



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

**INVITATION OF EXPRESSION OF INTEREST (EOI) FOR ACQUISITION OF
BUILT-UP FLOOR(S) AT SURAT**

EOI NO: ICSI/ INFRA/ SURAT / 2026

DATED: 5th JANUARY, 2026

**SURAT CHAPTER OF
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA**

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SURAT CHAPTER OF ICSI

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

[Press Notice issued in Times of India (English), Divya Bhaskar (Gujarati) and Sandesh (Gujarati) in Surat edition on 5th January 2026]

Dated: 5th January 2026

Subject: Invitation of Expressions for acquisition of Built-up Floor(s) at Surat.

The Institute of Company Secretaries of India (ICSI) is a statutory body setup under Act of Parliament, i.e., the Company Secretaries Act, 1980 invites EOIs from the interested Built-up Floor(s) Owners/ Developers having clear and absolute title for sale of their Built-up floor (s) / premises in Surat City Area (Gujarat).

1.	Name of the work	Purchase of Built-up floor(s) for office use to carry out Institutional activities at Surat.
2.	Cost of EOI document	Rs. 500/- plus GST extra (Non-refundable)
3.	EMD (Earnest Money deposit)	Rs. 50,000/- (Refundable without Interest)
4.	Mode of Payments for EMD and Cost of EOI document	To be deposited separately in the form of Demand Draft / Pay Order only drawn in favour of “ The Institute of Company Secretaries of India ” payable at New Delhi .
5.	Availability of EOI document	On the ICSI’s website i.e. www.icsi.edu w.e.f. 5th January 2026 .
6.	Last date of submission of EOI	27th January 2026 up to 3:30 PM.
7.	Date of opening of EOIs (only Technical bids)	27th January 2026 at 4:30 PM.
8.	Place of submission/ opening of EOIs	Surat Chapter of WIRC of ICSI B-209, TIRUPATI PLAZA, NEAR COLLECTOR OFFICE, ATHWAGATE SURAT- 395001
9.	Mode of submission of EOI documents	May be submitted by hand or through Speed Post / Courier so as to reach before the due date & time.

Complete EOI document is available on the ICSI’s website i.e. www.icsi.edu under Tenders link and the same can be downloaded.

The ICSI shall not be liable for any postal delays whatsoever in receipt of EOI documents and EOI received after the stipulated date & time shall not be entertained. EOIs submitted without prescribed EMD and Cost of EOI document will be summarily rejected.

Priority would be given to Properties belonging to Public Sector Units / Govt. Departments / Public Financial Institutions etc. **No Brokers please.**

The ICSI reserves the right to have negotiations with any or all, accept or reject any or all of the EOIs received or annul this process at any time without assigning any reason whatsoever.

Chairman
ICSI, Surat Chapter
Phone : 0261-2463404

INSTRUCTIONS TO THE APPLICANTS / BIDDERS

Submission of EOI:-

The EOI is to be submitted in two (2) separate sealed envelopes and both the envelopes are to be placed in another bigger envelope. This outer envelope is to be superscribed as “**EXPRESSION OF INTEREST FOR ACQUISITION OF BUILT-UP FLOOR(S)**” and it should be duly sealed and delivered at the following address on or before the scheduled date and time i.e. **27th January, 2026 up to 3.30 PM.**

**The Chairman,
SURAT Chapter of WIRC of ICSI
B-209, TIRUPATI PLAZA,
NEAR COLLECTOR OFFICE,
ATHWAGATE SURAT- 395001**

Envelope-I – Superscribed as “**Technical Bid**” for Acquisition of Built-up floor(s) shall contain the followings:

- 1) Earnest Money Deposit (EMD).
- 2) Cost of EOI document.
- 3) Acceptance letter for un-conditional acceptance of the terms and conditions of EOI as per prescribed format given in this document (ANNEXURE-I).
- 4) Brief profile of the applicant/owner of the built-up floor(s) showing the following:-
 - a) Name of the applicant/ owner/ Director(s) of the Company /Partners of Firm with brief organization chart.
 - b) Memorandum and Article of Association in case of a Company or Partnership Deed in case of Partnership Firm.
- 5) Confirmation by the applicant as per prescribed format (placed at ANNEXURE-II) duly signed and stamped by the owner(s) / authorized person.
- 6) Complete EOI document as downloaded from website, Corrigendum/Addendum, if any, duly filled-in, signed and stamped on each page by applicant (Technical part will be treated as Incomplete without this).
- 7) Copy of Power of Attorney (PoA)/ Partnership Deed/ Board Resolution, duly attested by Notary Public, authorizing the person who signs & submits the EOI.
- 8) Copy of documentary proof of registration of the Project with concerned local Authority as per the Real Estate Regulatory Act (RERA).
- 9) Any other information as required to be submitted along with the EOI.
- 10) Copy of documents as per check list (ANNEXURE-III).
- 11) Present status of the Built up floor(s) /premises (under construction/ fully furnished and ready to move/ presently occupied by tenants etc.)
- 12) Organizational Structure (ANNEXURE-IV).
- 13) Technical information (ANNEXURE-V).

Envelope-II – Superscribed as “**Financial Offer**” for Acquisition of Built-up floor(s) shall only contain the duly filled-in, signed & stamped Price Bid (properly sealed).

Other General Instructions: -

- 1 The EOIs received after the due date and time shall not be considered and shall be returned to the applicant unopened.
- 2 ICSI shall not be responsible for any postal or other delays and applicant should take care to ensure the submission of EOI(s) at above-mentioned place before due date and time.
- 3 All alterations, erasure(s) and/or over-writing(s), if any, should be duly authenticated by the person signing the EOI.
- 4 All Proforma forming part of EOI documents has to be duly filled-in, signed and stamped by the applicant.
- 5 An applicant can submit any number of EOIs, but each EOI must be in a separate sealed envelope containing sealed “Technical Inputs” and “Financial Offer” therein as well as accompanied with requisite amount of EMD and Cost of EOI document for each case.
- 6 Applicant who has any query about this proposal may send their queries through e-mail address – ratnesh.kumar@icsi.edu may contact **Mr. Ratnesh Kumar, Office In-charge - Surat Chapter** of ICSI on Landline Number– 0261-2463404 during office working hours. **B-209 TIRUPATI PLAZA, NEAR COLLECTOR OFFICE, ATHWAGATE SURAT- 395001 (Gujarat)**
- 7 Opening of EOIs: The sealed offers / EOIs (only Technical bids) will be opened by appropriate Authority on behalf of the Institute on **27th January, 2026 at 4:30 PM** in the premises of the Institute at -

**SURAT Chapter of WIRC of ICSI
B-209, TIRUPATI PLAZA,
NEAR COLLECTOR OFFICE,
ATHWAGATE SURAT- 395001**

If the applicants wish to remain present during said opening of sealed offers, the applicants in person or their authorized representatives may attend the same with prior intimation.

- 8 Legal Due diligence of built-up floor(s) offered for sale shall be done by the ICSI.
- 9 **Title Deed** and/or such other property documents (**conferring clear & absolute Ownership, free from any encumbrances**) in respect of the built-up floor(s) offered through EOI and **Completion/Occupancy Certificate, Fire NOC etc., all applicable statutory clearances** in case of built-up floor(s) on offer **shall be mandatory**.
- 10 The applicant/owner(s) is/are required to clarify the observations raised by any agency/ individual carrying out legal Due diligence on behalf of the ICSI within specified time.
- 11 The rates offered by the applicant/owner(s) shall initially remain valid for a minimum period of 180 days from the date of opening of the EOIs. The validity of offers may also require extension of time with the consent of the applicant/owner(s).
- 12 Mere submission of offers/ EOIs 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 the ICSI is not bound to purchase any of the built-up floor(s) from the shortlisted offers.

- 13 EMD of the unsuccessful applicants shall be refunded without any interest only after finalization of the proposal/ short-listing/ cancellation of the process. EMD of the successful applicant will be adjusted against the total consideration without any interest.

The EMD deposited by the applicant/owner(s) along with EOI shall be liable for forfeiture in the following events & reasons:

- (a) If the applicant/owner(s) fail to get Title Deed/ property ownership related other statutory documents, No Objection Certificate (NOC), Completion/Occupancy Certificate etc. (as applicable in case of built-up floors), 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 ICSI and use of property by the ICSI within stipulated period.
 - (b) If the applicant/owner(s) increases the quoted rates during negotiations or at any stage.
 - (c) If the Title of property is defective & the applicant/owner(s) fails to rectify the defect/ anomaly (ies) pointed out by the ICSI/ appointed Law Firm or Advocate on behalf of the ICSI, within provided time.
 - (d) If the applicant/owner(s) withdraws the submitted EOI.
 - (e) If the applicant/owner(s) after submission of EOI imposes Condition(s), such Conditional offers are not acceptable.
 - (f) Non-fulfilment of any or all of the conditions by the applicant/owner(s).
- 14 The owner(s) should preferably submit EOI directly; else, the EOI must accompany an authorization letter duly issued by the legitimate owner of the property offered through EOI in favour of the applicant, i.e. the person / agency submitting the EOI.
- 15 If group of individuals/ firm/companies own the Property offered by EOI, then preferably all the authorized representatives of such companies/ firm/individuals should sign the EOI documents. An authorization letter in favour of the persons signing on behalf of a company/firm/ an individual must accompany the EOI. In case only one person is signing on behalf of all the companies/firm/individual then all such companies/firm/individual shall issue an authorization letter in favour of person signing the EOI duly attested by Notary Public.
- 16 The ICSI reserves the right to negotiate (through single or multiple rounds of negotiations) the price/rate with any or short-listed or all the intending applicant(s)/owner(s).
- 17 The unilaterally revised offer/rates received from the applicants, after conclusion of the process of negotiations, shall not be entertained under any circumstances.
- 18 Conditional bids shall be rejected.
- 19 Canvassing in any form will automatically disqualify the respective offer/EOI submitted.

20 **CRITERIA FOR SELECTION OF PROPERTY OF BUILT-UP FLOOR(S)]:**

The following criteria, with or without modifications, shall be adopted for short-listing of the property (built-up floors) –

- (a) The location, ambience, approach roads, distances to public amenities.
- (b) Landmark stand-alone building, Institutional area, Layout of each floor/ floor-plan(s).
- (c) Title of the property (built-up floors) offered through EOI.

- (d) Statutory Compliance of the property [Sanction Plans of Built-up floor(s) duly approved by local authority, Completion/Occupancy Certificate, applicable NOCs for Fire & other related activities, as required by authority including for RERA compliance]
- (e) User Factor of property (Commercial / Office / Business / Industrial/ Educational / Institutional, etc.)
- (f) Facilities and amenities like Lift, Power Back-up, Electricity & Water Supplies, MEP/ HVAC/Sewerage/Landscaping etc. available/to be provided in building/built-up floor(s).
- (g) Present status (under construction/finishing/vacant/occupied by tenants, etc.).
- (h) Age and present condition of the building.
- (i) Construction quality and finishing items.
- (j) Internal layout of the floors of the building.
- (k) Total permissible FAR/achieved FAR.
- (k) Ample parking facility.

Further, preference would be given to the followings: -

- (I) Premises with good frontage and approach roads; and
- (II) With Covered parking or both open and cover parking within the premises.

In addition, the property [built-up floor(s) on offer] should be situated in earmarked institutional/commercial area in specified locations with congenial environment and in close proximity to various public amenities.

The properties will be shortlisted based on the above factors.

The owner(s)/applicant(s)/bidder(s) may submit a brief write-up in support of their offers along with the EOI on the above lines.

GENERAL TERMS & CONDITIONS

Procedure for Selection of properties: -

1. ICSI shall open & scrutinize the EOIs submitted by the applicant/ intending Developers/ Property Owner(s)/ authorised representative taking into consideration the selection criteria.
2. The representatives of ICSI shall visit the site for physical verification, location & observe the status of built-up floor(s) as well as whole area/building and nearby area. ICSI subsequently may carry out Due Diligence or other verifications for its satisfaction, for which all assistance shall have to be provided by the applicant/owner(s) including ownership documents and chain of Title documents.
3. The application(s) not accompanied by the documents as per the Check-list [**Annexure-III**] duly filled-in, stamped & signed, is/are liable to be rejected.
4. The ICSI reserves the right to accept or reject any or all the applications or negotiate for reduction in the quoted price with any or all the applicants or annul this process at any time without assigning any reason for whatsoever reasons.
5. ICSI is not bound to give reasons for rejection of any of the EOI.
6. The decision of ICSI in this matter shall be final & binding on all the applicants.
7. ICSI shall issue LOI in the name of applicant/owner(s) on approval of the proposal by the Council of the ICSI.
8. Subsequently a 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 ICSI.
9. 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 the ICSI.
10. All the pending dues prior to Purchase will be borne by the owner(s) of selected Property.
11. ICSI will release payment in stages as detailed hereinafter.

TERMS & CONDITIONS OF PAYMENT

12. ICSI will make payment to the Property owner(s) based upon agreed price.
13. Payment will be released only after satisfaction of the ICSI regarding both legal and statutory compliances as detailed here and approval of the Council of the ICSI.
 - Full payment along with execution of Sale Deed, or
 - Payment to be released in phase-wise manner on mutual Agreement.
14. The purchaser (ICSI) agrees to make payment of total consideration as per above mentioned terms and conditions to applicable tax deducted at source (TDS). The ICSI also agrees to issue TDS certificate within a reasonable time.
15. ICSI shall release payment only by account payee Cheque/RTGS, to the legitimate Owner(s) of selected property. In case, the Owner(s) desires to receive payment through RTGS mode, they are requested to furnish requisite details.
16. The ICSI will not entertain any broker / agent. The ICSI will not pay any brokerage to any person/Agent/Real Estate consultant for the proposed transaction/deal.
17. **INDEMNITY:**

The applicant shall indemnify and keep indemnified at all times the ICSI against all losses and claims for injuries or damage to any person or property, whatsoever, which may arise out of or in consequence of breach or contravention of any instruction / terms and condition of this EOI document.

18. **ARBITRATION:**

In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, the authorised official of the Institute and the seller will address the disputes/ differences for mutual resolution and failing which the matter shall be referred to the Sole Arbitrator. The Institute of Company Secretaries of India. The provisions of the Arbitration and Conciliation Act, 1996 will be applicable to the arbitration proceedings. The venue of the arbitration shall be at **Surat** (Gujarat). The cost of the Arbitration proceedings shall be shared equally by both the parties. The decision / award of the arbitrator shall be final and binding.

19. **Jurisdiction:**

All disputes arising out of this EOI are subject to the jurisdiction of Courts at **Surat** (Gujarat).

ANNEXURE-I

**ACCEPTANCE LETTER TO BE SUBMITTED BY THE APPLICANT/ AUTHORISED
REPRESENTATIVE OF COMPANY/ INDIVIDUAL**

**[PREFERABLY ON LETTER HEAD OF THE COMPANY/ INDIVIDUAL OWNING BUILT-UP
FLOOR(S)]**

To,

**THE CHAIRMAN,
SURAT Chapter of WIRC of ICSI
B-209, TIRUPATI PLAZA,
NEAR COLLECTOR OFFICE,
ATHWAGATE SURAT- 395001**

Sir,

**SUB.:- “EOI AND PRICE BID” FOR ACQUISITION OF BUILT-UP FLOOR(S) AT SURAT
IN RESPONSE TO YOUR ADVERTISEMENT VIDE EOI NO.: ICSI/ INFRA/ SURAT
/ 2026 DATED 5th JANUARY 2026.**

I/We have downloaded the document for submission of EOI for acquisition of built-up floor(s) from the official website of the ICSI. I/We hereby unconditionally accept the EOI conditions in its entirety for the sale of premises. I/We understand that the ICSI intends to purchase/acquire an appropriate size built-up floor(s) after due diligence of the offered site/location/premises & related documents in the manner, ICSI may deem fit.

The contents of EOI document (Instructions to Applicant) have been noted wherein it is clarified that after unconditionally accepting the EOI condition in its entirety, it is not permissible to put any remark(s)/condition(s) (except unconditional rebate on price, if any) in the EOI enclosed in the respective Envelope and the same has been followed in the present case.

In case any provision of the EOI document is found violated at any time after opening of the Envelope, I/We agree that the EOI shall be summarily rejected and ICSI shall, without prejudice to any other right or remedy be at liberty to forfeit the full amount of said earnest money (EMD) absolutely. I/We have also noted & accepted the other circumstances or events of failure to perform in accordance with the terms of the EOI, which may call for forfeiture of EMD submitted by us.

The required Earnest Money Deposit (EMD) and Cost of EOI document are enclosed herewith.

The required confirmation as per format (**ANNEXURE-II**) is enclosed herewith.

Thanking you,

Yours faithfully,

Signature of applicant

Name with seal

CONFIRMATION BY THE APPLICANT FOR BUILT- UP FLOOR(S)

(Preferably on the letter-head)

TO WHOM SO EVER IT MAY CONCERN

I, _____ (S/o _____, and R/o _____) on behalf of _____ (Name of the company/ partnership firm, if applicable), that have submitted its **EXPRESSION OF INTEREST (EOI) FOR ACQUISITION OF BUILT-UP FLOOR(S)** at.....(Location) confirms that;

(Please put 'tick' as applicable)

1. The offered built up floor(s) is registered and mutated in the name of me /us /said company/firm.
2. The offered built up floor(s) have a clear Title and there is no dispute of any kind on this land and/or premises offered through EOI.
3. The offered premises are RERA Compliant [in case of built up floor(s)].
4. The said built up floor(s) fall under the approved Master Plan of local authority/ regulatory body (ies).
5. The built up floor(s) are free from all kind of encumbrances.
6. The property is Freehold or Leasehold _____ (Please clearly specify).
7. In case of Leasehold, the Lease period starting from _____ (date) is valid for _____ years.
8. User Factor of property is Commercial / Office / Business / Industrial/ Educational / Institutional, etc.
9. We further confirm that:

(A) We, have not taken any loan on the offered premise/building/ built up floor(s)

OR

We have taken a loan, against the offered premise/building/ built up floor(s), amounting to Rs. _____ from _____ (Name, address of the financial institution), out of which an amount of Rs. _____ is outstanding as on date (Please attach Certificate from the financial institution confirming the present outstanding amount).

(B) No charge has been created on the said offered premise/building/ built up floor(s) through Registrar of Companies (ROC)/ in anyone's favour.

OR

A charge amounting to Rs. _____ was created in favour of _____ through ROC, which stands cleared as on date [Please attach necessary supporting document(s)].

OR

A charge amounting to Rs. _____ has been / was created in favour ofthrough ROC which is still in force [Please attach necessary supporting document(s)].

(C) No third party lien or interest has been created on the offered premise/building/built up floor(s).

OR

Third party lien or interest had been created on the offered premise/building/built up floor(s), which has been cleared as on date. OR

Third party lien or interest has been created on the offered premise/building/built up floor(s), which is still in force (Please submit details as applicable and also attach supporting documents).

