



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

REQUEST FOR PROPOSALS

FOR

PURCHASE OF LAND

AT

Pune City, 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

**PRESS NOTICE
PURCHASE OF LAND**

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 freehold land admeasuring 15000 Square Feet to 44000 Square Feet from the interested owners having clear, marketable and absolute title for sale of Land 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 'Request For Proposal' (RFP) Document on or before **01/08/2025** upto 5 PM.

Interested parties may download the 'Request for Proposal' (RFP) Document from ICAI Website(s) www.icai.org/icai-eoi-tender or <https://puneicai.org/tenders> or <https://wirc-icai.org/> (under EOI/Tender)

Brokers may please excuse.

Secretary, ICAI

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

IMPORTANT INSTRUCTIONS TO APPLICANT

1. This RFP 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.

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/> (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

2. 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** (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 "OFFER FOR PURCHASE OF LAND 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 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 **01/08/2025 upto 5 PM**. The offers received after the due date shall not be considered.
- 8. ICAI shall not be responsible for any postal or other delays and applicant should take care to ensure that the proposals are received at the above-mentioned place before due date and time as aforesaid.
- 9. An applicant may submit any number of Proposals, but each Proposal must be in a separate sealed envelope containing sealed "Technical Bid" and "Financial Offer" therein as well as accompanied with requisite amount of EMD and Cost of Application Form for each proposal.
- 10. Offers sent by fax/e-mail shall not be accepted.
- 11. All alterations, erasure(s) and/or over-writing(s), if any, should be duly authenticated. Alternations or overwriting in the Proposals without authentication

are liable to be rejected.

12. All Forms forming part of the offer documents must be duly filled-in, signed and stamped by the applicant.
13. 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.
14. The Pre-Bid Queries (if any) shall be sent by the applicants on email id admin@puneicai.org on or before **21/07/2025 up to 5 PM.**
15. Pre-bid meetings for any clarifications will be held on **22/07/2025 at 06:00 PM** 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.
16. 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).

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

Weblink:

<https://us06web.zoom.us/j/88328830591?pwd=LMbwxfwupEaM0x6bKvM0wq6q6UFQu3.1>

17. If the space in the proforma is insufficient for furnishing full details, such information shall be supplemented on separate sheets of paper stating therein the part for the proforma and serial number. Separate sheets may be used for each part of the Tender.

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 the owners.

18. In case of more than one owner, the share of each owner in the property shall be explicitly stated in the proposal.
19. 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.
20. All the enclosures to the proposal shall be submitted in duplicate.
21. If at any stage, it is found the proposal contains false, misleading or insufficient information or suppression of facts or misrepresentation, the proposal is liable to be rejected by ICAI and ICAI shall be free to take appropriate legal action against such applicant(s).

22. 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.
23. In case of incomplete submissions, ICAI shall be under no obligation to give the applicant an opportunity to make good any deficiencies and ICAI shall at its discretion treat such applications as incomplete and shall not consider for further evaluation.
24. Conditional applications shall be summarily rejected.
25. The offer price by the Applicant shall not appear in any manner in the Technical Bid (Part – I). such proposal shall be liable for rejection.
26. ICAI reserves the right to accept or reject any or all applications at any stage in part or full without assigning any reason therefor.
27. Representative of Applicant may attend the Opening of Technical Bids physically. Proposals shall be opened at the designated place and at specified time even if applicant are not present after notice.
28. As a part of technical evaluation of the bid, the representatives of ICAI shall visit the Land for inspection. ICAI may subsequently 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 verification of Original Title Deeds and chain of Title documents for any period not less than 30 Years.
29. In case, the Land is found unsuitable during physical inspection by ICAI, the Financial Bid of the Applicant shall not be opened.
30. Following would be the Criteria for shortlisting the Land Offers:
 - i. The Offered Land should be located within Pune Municipal Jurisdiction.
 - ii. The Offered Land should have Clear Registry in the name of Applicant(s). In case of more than one Owner, the shareholding of each owner shall be clearly stated in the Bid Document.
 - iii. The Offered Land shall not be sharing its Boundary to Nallah/Large Open Drain (having more than 2 M wide Channel at FFL).
 - iv. The offered Land should be free from high tension overhead power lines, oil/water pipelines/canals etc.
 - v. The Offered Land/Plot should be free from and not adjacent to railway lines/crematoriums/burial grounds etc.
 - vi. The Offered Land/Plot shall be more than 500 M away from Cremation Ground and Municipal Garbage Collection Center/Chamber.
 - vii. The Offered Land shall be at-least 5 KM away from Municipal Waste Dumping Yard and/or Municipal Waste Processing Plant/Unit.
 - viii. The Offered Land should have Non-Agricultural Permission. The Bidder shall submit a Certificate issued by a Local Architect (Practicing in the City from past 10 Years) in this regard.

