



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

**EXPRESSION OF INTEREST (EOI) FOR
ACQUISITION OF PREMISES**

Expression of Interests are invited for purchase of either (i) Stand alone building with appropriate size of plot with total built-up area of 4000- 7000 sq. ft. Or (ii) Built-up Floor(s) of total built-up Area of 4000-7000 sq. ft. within Municipal Area of Ghaziabad from the interested Owners/Builders having clear and absolute title for sale of their Premises with approved building Plans & Completion / Occupancy Certificate issued by Local Authority for carrying out institutional activities of the Institute at Ghaziabad. Any Addendum/ Corrigendum regarding this shall be uploaded on Institute's website only.

For details, you may visit the link <https://www.icsi.edu/Tenders.aspx>.

Chairperson, Ghaziabad Chapter



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**INVITATION OF EXPRESSION OF INTEREST (EOI) FOR
ACQUISITION OF PREMISES FOR INSTITUTE AT GHAZIABAD**

EOI NO: ICSI/INFRA/ GHAZIABAD /2019

DATED: 26TH APRIL, 2019

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

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GHAZIABAD CHAPTER OF ICSI

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

(Press Notice issued in Times of India (English) and Dainik Jagran (Hindi) in Delhi & NCR editions on 26th April, 2019)

Dated: 26th April, 2019

Subject: Invitation of Expressions for acquisition of premises at Ghaziabad.

The Institute of Company Secretaries of India (ICSI), a statutory body setup under an Act of Parliament, i.e., the Company Secretaries Act, 1980 invites EOIs from the interested premises Owner's/Developer's having clear and absolute title for sale of their premises.

1.	Name of the work	Purchase of Stand alone building / built-up floor(s) for office use to carry out Institutional activities.
2.	Cost of EOI document	Rs. 500/- (Non-refundable)
3.	EMD	Rs. 50,000/- (Refundable)
4.	Mode of Payment of EOI document and EMD	To be deposited in the form of Demand Draft/ Pay Order drawn in favour of " The Institute of Company Secretaries of India " payable at GHAZIABAD .
5.	Availability of EOI document	On ICSI's website i.e. www.icsi.edu w.e.f 26th April, 2019
6.	Last date of submission of EOI	13th May, 2019 up to 3:00 PM.
7.	Date of opening of EOI's (Technical bid)	13th May, 2019 at 4:00 PM.
8.	Place of submission / opening of EOIs	Ghaziabad Chapter of ICSI, 23-B, Nehru Apartment Nehru Nagar, Near Nasirpur Railway Crossing, Ghaziabad - 201001
9.	Mode of submission of EOI documents	May be submitted by hand or through post/courier so as to reach before the due date & time

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

ICSI shall not be liable for any postal delays what so ever in receipt of EOI documents and EOI received after the stipulated date and time shall not be entertained. EOIs submitted without 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. **No Brokers please.**

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

**Chairperson
Ghaziabad Chapter
0120-4559681**

A. INSTRUCTIONS TO THE APPLICANTS / BIDDERS

Submission of EOI

The EOI is to be submitted in two separate sealed envelopes and both the envelopes are to be placed in another envelope. This outer envelope is to be super scribed as “**EXPRESSION OF INTEREST FOR ACQUISTION OF PREMISES**” should be duly sealed and delivered at the following address on or before the scheduled date and time i.e **13th May, 2019 up to 3:00 PM.**

The Chairperson,

Ghaziabad Chapter of ICSI, 23-B,
Nehru Apartment, Nehru Nagar,
Near Nasirpur Railway Crossing,
Ghaziabad – 201001

Envelope-I super scribed as “**Technical inputs**” for Acquisition of Premises 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 Performa given in this document at (**ANNEXURE - I**).
4. Brief profile of the applicant / owner of the premises showing the following.
 - Name of the owner(s) of the premises/ Directors of the Company with brief organization chart.
 - Memorandum and Article of Association in case of a Company.
5. Confirmation by the applicant on the 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.
7. Copy of Power of Attorney/ Partnership Deed/ Board Resolution, duly attested by Notary Public authorizing the person who signs & submit the EOI.
8. Copy of documentary proof of registration of Project with the 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 premises (under construction/ fully furnished and ready to move/presently occupied by tenants etc.)
12. Organizational Structure (**ANNEXURE – IV**).
13. Technical inputs (**ANNEXURE – V**).

Envelope-II super scribed as “**Financial offer**” for Acquisition of Premises shall contain the price bid only.

- 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 EOIs at place before due date and time.
- 3 All alterations, erasure(s) & or over-writings, if any, should be duly authenticated by the person signing the EOI.
- 4 All Performa 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 envelope accompanied with requisite amount of EMD and Cost of EOI document for each case.

Applicant who has any query about this proposal may send their queries through e-mail ghaziabad@icsi.edu or may contact **Mr. Vinay Kumar**, Executive Assistant, Ghaziabad Chapter of ICSI on Landline Number – 0120-4559681 or Mobile No. – 9818700129.

Opening of EOIs: The sealed offers/EOIs (Technical bid) will be opened by the Institute **on 13th May, 2019 at 4:00 PM** in the premises of the Institute at –

Ghaziabad Chapter of ICSI

23-B, Nehru Apartment, Nehru Nagar,
Near Nasirpur Railway Crossing,
Ghaziabad – 201001

If the applicants wish to remain present, their representatives may attend the same.

- 6 Legal Due-diligence of premises offered for sale shall be done by ICSI. Occupation certificate/ Completion Certificate (in case of Standalone building / built-up floors) shall be mandatory.
- 7 The owners of the premises are required to clarify the observations raised by the agency carrying out the legal Due-diligence on behalf of ICSI within specified time.
- 8 The rates offered by the owners of the Premises shall initially remain valid for a period of 180 days from the date of opening of the EOIs. The validity of offers may require extension of time with the consent of the owner.
- 9 Mere submission of offers/ EOIs will not be treated as acceptance/selection of the offer. The premises will be selected based on evaluation of offers considering various factors as mentioned in the technical information/ criteria of evaluation. Further, the applicants may note that ICSI is not bound to purchase premises from the shortlisted offers.
- 10 EMD of the unsuccessful applicants shall be refunded without any interest after finalization of the proposal/ short listing. EMD of the successful applicant will be adjusted in the total consideration without any interest.

The EMD deposited by the applicant/premises owners for sale of premises shall be liable for forfeiture in the following events & reasons:

- (a) If the owners of the premises fail to get the No Objection Certificate (NOC), Occupation Certificate/ Completion Certificate (in case of built-up floors) if any, from the respective local bodies or the local authority in respect of transfer of license/development rights in favor of ICSI within stipulated period.
 - (b) If the owners premises increases the quoted rates during the negotiations or at any stage.
 - (c) If the Title of property is defective & the premise owner fails to rectify the defect / anomaly (ies) rose by the Law Firm / ICSI, within provided time.
 - (d) If the owners of premises withdraws the submitted EOI.
 - (e) If the premises owner after submission of EOI, imposes Condition(s). (Conditional offers are not acceptable).
 - (f) Non-fulfillment of any or all of the conditions by the premises owners.
- 11 The owners of premises should preferably submit EOI directly; else, EOI must accompany an authorization letter duly issued by the premise owner in favour of the Person/agency submitting the EOI.
 - 12 If group of individuals own the premises then preferably all the authorized representatives of such companies/ individuals should sign the EOI documents. An authorization letter in favour of the persons signing on behalf of a company/ individual must accompany the EOI. In case only one person is signing on behalf of all the companies/individual then all such companies/individual shall issue an authorization letter in favour of person signing the EOI dully attested by Notary Public.
 - 13 ICSI reserves the right to negotiate (through single or multiple rounds of negotiations) the price/rate with any or shortlisted or all the intending applicants.

- 14 The unilaterally revised offer/rates received from the applicants, after conclusion of the process of negotiations, shall not be entertained under any circumstances.
- 15 Conditional bids shall be rejected.
- 16 Canvassing in any form will automatically disqualify the offer.

17 **CRITERIA FOR SELECTION OF PREMISES (STAND ALONE BUILDING / BUILT-UP FLOOR):**

The following criteria, with or without modifications, shall be adopted for short listing of premises.

- (a) The location, ambiance, approach roads, distances to public amenities.
- (b) Landmark Stand alone building/Layout of each floor.
- (c) Title of the premises.
- (d) Statutory compliance (sanction plans of Stand alone building/ built-up floor plan duly approved by local authority, completion/occupancy certificate, NOC for fire and other related activities as required by authority including RERA compliance.).
- (e) Facilities like lift, backup power, water supply etc. available/ to be provided in building.
- (f) Present status (under construction/finishing/vacant/occupied by tenants, etc.).
- (g) Age of the building.
- (h) Construction quality and finishing items.
- (i) Internal layout of the floors of the building.
- (j) Total permissible FAR/achieved FAR.
- (k) Ample parking facility.
 - Preference would be given to the followings:-
 - i) Premises with good frontage and approach roads.
 - ii) With Covered parking or both open and cover parking within the premises.

The property should be situated in institutional/commercial area in specified locations with congenial and proximity to public amenities.

The properties will be shortlisted based on the above factors.

The applicants/ bidders 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 intending Developers/ premises owners/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 premises as well as whole building/tower. 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/ premises owner(s) including ownership documents and chain of documents.
3. The application(s) not accompanied by the documents as per the check-list [**Annexure-III**], 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 premise's owner on approval of proposal by the Council of ICSI.
8. Subsequently a sale deed shall be executed on fulfilment of all required conditions such as statutory and legal compliance.
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 premise's owner(s).
11. ICSI will release payment in stages as detailed herein after.

TERMS & CONDITIONS OF PAYMENT

12. ICSI will make payment to the premises owner(s) based upon agreed price.
13. Payment will be released only after satisfaction of ICSI regarding both legal and statutory compliance as detailed herein after.
 - 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. ICSI agrees to issue TDS certificate within a reasonable time.
15. **ICSI shall release payment** by cheque / RTGS, to the Companies / Owners of premises. In case the premises owners are desirous of receiving payment through RTGS mode then they are requested to furnish requisite details.
16. **ICSI will not pay any brokerage to any person/Agent/Real Estate consultant for the proposed transaction/deal.**

17. **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 appointed by the Secretary, 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 Delhi. 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.

18. **Jurisdiction:**

All disputes arising out of this agreement are subject to the jurisdiction of Courts in Delhi.

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

**(PREFERABLY ON LETTER HEAD OF THE COMPANY/INDIVIDUAL
OWNING PREMISES)**

To,

The Chairperson,

Ghaziabad Chapter of ICSI, 23-B,
Nehru Apartment, Nehru Nagar,
Near Nasirpur Railway Crossing,
Ghaziabad – 201001

Sir,

Sub **“EOI AND PRICE BID” FOR ACQUISITION OF PREMISES AT _____
_____ IN RESPONSE TO YOUR ADVERTISEMENT VIDE EOI NO.:
ICSI/INFRA/ (GHAZIABAD)/2019 DATED 26TH APRIL, 2019**

I/We have downloaded the document for submission of EOI for purchase of office premises from the official website of ICSI. I/We hereby unconditionally accept the EOI conditions in its entirety for the sale of premises. I/We understand that ICSI intends to purchase standalone building/built up floor after due diligence of the offered site/location & 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 said earnest money absolutely. I/We have also noted & accept the other circumstances or events or 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 is enclosed herewith.

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

Thanking you,

Yours faithfully,

Signature of applicant

Name with seal

CONFIRMATION BY THE APPLICANT FOR STAND ALONE BUILDING /BUILT- UP FLOORS

(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, if applicable), that have submitted its **EXPRESSION OF INTEREST FOR ACQUISITION OF PREMISES** at _____ (Location) confirms that;

(Please put 'tick' as applicable)

1. The offered Standalone building/ built up floor is registered and mutated in the name of me /us /said company.
2. The offered Standalone building/ built up floor have a clear title and there is no dispute of any kind on this premise.
3. The offered premises are RERA Compliant.
4. The said Standalone building/built up floor fall under the approved Master Plan of local Authority.
5. The Standalone building/built up floor are free from all kind of encumbrances.
6. The property is freehold or leasehold. Kindly specify _____.
7. In case of the leasehold the lease period starting from _____ is _____ years.
8. We further confirm that;

(A) We, have not taken any loan on the offered premises

OR

We had taken a loan, against the offered premises, amounting to Rs. _____ from _____ (Name/address of the financial institution), which stands cleared as on date. (Please attach Loan Closure Certificate).

OR

We have taken a loan, against the offered premises, amounting to Rs. _____ from _____ (Name/address premises of the financial institution), out of which an amount of Rs. _____ is outstanding as on date. (Please attach a certificate from the financial institution confirming the outstanding amount)

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

OR

A charge amounting to Rs. _____ was created in favour of _____ through ROC, which stand cleared as on date.

OR

A charge amounting to Rs. _____ has been / was created in favour of _____ through ROC which is still in force.

(C) No third party lien or interest has been created on the offered premises.

OR

Third party lien or interest had been created on the offered premises which has been cleared as on date.

OR

Third party lien or interest has been created on the offered premises which is still in force (submit details as applicable).

Signature of the owner / Authorized representative

ANNEXURE-III

**CHECK LIST OF DOCUMENTS FOR EOI FOR ACQUISITION STAND ALONE BUILDING
/ BUILT- UP FLOOR**

(Please put 'tick' as applicable)

SL. NO.	DESCRIPTION	YES	NO	NA
1.	Location plan of the Stand alone building/built up floor where the Stand alone building/tower has been constructed w.r.t. the existing adjoining areas, Approach road, NH, Railway station, Bus stand, Markets etc.(Preferably on Google map). Location of the plot marked on Master Plan/City Plan of that area.			
2.	Location of the plot marked on the approved Master Plan/ City Plan of the area.			
3.	Title documents of the premises/Stand alone building/built up floor (sale deed / lease deed / mutation papers / allotment letter etc.)			
4.	Certificate of registration under RERA.			
5.	Memorandum of Articles of Associations.			
6.	EMD and Cost of documents.			
7.	Acceptance letter (as per ANNEXURE - I)			
8.	Confirmation by the applicant (as per ANNEXURE - II)			
9.	FORM as ANNEXURE - IV dully filled in			
10.	Price bid form duly filled and signed			
11.	Copy of the sanctioned plan of layout			
12.	Commencement/Completion/Occupancy certificate issued by the Local Authority.			
13.	NOC from Society			
14.	NOC for fire			
15.	Any other document/information the application may like to submit			

Signature _____

Name _____

Seal _____

ORGANIZATIONAL STRUCTURE

1	Name and address of applicant with Telephone No., Mobile No., Fax No.& E-Mail	
2	Legal status of the applicant (attach copies of original documents defining the legal status) (a) A Proprietary Firm. (b) A firm in Partnership. (c) A Limited Company (Private or Public) or Corporation. (d) Individual	
3	Name of Directors/ Partners with their addresses, Telephone numbers, Fax, Email.	1. 2. 3.
4	Name & Designation of individuals authorized to act for the Organization.	1. 2. 3.
5	Name / Designation/ Tel No of the person to contact in case of any clarification by 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 the details of court case going on may be provided.	
7	Other details: a) PAN b) 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 shall submit an affidavit/undertaking stating that the same will be obtained before participating in tender/award of work.

Signature _____

Name _____

Seal _____

ANNEXURE – V

**TECHNICAL INFORMATION FOR EOI FOR LAND WITH STAND ALONE BUILDING /
BUILT UP FLOOR ONLY**

SL. No.	PARTICULARS	INPUTS
1.	Details of Stand alone building / Tower	
	(a) Type of construction Load Bearing/RCC/Steel	
	(b) Type of Foundation (Structure should be designed to take care of earthquake intensity applicable for the area)	
	(c) Whether the proposal is for sale of whole Stand alone building with land or built- up floors	
	(d) No. of Floors and height of each floor including Basement, if any	
	(e) Clear floor height from floor to Ceiling	
	(f) type of construction Load Bearing/RCC/Steel	
2.	(a)Area of premises offered including (i) Super Built-Up area (ii) Built up area (iii) Carpet area (All three must be mentioned)	
3.	CONSTRUCTION SPECIFICATIONS / MATERIALS USED (separate Annexure may be used)	
	a. Floor	
	b. Internal Walls	
	c. External Walls	
	d. Doors/Windows	
	e. Kitchen	
	f. Bathroom	
4.	AGE / CONDITION OF THE CONSTRUCTION / BUILDING	
	(a) Newly constructed within 2 years (Completion and occupation certificate with date to be enclosed)	
	(b) Old construction - Mention year of completion (OC / CC to be enclosed)	
	(c) Whether structural stability certificate enclosed (Certificate shall be from Licensed Structural engineer)	
	(d) Details of internal furnishings including electrical wiring and fittings	
5.	COMMON FACILITIES PROVIDED (Give details)	
	A. Car Parking space	covered / Open
	B. Scooter Parking	covered / Open
	C. Power / Electricity	Adequate and available / Not available
	D. Water supply	Provided / Not provided
	E. Municipal Corporation/Bore-well	Yes / No
	F. Overhead Tank	Yes / No
	G. Lifts and their nos., if any (Separate Lift or not)	Give Capacity
	H. Generator for emergency	
	I. Anti lightening device	
	J. Security arrangement (fire fighting/anti burglary device etc.)	

	K. Separate Entrance	
	L. Boundary wall	
	M. Proposed Road widening	
	N. Proposed type of tenement i.e apartment (Separate for Institute) in order to hold share in land.	
6.	Name of the building	
7.	Duration of Completion	

Signature _____

Name _____

Seal _____

PRICE BID OF EOI FOR LAND WITH STAND ALONE BUILDING / BUILT- UP FLOOR

The Chairperson,

Ghaziabad Chapter of ICSI, 23-B,
Nehru Apartment, Nehru Nagar,
Near Nasirpur Railway Crossing,
Ghaziabad – 201001

Sir,

Sub: "PRICE BID" FOR SALE OF LAND WITH STAND ALONE BUILDING / BUILT-UP FLOOR AT _____ (LOCATION), GHAZIABAD.

Ref.: Advertisement vide EOI No.: ICSI/Infra/ (Ghaziabad/2019 dated 26th April, 2019.

We are pleased to submit our EOI for the purchase of office premises as per following details:

A.	Locations (address)	
B.	Details of the premises offered (a) Land with Stand alone building (i) Land Area in sq. ft. (ii) Total built up area/ Carpet Area of the Stand alone building (floor wise) Or (b) Built Up floor(s) (i) No. of floors (ii) Total built up area/ Carpet Area of the floors (floor wise)	
C.	Offered rate (Rs. Per Sq. Ft of built up area) (Floor wise if more than One Floor)	
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,

Place
Date

Signature of applicant
Name with seal