and Hoardings by ICAI at the top of Building using LED/ Glow sign – (Max 10 Marks)	If Yes 10, else 0

XIV	Provision of Centralized AMC of Common Facilities such as Housekeeping of Common Area, Lift, Fire-Fighting System, Common Lighting Arrangements, Common Parking etc. – (Max 10 Marks)	If Yes 10, else 0
XV	AIR Conditioning System – (Max 20 Marks)	
a	Centralized Air-Conditioning System	20
b	Non-Centralized Air-Conditioning System	10
	Total Max. Marks	450

30. The Financial offers of qualified Bid shall only be opened in the presence of representatives of applicants (if any).
31. Schedule of Opening of Financial Bids shall be communicated through e-mail to the Shortlisted applicants only.
32. The Applicants shall furnish a photocopy of the Original Copy of Title Deed of property with proof of Identity of Ownership along with Photograph(s) to the Pune Branch of WIRC of ICAI at the aforementioned address.

Also, Applicants shall furnish copies of all the Originals of Supporting Documents which are required to be submitted by the Applicant as mentioned in this Document.

The Applicants shall be informed to furnish the original documents at any stage of evaluation process in writing by ICAI.

33. If any Applicant fails/unable to furnish aforementioned original documents within 30 days of its intimation by ICAI then Institute have the right to accept or reject such bids.
34. The Validity of Bid/offer shall be up to **120 days** from the last date of submission of applications/bids.
35. In case Applicant intends to Bid for multiple Properties, separate bid for each property shall be prepared & submitted in prescribed format with all supporting documents attached therewith.
36. The Property offered under this RFP Document should have Institutional/Educational/Office use. (Supporting document in this regard shall have to be submitted by the Bidder in their Bid Envelope - I.)
37. The Property Offered under this RFP shall be free from any Mortgage / hypothecation and free from Encumbrances at the time of execution of Deed. (CERSAI report of the property in this regard shall have to be submitted along with the bid submission.)
38. In case of any dispute or difference arising in relation to meaning or interpretation of any of the clause of this RFP, the authorized official of the Institute (ICAI) and the seller will address the disputes/ differences for mutual resolution within one

month from the date on which such dispute arose.

39. All disputes arising out of this RFP are subject to the jurisdiction of Courts in Delhi/ New Delhi only.
40. Mere submission of offers/RFPs will not be treated as acceptance/selection of the offer. The property will be selected based on detailed analysis and evaluation of offers considering various factors including those mentioned in the technical information/criteria of evaluation. Further, the applicants may note that ICAI shall not be bound to purchase any of the property from the shortlisted offers.
41. Legal due diligence of Property offered for sale shall be done by ICAI separately.
42. ICAI reserves the right to negotiate (through single or multiple rounds of negotiations) the rate/price in transparent manner with all the technically qualified bidders and the negotiated price shall be considered for the calculation of the Final Scores or Ranking viz. R-1, R-2, R-3 etc.
43. ICAI reserves its right to further negotiate the price with the R-1.
44. The unilaterally revised offer/rates received from the applicants, after the conclusion of the process of negotiations, shall not be entertained under any circumstances.
45. ICAI reserves the right to accept or reject any or all the applications or negotiate for reduction in the quoted price with any or all the applicants or annul this process at any time without assigning any reason for whatsoever reasons.
46. ICAI shall issue LOI/LOA in favour of the successful bidder on approval of the proposal by the competent authority. Subsequently, the Sale Deed shall be executed on fulfilment of all required conditions such as all required statutory and legal compliances to the best satisfaction of the ICAI.
47. The Stamp Duty and Registration Charges payable on the Instrument of Transfer/Transfer Deed/Deed of Conveyance and any other documents towards the purchase of premises shall be borne by ICAI.
48. All the pending dues prior to purchase till the date of registration will be borne by the successful bidder/proposer.
49. ICAI shall make payment to the property owner(s) based upon agreed price.
50. Payment shall be released only after compliance with legal requirements and conditions of RFP to the satisfaction of ICAI.
51. Sale consideration shall be subject to deduction of TDS as may be applicable.
52. The Seller shall take responsibility of the Building Structure. In case any structural Distress or sagging of Beams/Slabs or Column sway or foundation settlement or

seepage occurs upto 2 years reckoned from the date of execution of title deed, the seller shall make it good or rectify the same at its own cost.