- ix. The Offered Land should have clear Boundary Markings.
 - x. Sale/purchase of offered land should not have taken place in last two year of float of RFP except in case of government allottee.
 - xi. The offered land should have unhindered approach from main road. The land/Plot should preferably be a road facing property with clean surroundings on main roads.
 - xii. The Owner(s) should have clear title deed for offered Land/Plot and the property should be free from encumbrances. Which will be cleared at the time of registration by making payment directly to the financial lender.
 - xiii. The Property should necessarily be Free Hold.
31. Land not meeting any of the above parameters will not be considered and will be rejected.
32. Following Selection Process would be conducted for further evaluation:
- i. The Evaluation of the Offers received would be conducted in two stages i.e. 'Quality Parameter' and 'Cost Parameter'.
 - ii. Marks obtained in the 'Quality Parameter' and 'Cost Parameter' will be allotted a weight of 70:30. While for 'Quality Parameter Evaluation' the scores will be directly proportional whereas for 'Cost Parameter Evaluation' the scores will be inversely proportional.
 - iii. Minimum qualifying marks (Ts) for 'Quality Parameter' will be at least 60% of the Total Score in aggregate and not less than 50% in the respective parameters.
 - iv. The overall marks of 'Quality Parameter' shall be converted to proportionate marks of 70% and it will be termed as Ts.
 - v. The Financial Offer of only those Applicants will be opened whose Offers are found to be technically qualified by the Evaluation Committee. The Offers/Applicants securing qualifying marks (60%) and above shall be considered for opening of Financial Offer and further evaluation.
 - vi. For the purpose of comparison, total Financial implication of all statutory dues and any charges shall be considered.
 - vii. The Financial Offer of the Applicant with the lowest cost will be given a financial score of 100 and other 'Financial Offers' will be given Financial Score (Fs) that are inversely proportional to their quoted prices.
 - viii. The total score, both Ts and Fs, shall be obtained by weighing the scores and adding them up.
 - ix. On the basis of the combined weightage score for 'Quality Parameter' and 'Cost Parameter', the Offers/Applicants shall be ranked in terms of the total score obtained.
 - x. The Offer/Applicant obtaining the highest total combined score will be ranked as Q-1 followed by the Applicant securing lesser marks as Q-2, Q-3 etc.
 - xi. On the basis of Combined score, the Offer/Applicant with highest score (Q-1) will be declared successful and shall be recommended.
 - xii. In the event of two or more proposals have the same scores in the final ranking, the Offer/Applicant with highest technical score shall be ranked first.
 - xiii. In case multiple proposals have same score in the final ranking and same Quality Parameter Score (Ts), all should be treated as Q-1 and they will be asked to provide revised price offer in a sealed envelope for further evaluation and

determining the Q-1.

Evaluation Criteria

Stage – I: Quality Parameter

Evaluation Matrix			
S. No.	Criteria	Maximum Marks	Awarding Criteria
1	Location of Land	20	<p>A. Within 10 KM from General Post office (GPO) : 20 Marks</p> <p>B. Within 20 KM from General Post office (GPO) : 15 Marks</p> <p>C. More than 20 KM from General Post office (GPO) : 10 Marks</p> <p><i>Note: Google Map distance may be used to establish the distance of offered location to the existing Branch Location.</i></p>
2	Size of Plot	20	<p>A. 15,000 Sq.Ft. to 20,000 Sq.Ft.: 10 Marks</p> <p>B. 20,001 Sq.Ft. to 30,000 Sq.Ft.: 15 Marks</p> <p>C. 30,001 Sq.Ft. to 44,000 Sq.Ft.: 20 Marks</p> <p>D. Less than 15,000 Sq.Ft. and more than 44,000 Sq. Ft. : 0 Marks</p>
3	Shape of Plot	20	<p>A. Perfect Square shape: 20 Marks</p> <p>B. Perfect Rectangle: 15 Marks</p> <p>C. Not having perfect shape: 10 Marks</p> <p>D. Having less than 4 sides: 3 Marks</p>
4	Width of Plot available to approach Road	15	<p>A. Larger Side of Plot on Road: 15 Marks</p> <p>B. Smaller Side Plot on Road: 10 Marks</p> <p>C. Small patch approach from Road: 5 Marks</p>
5	Opening of Plot	20	<p>A. Single side open Plot: 10 Marks</p> <p>B. Two side open Plot: 15 Marks</p> <p>C. Corner Plot: 20 Marks</p> <p>Note: For Case A – The width of Street/Road shall not be less than 10 M. - In case the width of Street/Road is Less</p>

			<p>than 10 M, the Land shall be rejected.</p> <p>For Case B – The width of Main Street/Road shall not be Less than 10 M and width of Secondary Road/Street shall not be less than 6 M.</p> <ul style="list-style-type: none"> - In case the width of Main Street/Road is Less than 10 M, the Land shall be rejected. - In case width of secondary Road/Street is Less than 6 M, it shall be treated as single side open Plot for the purpose of evaluation. <p>For Case C – The Width of any Street/Road shall not be less than 10 M.</p> <ul style="list-style-type: none"> - In case the width of Main Street/Road is Less than 10 M, the Land shall be rejected. - In case width of any Road/Street is Less than 6 M, it shall be treated as Two side open Plot for the purpose of evaluation.
6	Availability of Electricity	15	<p>A. Electricity Lines Passing along the Plot Boundary: 15 Marks</p> <p>B. Electricity Lines not available at Plot Boundary but Connections available at within 100 M distance from Plot: 10 Marks</p> <p>C. No Electrical Services available: Zero Marks</p>
7	Sewage Connection	20	<p>A. Sewage Line passing along the Plot Boundary: 15 Marks</p> <p>B. Sewage Line not available at Plot Boundary but passing by at a distance upto 100M from Plot: 10 Marks</p> <p>C. Sewage Line Services not available: Zero Marks</p>
8	Water Supply	10	<p>A. Water Supply Line passing along</p>

			<p>the Plot Boundary: 10 Marks</p> <p>B. Water Supply Line not available at Plot Boundary but passing by at a distance upto 100M from Plot: 5 Marks</p> <p>C. Water Supply Services not available: Zero Marks</p>
9	Road/Street Condition	10	<p>A. Pucca Cement Concrete or Bitumen Road: 10 Marks</p> <p>B. Paver or Khadanja Road: 8 Marks</p> <p>C. Soil street/Road: 5 Marks</p>
10	Nature of Vicinity/Neighborhood	20	<p>A. Govt./PSU Office or Bank or Govt. /Educational institute in 200 M Radius: 20 Marks</p> <p>B. Private Offices or Residential area within 300 M radius: 15 Marks</p> <p>C. None of the above within 300 M radius: 10 Marks</p> <p><i>Note: Google Map distance may be used to establish the distance.</i></p>
11	Availability of Transport	20	<p>A. Land approachable by Bus: 10 Marks</p> <p>B. Land approachable by Rental Cab: 8 Marks</p> <p>C. Land approachable by Personal Car: 5 Marks</p>
12	Distance from Metro Station	10	<p>A. Less than 5 KM: 20 Marks</p> <p>B. Between 5 KM to 10 KM: 15 Marks</p> <p>C. More than 10 KM: 10 Marks</p>
13	Level of Land from existing Road/Street	10	<p>A. Level Higher than the Road/Street: 10 Marks</p> <p>B. Same Level: 8 Marks</p> <p>C. Filling required (less than 50cm): 5 Marks</p> <p>D. Filling required (more than 50cm): 2 Marks</p>
14	Topology of Land	10	<p>A. Fairly Leveled: 10 Marks</p> <p>B. Uneven Surface: 5 Marks</p> <p>C. Highly uneven Surface (having heap deposits): 2 Marks</p>
15	Land Soil Condition	10	<p>A. Fairly dry surface & clean soil: 10 Marks</p> <p>B. Marshy Land: 5 Marks</p> <p>C. Garbage/Waste deposits: 2 Marks</p>
16	Boundary Wall & Gates	10	<p>A. Demarcated boundary & Gates already exists: 10 Marks</p> <p>B. Demarcated boundary & Gates does not exist: Zero Marks</p>

17	Facing of Plot	10	A. East Facing: 10 Marks B. Any other: 5 Marks
	Total Max. Marks	250	

Stage – II: Cost Parameter

- 100 Marks would be awarded to the Applicant with Lowest Offer.
 - Marks would be awarded based on reverse Pro-Rata (from L1 to H) out of 100.
33. The Financial offers of Qualified Offers shall only be opened in the presence of representatives of applicants (if any). However, the Financial Offer would be opened on the designated date, time and place even if none of the qualified applicants or its representatives are present at the given date, time and place despite Notice.
34. Schedule of Opening of Financial Bids shall be communicated through e-mail to the Qualified applicants only.
35. 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.
36. 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.
37. The of Bid/offer shall remain valid for a minimum period of **120 days** from the last date of submission of applications/proposal. The validity of offers may also require extension of time with the consent of the applicant/owner(s).
38. In case Applicant intends to submit Offer for multiple Land, separate Offer Document for each Land shall be prepared & submitted in prescribed format with all supporting documents attached therewith and shall submit EMD and RFP Fees for each Offered Land separately. If at any stage, it has been found by ICAI that multiple properties have been offered by the Applicant in a single Offer Document, such proposal(s)/Offer(s) shall be immediately rejected.
39. In case of any dispute or difference arising in relation to meaning or interpretation of any of the clause of this RFP Document, the interpretation made by the ICAI shall be final.
40. The Land offered under this RFP (Request For Proposal) 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.)

41. The Land 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.)
42. All disputes arising out of this RFP are subject to the jurisdiction of Courts in Delhi/ New Delhi only.
43. Mere submission of offer document will not be treated as acceptance/selection of the offer. The Land will be selected based on detailed analysis and evaluation of offers considering various factors including those mentioned in the Evaluation Criteria and Quality Parameters. Further, the applicants may note that ICAI shall not be bound to purchase any of the land from the shortlisted offers.
44. The proposal should be accompanied by the Title Search Report for 30 Years which should clearly indicate that the Applicant has clear and marketable title which the Applicant convey to buyer. Further, ICAI may also independently obtain Title Search Report.
45. ICAI reserves the right to negotiate (through single or multiple rounds of negotiations) the rate/price in transparent manner with all the Qualified Applicants/Offerers and the negotiated price shall be considered for calculation of Final Scores or Rankings viz. Q-1, Q-2, Q-3 etc.
46. ICAI reserves the right to further negotiate the price with Q-1.
47. Any unilaterally revised offer/rates received from the applicants, after the conclusion of the process of negotiations as per Clause 45 above, shall not be entertained under any circumstances.
48. ICAI reserves the right to accept or reject any or all the Offers or annul the entire process at any time without any reason whatsoever.
49. ICAI shall issue Letter of Intent (LOI) in favour of the successful applicant/owner(s) 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.
50. 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.
51. All the pending dues prior to purchase till the date of registration will be borne by the successful applicant.
52. Sale consideration shall be subject to deduction of TDS as may be applicable.

53. Payment shall be made only after compliance with Legal requirements and conditions of RFP to the satisfaction of ICAI.



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 BUILDING/PREMISES/LAND AT _____,
_____, INDIA FOR _____ 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

Details of EMD

DD No:

DD No:

Date:

Date:

Bank:

Bank:

Rs._____-/-

Rs._____-/-

Signature and Seal of Seller

OFFER DOCUMENT I

(Property Details)

To
The Chairman,
Infrastructure Committee of Pune Branch of WIRC
of ICAI,

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

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 building/premises/land at _____
 for _____ 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 my / our plot of Land 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 landlord/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 landlord/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: <ul style="list-style-type: none"> • 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 legal title of Land:

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 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.	

The Applicant shall fill in following:

S. No.	Particular	Remarks	Annexure
1	Whether the portion of Land has been acquired by any Govt. Authority	Yes / No	If yes, Document pertaining to acquisition to be annexed
2	Whether the area mentioned within this offer document is the clear marketable area of Land available with the Applicant	Yes / No	If yes, Document pertaining to acquisition to be annexed
3	Year of acquisition of Land	_____	If yes, Letter/communication with the Govt. Authority to be annexed.
i	Whether compensation of money was taken in lieu of acquisition	Yes / No	If Yes, Detail of Transaction
ii	Whether FSI obtained in lieu of Land acquisition	Yes / No	If yes, Document pertaining to acquisition to be annexed
iii	Whether the FSI obtained in lieu of	Yes / No	If yes, Document pertaining to marketable FSI to be annexed

	acquisition is marketable/transferable		
iv	Whether TDR obtained in lieu of Land acquisition	Yes / No	If yes, Document pertaining to TDR to be annexed
v	Whether TDR obtained in lieu of Land acquisition is marketable/transferable	Yes / No	If yes, Document pertaining to marketable TDR to be annexed

D. Certified copies of the documents to be attached (for the Building/Premises/ Land):

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 NATax 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.	

E. Additional Details and Certified copies of the documents also to be attached

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 LAND AT _____, MAHARASHTRA,
INDIA FOR PUNE MUMBAI BRANCH OF WIRC OF ICAI FOR
INSTITUTIONAL / EDUCATIONAL/OFFICIAL 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 building/premises/land at _____
for _____ 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 my/our plot of land bearing Survey No. /CTS
 No..... admeasuring about Sq.Mt. or
Sq.Ft. situated at -.....
 (location details) 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 but excluding registration and stamp duty charges.
2. ICAI will not make payment for any other charges.
3. 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:**