



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

REQUEST FOR PROPOSALS

FOR

PURCHASE OF BUILDING WITH LAND and ROOF RIGHTS

AT

Pune City, MAHARASHTRA, INDIA

FOR

PUNE BRANCH OF WIRC OF ICAI

FOR

**EDUCATIONAL, INSTITUTIONAL AND OFFICE
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
(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.

E-Mail ID: admin@puneicai.org

PRESS NOTICE

PURCHASE OF BUILDING WITH LAND and ROOF RIGHTS

Request for Proposals (RFP)

The Institute of Chartered Accountants of India (ICAI), a statutory body established by an Act of parliament of India namely The Chartered Accountants Act, 1949 is inviting proposals in Two Bid System i.e. Technical and Financial Bid (Price) on Quality and Cost Base System (QCBS) Basis from immovable property owners with a clear and marketable title for purchase of Constructed Building admeasuring Total Built-up Area between 30000 Square Feet to 83000 Square Feet (Along with Area dedicated for Parking) with Land parcel (upon which Building is constructed) admeasuring 15000 Square Feet to 44000 Square Feet with Roof Rights located within the Municipal Corporation limits of Pune City for the use of **Educational, Institutional and Office purposes** for Pune Branch of WIRC of ICAI. The property reserved for educational purposes will be preferred.

Interested parties may submit their Proposals in the 'Prescribed Format' given in this document so as to reach us on or before **01/08/2025 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 THE APPLICANT

1. This RFP Document contains two Parts. Part – I contains Open Offer Document – I (Property Details/ Technical Bid) 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/> or [https://puneicai.org/\(under EOI/Tender\)](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

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. Application/ Proposals not accompanied by the application fee of Rs.5,900/- as aforesaid shall be rejected. The Demand Draft should not be predated to the date of publication of the Request for Proposals (RFP).
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. The Demand Draft should not be predated to the date of publication of the offer.
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/proposals 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 "REQUEST FOR PROPOSALS FOR PURCHASE OF BUILDING WITH LAND AND ROOF RIGHTS AT Pune City FOR **Educational, Institutional and Office purposes**" and shall be sent either by registered post or speed post or may be dropped in the designated tender box provided 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 for submission of duly filled in applications is **01/08/2025** upto **5 PM**. The proposals 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. Alterations 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 prescribed format 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 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 at the time of registration by making payment directly to financial lender of the property at the time of registration of property and direct payment will be made to Bank /NBFC
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 applications, ICAI shall be under no obligation to give the applicant an opportunity to make good any deficiencies and ICAI shall 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 Proposer 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 Proposals 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 proposers are not present after notice.
28. As a part of technical evaluation of the bid, the representatives of ICAI shall visit the site/ property 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 of not less than 30 years.
29. In case, the Property Offered 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 Proposals:
 - i. The Offered Property should be located within Pune Municipal Jurisdiction.
 - ii. The Offered Property should have Clear Title 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 Property should have availability of continuous water supply, electricity and power, approach road, sewer line connectivity etc.
 - iv. The Offered Property should be free from high tension overhead power lines.
 - v. The Offered Property shall be at-least more than 500 Meters away from Cremation Ground and Municipal Garbage Collection Center/Chamber.
 - vi. The Offered Property shall be at-least 500 meters away from Municipal Waste Dumping Yard and/or Municipal Waste Processing Plant/Unit.
 - vii. The Offered Property shall be Permissible for Usage as 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 having more than 10 years of experience in this regard.

- 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, at the time of completion of building. 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/builtup floor(s).
 - x. Present status (fully constructed/ finishing/ vacant/ occupied by tenants, etc.), Age and present condition of the building, Construction quality and finishing items.
 - xi. Sale/purchase of offered Property should not have taken place in last two years from the date of floating of Request for Proposals (RFP) except in case of government allottee.
 - xii. The offered Property should have unhindered approach from main road.
 - xiii. The Property should preferably be a road facing property with clean surroundings on main roads.
 - xiv. The Offered Property should have Occupancy/Completion Certificate issued by the Concerned Authority.
 - xv. The Offered Property should have Lift access on all floors (except Terrace & Basement) and should have valid LIFT License issued by Local Authority.
 - xvi. The Owner(s) should have clear and marketable title deed for offered Property and the Property should be free from all 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.
 - xvii. The Offered Property shall be Free Hold.
31. Property, offered by a bidder to ICAI, not meeting any of the above parameters will not be considered and shall be rejected.
32. Following Process would be adopted 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 in aggregate and not less than 50% in the respective parameters.
 - 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 Offers/Proposals are found to be 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 Price, 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 Q-1 followed by the bidders securing lesser marks as Q-2, Q-3 etc.
- x. On the basis of Combined score, the bidder with highest score (Q-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 Q-1 and they will be asked to provide revised price offer in a sealed envelope for further evaluation and determining the Q-1.

Technical Parameter Evaluation Criteria		
S. No.	FEATURES	MARKS
(1)	TOTAL Built-up Area – (Max 10 Marks) (excluding parking)	
a	20,000 Sq.Ft. to 30,000 Sq.Ft.	5
b	30,000 Sq.Ft. to 40,000 Sq.Ft.	8
c	40,000 Sq.Ft. to 60,000 Sq.Ft.	10
d	More than 60,000 Sq.Ft. or Less than 20,000 Sq.Ft.	0
(2)	Parking Area (Basement) – (Max 10 Marks) Covered Parking Area under RCC SLAB to be accounted for only	
a	15,000 Sq.Ft. to 24,000 Sq.Ft.	10
b	10,001 Sq.Ft. to 15,000 Sq.Ft.	8
c	5,000 Sq.Ft. to 10,000 Sq.Ft.	5
(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
	<i>The Year shall be reckoned from the date of Occupancy/Utilization Certificate issued by Authority.</i>	
(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	8
c	Underdeveloped open area	5
(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 30 Marks)	
I	Flooring – (Max 10 Marks)	
a	100 % Vitrified Tile / Wooden floor / Marble flooring	10
b	Normal Cement Finish / Bare Shell	6
II	Toilet – (Max 10 Marks)	
a	Toilet (Western commode +geyser + tiles) fixed with all branded/ ISI fittings suitable for use	10
b	Toilet with basic fittings suitable for use	5
c	Toilet Space only – No Fittings or fittings suitable for use	0
III	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 on 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 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 150 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 Professional Gathering/Training event	10

b	Semi secluded	5
C	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 10 Marks)	
	<i>Condition</i>	
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
	<i>OR Capacity</i>	
d	60% - 70% of Total Sanctioned Load	10
e	50% - 60% of Total Sanctioned Load	5
f	Below 50%	0
VIII	Connectivity of the Offered Premises by – (Max 20 Marks)	
a	All modes of Local Transportation.	20
b	By Normal Metro	20
c	Bus / Auto/Taxi	10
d	Personal Vehicle only	5
IX	Distance from Railway Station/GPO – (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
	Total max. Marks	350

33. The Financial offers of qualified Bid will be opened in the presence of representatives of applicants (if any). However, the Financial Bid may be opened on the designated date, time and place even if none of the Technically qualified bidder or its authorized 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 Technically 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 reject such proposals.

37. The 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 Proposal for multiple properties, separate Proposal for each property shall be prepared & submitted in prescribed format with all supporting documents attached therewith. If at any stage it has been found by the ICAI that multiple properties have been offered by the bidder in a single proposal, such proposal(s) shall be rejected immediately.
39. The property offered under this Document should have Institutional/Educational and Office use. (Supporting document in this regard shall have to be submitted by the Bidder in their Bid Envelope - I.)
40. The Property Offered under this document shall be free from any Mortgage / charge and free from Encumbrances at the time of execution of Deed. (CERSAI report and other supporting documents pertaining to the property in this regard shall have to be submitted along with the bid.)
41. In case of any dispute or difference arising in relation to meaning or interpretation of any of the clause of this RFP, the interpretation made by the Institute (ICAI) shall be final.
42. All disputes arising out of this document are subject to the jurisdiction of Courts in Delhi/ New Delhi only.
43. Mere submission of proposals 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.
44. The proposal should be accompanied with Title Search Report for 30 years which should clearly indicate that the Applicant has clear and marketable title which he can convey to the 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 technically qualified bidders and the negotiated price shall be considered for the calculation of the Final Scores or Ranking viz. Q-1, Q-2, Q-3 etc.
46. ICAI reserves its right to further negotiate the price with the 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 proposals or annul the entire process at any time without assigning any reason whatsoever.
49. ICAI shall issue Letter of Intent (LOI) in the favour of the successful bidder Applicant on approval of the proposal by the competent authority. Subsequently, the Sale Deed shall be executed only after fulfilment of all required conditions of the RFP 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 bidder/proposer.
52. Payment shall be made only after compliance with legal requirements and conditions of RFP to the satisfaction of ICAI.
53. Sale consideration shall be subject to deduction of TDS as may be applicable.



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 CONSTRUCTED BUILDING WITH LAND 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',

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

Plot No. 8, Parshwanath Nagar,
 CTS No. 333, Survey No. 573,
 Bibvewadi, Pune-411037

FOR INSTITUTIONAL PURPOSES

Dear Sir,

**Sub : Your Advertisement in '.....'News Paper Dated.....
 for purchase of building with land & roof rights at Pune_____ for _____
 Branch of Western India Regional Council (WIRC) of The Institute of
 Chartered Accountants of India (ICAI) for Educational, Institutional &
 Office Purposes.**

With reference to the above cited subject, I / We hereby offer the entire Building with Land and Roof Rights 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.	Land 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.
	Demarcation of Boundary-	North South East West
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 Constructed Building/Premises:

S. No.	Required Information	Information to be filled in by landlord/s						
1.	Length and Breadth of the Building	North Mtrs. or ft. South Mtrs. or ft. East Mtrs. or ft. West Mtrs. Or ft.						
2.	Total Built-up Area Floor Wise	<table border="0"> <tr> <td>Floor</td> <td>Area</td> <td>Sq.Ft.</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>(.....)</td> </tr> </table>	Floor	Area	Sq.Ft.	(.....)
Floor	Area	Sq.Ft.						
.....	(.....)						

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

14.	Availability/Source of basic facilities : Water Electricity Drainage Telephone/Internet connectivity Availability of covered/dedicated parking
15.	Since when the building/premises is owned by present seller/s: <i>(Copy of the supporting Document to be attached)</i>	
16.	Details of Completion Certificate <i>(Copy of the supporting Document to be attached)</i>	
17.	Details of Occupancy Certificate	
18.	Age of the building from <i>(Copy of the supporting Document to be attached)</i>	
19.	Last date of payment of Non-Agricultural Tax and period: <i>(Copy of the supporting Document to be attached)</i>	
20.	Last date of payment of tax of Municipal Corporation and period:	
21.	Whether Zone is declared for commercial, institutional or educational zone by the local Authority: <i>(Copy of the supporting Document to be attached)</i>	

D. About the title deeds of the Property:

S. No.	Required Information	Information to be filled in by landlord/s
1.	Owner/s Name as per the records OR City Survey Card /'B' Tenure Permission	

2.	Registered Document Reference and its date, showing the land in the name of the present owner <i>(Copy of the Title Deed to be attached)</i>	
3.	Details of encumbrances, (if any) If yes, the Name and Address of the lender Institution/Bank Amount of loan outstanding as _____ on/...../..... ` In case of no encumbrance, non-encumbrance certificate (NEC) to be attached.	
4.	In case of more than one owner, their respective share in the Property to be mentioned.	
5.	In whose custody the original property documents are available	
6.	Whether property is charged under Registered Document. If charged, details of Document, Regi No..... Dt. <i>(Copy of the supporting Document to be attached)</i>	
7.	Time required to submit original documents to ICAI for inspection and verification.	
8.	When was the last Title Search undertaken? Brief remarks on Title Search with Lawyer's name and Address <i>(Copy of the supporting Document to be attached)</i>	
9.	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.	
10.	In case of a Company, whether any charge is created and registered with the Registrar of Companies. <i>(Copy of the supporting Document to be attached)</i>	

E. About the Title Deed 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 <i>(Copy of the supporting Document to be attached)</i>	
2.	Registered Document Reference and its date showing the building/premises in the name of the present owner <i>(Copy of the supporting Document to be attached)</i>	
3.	Details of encumbrances on the building/premises (if any) If yes, the Name and Address of the lender Institution/Bank Amount of loan outstanding as on/...../..... ` <i>(Copy of the supporting Document to be attached)</i>	
	If there are no encumbrances, latest No Encumbrance Certificate (NEC) to be furnished.	
4.	Details of the person, in whose custody the original Title Deeds are available.	
5.	Whether property is charged under Registered Document? If charged, details of Document, Registration No. Dt. <i>(in case of an existing charge on property, Copy of the supporting Document to be attached)</i>	
6.	Time required to submit original documents to ICAI's Advocate and Legal Consultant for inspection and verification.	
7.	When was the last Title Search 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.	
9.	In case of a Company, whether any charge is created and registered with the Registrar of Companies. <i>(If Yes, copy of the supporting Document to be attached)</i>	

**F. 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/ Valid Agreement in case of Association of Person.	
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 with boundaries on north, east, south and west.	
7.	Zoning Certificate	
8.	Land reservation for Educational, Institutional, Office 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	
	In case there are no encumbrances, latest Non-Encumbrance Certificate.	
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.	

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 acquisition is marketable/transferable	Yes / No	If yes, Document pertaining to marketable FSI to be annexed
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
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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 Agreement between Landowner, Developer and Present Owner of the Property	
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 declare that the information and documents provided are true and correct and nothing is suppressed or misrepresented. We understand that in case of false,

misleading, misrepresentation or suppression of facts, our proposal is liable to be rejected. The original Title Deeds and other documents are open for inspection and verification by the ICAI and its advocate.

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 CONSTRUCTED BUILDING WITH LAND AND
ROOF RIGHT AT _____/
MAHARASHTRA, INDIA 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 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 entire Building with land bearing Survey No. /CTS No..... admeasuring about Sq.Mt. orSq.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.

Offer Price:

I. Total Sale Price is Rs.

(in Words:.....)

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**
4. **Payment of sale consideration is subject to TDS, as may be applicable.**

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:**