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

H.O.: "ICAI Bhawan", Indraprastha Marg, New Delhi - 110 002

**Branch Address: Pune Branch of WIRC of ICAI, 'ICAI Bhawan', Plot No. 8,
Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi, Pune-
411037**

OPEN OFFER DOCUMENT NO. I
Property Details

**FOR PURCHASE OF BUILT-UP PREMISES/PART OF BUILDING AT PUNE
CITY, MAHARASHTRA INDIA FOR Pune BRANCH OF WIRC OF ICAI FOR
INSTITUTIONAL PURPOSES
(Property Details)**

***TO BE SUBMITTED IN SEPARATE ENVELOPE BY SUPER
SCRIBING THEREON AS 'OPEN OFFER DOCUMENT NO. I'
(PROPERTY DETAILS)***

OPEN OFFER DOCUMENT NO. I

Open offer Documents I

Document S. No.
Dated

Details of Application fee
DD No:
Date:
Bank:
Rs._____-/-

Details of EMD
DD No:
Date:
Bank:
Rs._____-/-

Signature and Seal of Seller

OFFER DOCUMENT I

(Property Details)

To
The Chairman,
Infrastructure Committee of Pune Branch of WIRC of ICAI,
'ICAI Bhawan',
 Plot No. 8, Parshwanath Nagar,
 CTS No. 333, Survey No. 573,
 Bibvewadi, Pune-411037

Date:...../...../.....

FOR INSTITUTIONAL PURPOSES

Dear Sir,

Sub : Your Advertisement in '.....'News Paper Dated.....
for purchase of BUILT-UP PREMISES/PART OF BUILDING/FLOORS at
Pune for Pune Branch of Western India Regional Council (WIRC) of The
Institute of Chartered Accountants of India (ICAI) for Institutional
Purposes.

With reference to the above cited subject, I / We hereby offer the BUILT-UP PREMISES/PART OF BUILDING/FLOORS with Property under 'Open offer'. I / We give the details of the property here under:

A. About the seller/s:

S. No.	Required Information	Information to be filled in by Owner(s)
1.	Name/s of seller/s and Address:	
2.	Seller's organization: (Individual/HUF/AOP/partnership firm/Company etc.)	
3.	PAN No:	
4.	In case of Individual: Name, Age, Occupation and Address.	
5.	In case of HUF: Members name, Age, Occupation and Address.	

6.	In case of AOP – Name, age, occupation and Address of members of Association.	
7.	In case of partnership firm: Name, Age, Occupation and Address of all the partners.	
8.	In case of company: Name, Age, Occupation and Address of all the Directors.	
9.	Details of contacts of the Landlord/s: Landline Nos.: Mobile Nos.: Email Address:	

B. About the land:

S. No.	Required Information	Information to be filled in by Owner/s
1.	Area in -	 Sq. Mtrs. Sq. ft.
2.	Length and Breadth -	North Mtrs. orft. South Mtrs. orft. East Mtrs. orft. West Mtrs. orft.
3.	Location: Detailed Address of the plot with old Survey No., New Survey No., City Survey No., Final Plot No., etc.	
4.	Nearby landmark/s to the plot of land.	
5.	Whether Non – Agricultural land, if yes, Collector's NA Order Ref. and Date.	
6.	Distance of the property from_ City/ from following: (a) Bus stand (b) Airport (c) Railway Station (d) Main City (e) Institute premises	 kms kms kms kms kms

7.	Location Boundary details –	East : By South: By West : By North: By
8.	Approach Road width Type of Road:	 ft.
9.	Whether the Educational/ Institutional Activities are permitted on the said property	
10.	Details of Approved corporation Plan, sanction Ref. and Date (if applicable):	
11.	Availability/Source of basic facilities: • Water • Electricity • Drainage • Telephone/Internet connectivity	
12.	Since when plot of land is owned by present seller/s :	
13.	Last date of payment of Non-Agricultural Tax and period:	
14.	Last date of payment of tax of Municipal Corporation and period:	
15.	Zone declared by Competent Authority:	

C. About the Constructed Building/Premises:

S. No.	Required Information	Information to be filled in by Owner/s
1.	Area in -	 Sq. Mtrs. Sq. ft.
2.	Length and Breadth -	North Mtrs. orft. South Mtrs. orft. East Mtrs. orft. West Mtrs. orft.

3.	Detailed of the Building/Premises with old Survey No., New Survey No., City Survey No., Final Plot No., etc.	
4.	Location: Address: Village/Town: Revenue Jurisdiction: Year of Construction:	
5.	Free hold or Lease hold	
6.	Nearby landmark/s to the building/premises.	
7.	Use of Building/premises (Non-Agricultural/Commercial/ / Institutional or Educational): Is there any restriction on the use of building/premises?	
8.	Distance from _____ City/ from following: (a) Bus stand kms (b) Airport kms (c) Railway Station kms (d) Main City kms (e) Institute premises kms	
9.	Location Boundary details –	East: By South: By West : By North: By
10.	Approach Road width Type of Road:	 ft.
11.	Whether the Educational/Institutional Activities are permitted	
12.	Details of Approved corporation Plan sanction Ref. and Date (if applicable):	
13.	Availability/Source of basic facilities : Water	

	Electricity Drainage Telephone/Internet connectivity	
14.	Since when the building/premises is owned by present seller/s:	
15.	Last date of payment of Non-Agricultural Tax and period:	
16.	Last date of payment of tax of Municipal Corporation and period:	
17.	Zone declared by Competent Authority:	

D. About the legal title of Land:

S. No.	Required Information	Information to be filled in by Owner/s
1.	Owner/s Name as per 7/12 Extract OR City Survey Card /'B' Tenure Permission	
2.	Registered Document Reference and its date, showing the land in the name of the present owner	
3.	Details of encumbrance on the plot of land, (if any) If yes, the Name and Address of the lender Institution/Bank Amount of loan outstanding as on/...../.....`	
4.	With whom the original property documents are lying	
5.	Whether property is charged under Registered Document If charged, details of Document, Regi No..... Dt.	
6.	Time required to submit original documents to ICAI's Advocate and Legal Consultant for inspection and verification.	

7.	When the last Title Search was taken? Brief remarks on Title Search with Lawyer's name and Address	
8.	In case the Seller is a Company, whether sale of land is authorized by Board of Directors by a Resolution? Give Date of Board meeting and Resolution No.	

E. About the legal title of Constructed Building/premises:

S. No.	Required Information	Information to be filled in by landlord/s
1.	Owner/s Name as per 7/12 Extract OR City Survey Card /'B' Tenure Permission	
2.	Registered Document Reference and its date showing the building/premises in the name of the present owner	
3.	Details of encumbrance on the building/premises (if any) If yes, the Name and Address of the lender Institution/Bank Amount of loan outstanding as on/...../.....`	
4.	With whom the original property documents are lying.	
5.	Whether property is charged under Registered Document If charged, details of Document, Registration No. Dt.	
6.	Time required to submit original documents to ICAI's Advocate and Legal Consultant for inspection and verification.	
7.	When the last Title Search was taken? Brief remarks on Title Search with Lawyer's name and Address	
8.	In case seller is a Company, whether sale of building/premises is authorized by Board of Directors by a Resolution? Give Date of Board meeting and Resolution No.	

F. Certified copies of the documents to be attached (for the Property):

S. No.	Document	Remarks
1.	Pan Card/s of the Seller/s	
2.	Memorandum and Articles of Association, in case of company, Partnership Deed and Registration Certificate in case of	

	partnership firm.	
3.	List of HUF members as certified by Bankers along with partition deed, if any,	
4.	Title document/s, Sale Deed, Gift Deed, Partition Deed, Lease Deed etc. in favor of Present Seller/s. - Index II Report. - Document Registration Receipt	
5.	Non-Agriculture use: Collector's Order	
6.	Land demarcation plan	
7.	Zoning Certificate	
8.	Land reservation for Educational Purpose Competent Authority's Certificate	
9.	Copy of Approved plan by _____ Municipal Corporation	
10.	Copy of latest paid NA Tax Receipt.	
11.	Copy of latest paid Property Tax to _____ Municipal Corporation	
12.	Handwritten and computerized Village Form No. 7/12 Extract with all the 6D Mutations thereon along with Village Form No. 8A Extract, City Survey Card with all the mutations thereon, Form B in Case of Final Plot in TP Scheme	
13.	Encumbrance Certificate with outstanding dues of lending Institution	
14.	Copy of latest Title Search Report	
15.	Copy of Board Resolution in case of company,	
16.	In case the seller is Company/Firm/Society/Trust, certified true copy of the relevant resolution of taking decision for selling the land / building to ICAI and authorizing a person, in terms of its bye laws, for executing and signing the deeds / documents / undertakings etc. in order to sell/transfer the said property together with certified copy of its Memorandum & Articles of Association/Bye-laws, as applicable.	

G. Additional Details and Certified copies of the documents also to be attached (in case of purchase of constructed premises)

S. No.	Document	Remarks
i.	Builder's Development Agreement	
ii.	Agreement between Seller and Developer	
iii.	Supplementary Agreement(s) between Developer and Seller	
iv.	Deed of Declaration between Landowner and developer	
v.	Deed of Apartment between Landowner, Developer and Purchaser	
vi.	Title Certificate (Search and Title Opinion) by Advocate for at least last 30 years	
vii.	Municipal Corporation/ Authority Commencement Certificate(s)	
viii.	Municipal Corporation / Authority Occupancy Certificate	
ix.	Municipal Corporation / Authority Completion Certificate	
x.	Copy of site and Building Plan approved by Municipal Corporation vide Commencement Certificate(s)	
xi.	Copy of Non-Agricultural Order from Collector	
xii.	Certified True Copies of the sanctioned building plans- blue prints	
xiii.	Municipal Corporation Document references:	
	Commencement Certificate Number.....	dt. / /
	Occupancy Certificate Number	dt. / /
	Completion Certificate Number	dt. / /
xiv	CERSAI Report of the Property	

I/We hereby confirm that the above referred information and documents are true and correct and open for inspection and verification by the advocate and legal consultants appointed by the Institute of Chartered Accountants of India, New Delhi.

I/We are also aware that our offer may not be accepted by the Institute of Chartered Accountants of India and may be rejected without assigning any reasons therefor.

I/We submit financial offer in Open offer Document No. II, Sr. No.
Dated/...../..... in a separate sealed envelope.

Place:

Date:/...../.....

**Signature of seller/s
/Authorized Person with
Designation and Stamp**

**Address with Phone No and E
Mail:**



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF
INDIA**

(Set up by an Act of Parliament)

H.O.: “ICAI Bhawan”, Indraprastha Marg, New Delhi - 110 002

Branch Address: Pune Branch of WIRC of ICAI, ‘ICAI Bhawan’, Plot No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi, Pune – 411037

OPEN OFFER DOCUMENT NO. II

**FOR PURCHASE OF BUILT-UP PREMISES/PART OF BUILDING
AT PUNE, MAHARASHTRA INDIA FOR Pune BRANCH OF WIRC OF
ICAI FOR INSTITUTIONAL PURPOSES
(Price Offer)**

**TO BE SUBMITTED IN SEPARATE ENVELOPE BY SUPER
SCRIBING THEREON AS ‘OPEN OFFER DOCUMENT NO. II’
(PRICE OFFER)**

Open offer Documents II

(Price Offer)

Date:/...../.....

To
The Chairman,
Infrastructure Committee of Pune Branch of WIRC of ICAI
'ICAI Bhawan',Plot No. 8, Parshwanath Nagar,
 CTS No. 333, Survey No. 573, Bibvewadi,
 Pune – 411037

Dear Sir,

Sub: Your Advertisement in`.....' News Paper
Dated..... for purchase of BUILT-UP PREMISES/PART OF
BUILDING/FLOORS at PUNE for Pune Branch of Western India
Regional Council (WIRC) of The Institute of Chartered Accountants of
India (ICAI) for Institutional Purposes.

In continuation to my/our submission for Offer Document No. I dated/...../..... with reference to the above cited subject, I/We give the following financial offer for the sale of BUILT-UP PREMISES/PART OF BUILDING/FLOORS constructed over land having survey Number. (having Total Built-up Area admeasuring about Sq.Mt. orSq.Ft.) situated at -..... (location details) out of which, Built-up Area of _____ Sq.Ft. at _____ Floor(s) owned by me/us, the details of which are given in Offer Document No. I along with date and signed by me/us.

Total Sale Price offer: Rs.inclusive of all charges.

(Rs.....)

Terms of payment –

1. **Rs.**.....On execution of Agreement of sale.
2. **Rs.**..... On execution of sale deed and on handing over complete possession of the property to ICAI.
3. **Expected Time Span for completion of sale deed after submission of all documents on acceptance of our offer** days

I/We are aware that our offer may not be accepted by The Institute of Chartered Accountants of India and may be rejected without assigning any reasons therefor.

I/We have submitted Open Offer document No. I Sr. No. dt...../...../.....
in a separate sealed envelope.

NOTE:

1. Above quoted rate /amount of the premises are inclusive of all charges whatsoever (charges such as car parking area charges, maintenance charges, formation of society and apex body charges, electricity/water/gas connection charges, corpus fund for club house, etc.) but excluding registration and stamp duty charges.
2. ICAI will not make payment for any other charges.
3. The carpet area would mean the useable carpet area at any floor level based on the net finished wall to wall internal room measurement excluding external, internal walls, door jambs, docks, shafts, all partially covered and uncovered balconies, flower beds, common areas (50% of the area of the fully covered balcony to be included in the carpet area).
4. Applicable tax shall be deducted as per the applicable rules and norms, while making the payment.

Thanking you,
Yours faithfully,

(.....)

Place:

Date:/...../.....

Signature of seller/s
/Authorized Person with
Designation and stamp
Address with Phone No and E
Mail: