

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)

EXPRESSION OF INTEREST

FOR

PURCHASE OF LAND/BUILDING/PREMISES  
AT  
PUNE, MAHARASHTRA, INDIA  
FOR PUNE BRANCH OF WIRC OF ICAI  
FOR INSTITUTIONAL PURPOSES

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA  
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, Sr. No. 573, Munjeri,  
Near Mahavir Electronics, Opp. Kale Hospital,  
Bibwewadi,  
PUNE - 411 037.

The Institute of Chartered Accountants of India (ICAI)  
ICAI Bhawan, Indraprastha Marg, New Delhi – 110002  
Branch Office Pune Branch of WIRC of ICAI

**Expression of Interest (EOI)**

REQUIRED LAND / BUILDING/ PREMISES FOR

PUNE BRANCH OF WESTERN INDIA REGIONAL COUNCIL (WIRC) OF  
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)  
(Set up by an Act of Parliament)

Pune Branch of (WIRC) of The ICAI, New Delhi proposes to acquire freehold land or constructed premises in Municipal Corporation limits of Pune City with free, clear and marketable title, directly from the Owners / Developers / Promoters to the extent of about 25,000 sq. ft. upto 40,000 sq. ft. land or building or constructed premises. The property reserved for educational purpose will be preferred.

The parties holding such freehold land / building / constructed premises having a free, clear and marketable title are invited to send their expression of interests in prescribed form on or before **5th July, 2021 till 5.00 pm**. Prescribed form is available at: Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibwewadi, Pune – 411 037.

Phone: 020-24212251/52, M: 8237166008

The form can also be downloaded from: <https://puneicai.org/tenders> or <https://icai.org/> or <https://wirc-icai.org/> (under EOI/Tender).

\* Brokers please excuse.

**Secretary, ICAI**

## IMPORTANT INSTRUCTIONS TO APPLICANT

1. This document contains two Parts. Part I contains Open Offer Document I (Property Details) and Part II contains Open Offer Document II (Price Offer), which are to be duly filled in by the applicant.
2. Application forms may be downloaded from the website of the Institute of Chartered Accountants of India, i.e., <https://puneicai.org/tenders> or <https://icai.org/> or <https://wirc-icai.org/> (under EOI/Tender). Application shall be accompanied with DD/Pay order for an amount of Rs.5900/- **Rupees Five Thousand Nine Hundred Only, (Rs.5000/- plus GST)** (non- refundable) in favour of **Secretary, The Institute of Chartered Accountants of India** payable at Delhi towards cost of application and all the relevant documents.
3. Duly filled in applications in duplicate should be kept 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 LAND/BUILDING/PREMISES AT PUNE FOR INSTITUTIONAL PURPOSES” and must be sent either by registered post or by courier or delivered by hand at the following address:  
  
**The Chairman,  
Infrastructure Committee of Pune Branch of WIRC of ICAI  
‘ICAI Bhawan’, Plot No. 8, Parshwanath Nagar, CTS No. 333, Sr. No. 573,  
Munjeri, Near Mahavir Electronics, Opp. Kale Hospital, Bibwewadi, PUNE -  
411 037.**
4. The last date of submission of duly filled in applications is on or before **5<sup>th</sup> July, 2021 till 5:00 PM.**
5. **Pre-bid meetings for any clarifications will be held on Friday, 25<sup>th</sup> June, 2021 at 3 pm in online Virtual Mode, link for the same will be hosted on the website prior to the meeting.**
6. The application shall be signed by person/persons on behalf of the organization having necessary authorization/ Power of Attorney to do so. The Applicant shall sign each page of the application.
7. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part for the proforma and serial number.
8. Any letter or document accompanying the expression of interest application shall be submitted in duplicate.
9. Applications containing false and/or inadequate information are liable for rejection.

10. 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.

11. In case of incomplete submissions, ICAI shall be under no obligation to give the applicant an opportunity to make good such deficiencies and ICAI may at its discretion treat such applications as incomplete and not consider for further evaluation.

12. Conditional applications shall be summarily rejected.

13. ICAI reserves the right to accept or reject any or all applications in part or full without assigning any reason therefor.

14. For any queries, the applicants may contact at Pune Branch of WIRC of ICAI, Mobile: 8237166008 or e-mail: [admin@puneicai.org](mailto:admin@puneicai.org)

15. ICAI shall communicate with the successful applicants only. No communication shall be made with unsuccessful applicants.



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**

**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, Sr. No. 573, Munjeri,  
Near Mahavir Electronics, Opp. Kale Hospital,  
Bibwewadi,  
PUNE - 411 037.

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**OPEN OFFER DOCUMENT NO.I**

**FOR PURCHASE OF LAND/BUILDING/PREMISES AT PUNE,  
MAHARASHTRA, INDIA FOR PUNE BRANCH OF WIRC OF ICAI FOR  
INSTITUTIONAL PURPOSES  
(Property Details)**

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

**OPEN OFFER DOCUMENT NO.1**

**Open offer Documents I**

Document Sr. No. ....

Dated .....

Details of Application fee

DD/Pay Order No:

Date:

Bank:

Rs.5, 900/-

Signature and Seal  
of Seller

**OFFER DOCUMENT I**

**(Property Details)**

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

**To**  
**The Chairman,**  
**Infrastructure Committee of Pune Branch of WIRC of ICAI**  
‘ICAI Bhawan’, Plot No. 8, Parshwanath Nagar,  
CTS No. 333, Sr. No. 573, Munjeri,  
Near Mahavir Electronics, Opp. Kale Hospital,  
Bibwewadi,  
PUNE - 411 037.

**Dear Sir,**

**Sub : Your Advertisement in ‘.....’ News Paper Dated.**  
**..... for purchase of land/building/premises at \_\_\_\_\_ for**  
**Institutional Purposes**

With reference to the above cited subject, I / We hereby offer my / our plot of land/Building/Premises under ‘Open offer’. I / We give the details of the property here under

**A. About the seller/s:**

<b>Sr. No.</b>	<b>Required Information</b>	<b>Information to be filled in by landlord/s</b>
1.	Name/s of seller/s and Address :	
2.	Seller's organization : (Individual/HUF/AOP/partnership firm/Company etc.)	
3.	PAN :	
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 partners.	
8.	In case of company : Name, Age, Occupation and Address of Directors.	
9.	Details of contacts of the Landlord/s : Telephone Nos.: Mobile Nos.: Email Address :	

**B. About the land:**

<b>Sr. No.</b>	<b>Required Information</b>	<b>Information to be filled in by landlord/s</b>
1.	Area in -	..... Sq. Mtrs.  ..... Sq. ft.
2.	Length and Breadth -	North ..... Mtrs. or ..... ft. South ..... Mtrs. or ..... ft.

Sr. No.	Required Information	Information to be filled in by landlord/s
		East ..... Mtrs. or ..... ft. West ..... Mtrs. or ..... ft.
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 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	
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 :	



<b>Sr. No.</b>	<b>Required Information</b>	<b>Information to be filled in by landlord/s</b>
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 Building/Premises:**

<b>Sr. No.</b>	<b>Required Information</b>	<b>Information to be filled in by landlord/s</b>
1.	Area in -	..... Sq. Mtrs.  ..... Sq. ft.
2.	Length and Breadth -	North ..... Mtrs. or ..... ft. South ..... Mtrs. or ..... ft. East ..... Mtrs. or ..... ft. West ..... Mtrs. or ..... ft.
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:	

Sr. No.	Required Information	Information to be filled in by landlord/s
	Year of Construction:	
5.	Free hold or Lease hold	
4.	Nearby landmark/s to the building/premises.	
5.	Use of Building/premises (Commercial or Institutional or Residential): Is there any restriction on the use of building/premises?	
6.	Distance 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	
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 the building/premises is owned by present seller/s :	
13.	Last date of payment of Non-	

<b>Sr. No.</b>	<b>Required Information</b>	<b>Information to be filled in by landlord/s</b>
	Agricultural Tax and period :	
14.	Last date of payment of tax of Municipal Corporation and period :	
15.	Zone declared by Competent Authority :	

**D. About the legal title of Land:**

<b>Sr. No.</b>	<b>Required Information</b>	<b>Information to be filled in by landlord/s</b>
1.	Owner/s Name as per 7/12 Extract <b>OR</b> 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 Building/premises:**

<b>Sr. No.</b>	<b>Required Information</b>	<b>Information to be filled in by landlord/s</b>
1.	Owner/s Name as per 7/12 Extract <b>OR</b> 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, Regi No. .... Dt. ....	
6.	Time required to submit original documents 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 Land/Building/Premises):**

<b>Sr. No.</b>	<b>Document</b>	<b>Remarks</b>
1.	Pan Card/s of the Seller/s	
2.	Memorandum and Articles of Association, in case of company,	

Sr. No.	Document	Remarks
	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.	Hand written 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)**

Sr. No.	Document	Remarks
i.	Builder's Development Agreement	
ii.	Agreement between Developer and Seller	
iii.	Supplementary Agreement(s) between Developer and Seller	
iv.	Deed of Declaration between Land Owner and Developer	
v.	Deed of Apartment between Land Owner, 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. .... / ..... / .....

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  
With Designation and Stamp**



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**

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Near Mahavir Electronics, Opp. Kale Hospital,  
Bibwewadi,  
PUNE - 411 037.

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**OPEN OFFER DOCUMENT NO. II**

**FOR PURCHASE OF LAND/BUILDING/PREMISES AT PUNE,  
MAHARASHTRA, INDIA FOR PUNE BRANCH OF WIRC OF ICAI FOR  
INSTITUTIONAL PURPOSES  
(Price Offer)**

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***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, Sr. No. 573, Munjeri,  
Near Mahavir Electronics, Opp. Kale Hospital,  
Bibwewadi,  
PUNE - 411 037.

**Dear Sir,**

**Sub : Your Advertisement in ‘.....’ News Paper Dated**  
**..... for purchase of land/building/premises at \_\_\_\_\_ for**  
**Institutional Purposes**

In continuation to our submitted offer document No. I dated  
...../...../..... with reference to the above cited subject, I/We give the following  
financial offer for the sale of our plot of land bearing Survey No..... /CTS  
No..... admeasuring about .....sq.mts. or  
..... sq.ft. situate at :.....  
..... (location details) owned by me/us, the details of which are  
given in offer Document No. I of even date and signed by us.

**Sale Price offer:** Rs. ....

(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 on 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.

**Place:** .....

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

**Signature of seller/s**  
**With Designation and stamp**