Signature of the Owner(s) / Authorized representative (with seal)

**CHECK LIST OF DOCUMENTS FOR EOI FOR
BUILT- UP FLOOR(S)**

(Please put 'tick' as applicable)

Sl. No.	ITEM DESCRIPTION	YES	NO	NA (Not Applicable)
1.	Location plan of offered premise/building/built-up floor(s), where the built up floor is situated w.r.t. the existing adjoining areas, Approach Road, NH, Railway station, Bus stand, Market etc (preferably on Google map) and Site Plan.			
2.	Location of the plot [of built-up floor(s)] marked on the approved Master Plan / City Plan of that area.			
3.	Title documents of built-up floor(s) [Sale Deed/ Lease Deed/ Conveyance Deed/ Mutation Certificate/ Allotment & Possession Letters etc.]			
4.	Certificate of Registration under RERA (as applicable).			
5.	Memorandum and Articles of Association.			
6.	EMD and Cost of EOI document.			
7.	Acceptance Letter (as per ANNEXURE-I).			
8.	Confirmation by the applicant (as per ANNEXURE-II).			
9.	FORM as ANNEXURE-IV duly filled-in.			
10.	FORM as ANNEXURE-V duly filled-in.			
11.	PRICE BID form duly filled-in, signed and Separately SEALED in another envelope.			
12.	Copy of the Sanctioned Plan of Layout.			
13.	Commencement/ Completion/ Occupancy Certificates issued by the Local Statutory Body/ Regulatory Authority.			
14.	NOC from Society.			
15.	Fire NOC , Lift License and other NOCs, as applicable.			
16.	Any other pertinent document/information the applicant/ owner(s) may like to submit/mention.			

Signature: _____

Name: _____

Seal: _____

ORGANIZATIONAL STRUCTURE

Sl. No.	ITEM DESCRIPTION	INFORMATION/ INPUTS/ DETAILS
1	Name and address of Applicant with Telephone No., Mobile No., Fax No. & E-mail address	
2	Legal status of the Applicant (attach copies of original documents defining the legal status): - (a) A Proprietary Firm. (b) A Partnership Firm. (c) A Limited Company (Private or Public) or Corporation. (d) Individual.	
3	Name of Directors / Partners with their Addresses, Telephone number, Mobile number, Fax, E-mail address (es).	1. 2. 3.
4	Name and Designation of individuals authorized to act for the Organization.	1. 2. 3.
5	Name / Designation/ Telephone No. of the person to contact in case of any clarification required by the ICSI.	Name: _____ Designation: _____ Tel. No.: _____
6	Has the Applicant or any constituent Partner in case of Partnership firm, ever been convicted by a Court of Law? If so, give details. Also, provide the details of Court Case going on.	
7	Other details: - a) PAN b) GST/ VAT/ Service Tax Reg. No. (Copies to be enclosed)	
8	Any other information considered necessary but not included above.	
		Signature and Seal of Applicant

Note: - In “Other details”, if any of the registration/clearance is not applicable/ exempted/ not available, the Applicant shall submit an Affidavit/Undertaking to that effect or, stating that the same will be obtained (as per requirements and to the best satisfaction of the ICSI) before participating in final selection against this tendering process and prior to issuance of any Letter of Intent (LOI).

Signature: _____

Name: _____

Seal: _____

**TECHNICAL INFORMATION FOR EOI FOR
BUILT- UP FLOOR(S)**

Sl. No.	PARTICULARS	INPUTS
1.	Details of Built-up floor(s): - (a) Details about built up floor: - Size of plot of land (in sq. ft.) - Land Use pattern - Allowable FAR - Allowable Ground Coverage - Facilities like Power & Water supply, drainage/sewerage, if any - User Factor of property (Commercial / Office / Business / Industrial/ Educational / Institutional, etc (b) Type of Construction (for building) – Load Bearing/ RCC/ Steel (c) Type of Foundation of building (Structure should be designed to take care of earthquake intensity applicable for the area) (d) Whether the proposal is for Sale of whole building thereon or only one/more built-up floor(s) of any building with proportionate share of land (Please clearly specify) (e) No. of floors and height of each floor including Basement, if any (f) Clear floor height from floor to Ceiling	
2.	Area of the building premises offered including [in case of built-up floor(s)] (i) Super Built-Up area (in sq. ft.) - (ii) Built-Up area (in sq. ft.)- (iii) Carpet area (in sq. ft.)- (All three must be mentioned)	
3.	CONSTRUCTION SPECIFICATIONS / MATERIALS USED (separate Annexure may be used, if required) a. Floor - b. Internal Walls - c. External Walls - d. Doors/Windows - e. Bathroom -	
4.	AGE / CONDITION OF THE CONSTRUCTION / BUILDING (a) Newly constructed within 2 years (copies of Completion and/or Occupancy Certificates with date to be enclosed)- (b) Old construction - mention year of Completion (copies of OC / CC to be enclosed)- (c) Whether Structural Stability Certificate is available (Certificate shall be from Licensed Structural Engineer) (copy to be enclosed)- (d) Details of internal furnishings including Electrical wirings and fittings-	

5.	COMMON FACILITIES PROVIDED (Give details)	
A.	Car Parking space (Please specify how many in no.s)	Covered / Open
B.	Scooter Parking (Please specify how many in no.s)	Covered / Open
C.	Power Supply / Electricity [Please specify, - Type of Connection (domestic/commercial/any other) available, - Attached dedicated Transformer, if any, or Supply Line (Single Phase / Three Phase) load capacity in KVA]	Adequate & available / Not available
D.	Water Supply	Provided / Not provided
E.	Municipal Corporation water line / Bore-well	Yes / No
F.	Overhead Tank	Yes / No
G.	Lift(s) and their no.s, if any (Separate dedicated Lift or not)	Give Lift Capacity (in Kg. and No. of persons)
H.	Generator for emergency / Back-up Power (If yes, give details) - Make - Capacity (in KVA) - Year of installation & commissioning	Yes / No
I.	Anti-lightening device	Yes / No
J.	Security arrangement (Fire-fighting / Anti-burglary device etc.)	Yes / No
K.	Separate Entrance	Yes / No
L.	Boundary Wall	Yes / No
M.	Proposed Road widening (Provisions, if any, by Local Authority)	
N.	Proposed type of Tenement i.e. Apartment (separately for the Part/ Portion offered in EOI to the ICSI) in order to hold share in land	
6.	Name and complete Address of the Property offered in EOI [Built-up Floor(s)] – (Including Plot no., Building name & Floor no., Street, Area, Police Station, Post Office, City, PIN Code, and District etc.)	
7.	Period of Construction and Year of Completion (Please mention months and years for both).	

Signature: _____

Name: _____

Seal: _____

PRICE BID OF EOI FOR BUILT- UP FLOOR(S)

The Chairman,
SURAT Chapter of WIRC of ICSI
B-209, TIRUPATI PLAZA,
NEAR COLLECTOR OFFICE,
ATHWAGATE SURAT- 395001
The Institute of Company Secretaries of India (ICSI)

Sir,

Sub:- "PRICE BID" FOR BUILT-UP FLOOR(S) AT _____ (LOCATION), SURAT.

Ref.:- Advertisement vide EOI No.: ICSI/ INFRA/ SURAT / 2026 DATED 5th JANUARY 2026

We are pleased to submit our EOI for purchase of Built-up floor(s) for carrying out institutional activities of The ICSI at Pube per following details: -

A.	Location (address)	
B.	Details of the Built-up floor(s) offered (a) Built-up Floor(s): No. of Floors - Total Built-up Area / Carpet Area of the floor(s) offered (floor-wise details / break-up) (in sq. ft.) -	
C.	Offered Rate (Rs. Per Sq. Ft of Built-up Area, as applicable) (Floor-wise rates, if applicable for more than One Floors offered)	
D.	Amount inclusive of all charges	

1. Above quoted rate /amount of the premises 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. ICSI 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,

Signature of Applicant

Name with seal

Place:

Date: