



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE INCOME TAX OFFICER, WARD-1, PALGHAR
Room No. 09, First Floor, Aayakar Bhawan, BIDCO Road, Palghar – 401404.
Email ID: Palghar.ito1@incometax.gov.in

NO. PLG/ITO/WD-1/Office Infra/255

Date: 08.10.2026

TENDER DOCUMENT

TENDER REFERENCE NO. PLG/01/2026

FOR HIRING OF OFFICE ACCOMMODATION ON RENT/LEASE BASIS AT PALGHAR

01. INVITATION OF OFFERS:

- 1.1 The Income Tax Department, Pune invites sealed offers from the original owners of buildings or their duly authorised representatives holding valid Power of Attorney for hiring of ready-to-occupy office accommodation of approximately **5,000 sq. ft. carpet area** with a permissible variation of $\pm 10\%$ at Palghar, Maharashtra, on rent/lease basis.
- 1.2 The accommodation is required on an urgent basis for use as Government office premises. The initial period of hiring shall be **three years**, which may be extended/renewed from time to time, if required by the Department, subject to satisfactory performance, availability of requirement, applicable Government rules and instructions, reassessment of rent wherever required, and approval of the competent authority.
- 1.3 The premises should preferably be situated **on the western side of Palghar Railway Station and within approximately 2-3 kilometres thereof**, with good road connectivity and access to public transport.
- 1.4 Preference may be given, subject to suitability and applicable Government instructions, to premises owned by **Government Departments, Public Sector Undertakings, Public Financial Institutions and other Government organisations**.
- 1.5 Only those parties having **readily available premises of approximately 5,000 sq.ft. carpet area**, in a building legally approved/permited for office use, need apply.

02. REQUIREMENT OF PREMISES:

The premises offered shall ordinarily satisfy the following requirements:

- 2.1 The required carpet area shall be approximately **5,000 sq. ft.**, excluding covered/underground parking area, server tower, DG Set area and other areas which are not part of the office accommodation.
- 2.2 The entire office accommodation shall preferably be located in **one independent building**. Where the building is multi-storeyed, the floor/floors offered shall be contiguous and functionally suitable, with an independent entrance and access passage/staircase. A single independent floor having the required carpet area shall be preferred.



- 2.3 The premises shall be structurally sound, in good condition, free from material defects and ready for occupation and use as a Government office.
- 2.4 The building shall have independent and convenient access and shall be suitably connected by public roads and public transport. The location of the premises should be easily approachable from all directions.
- 2.5 The premises shall have adequate parking facilities, preferably including **5-6 car parking spaces and 15-20 two-wheeler parking spaces**. Exclusive earmarked parking for the Department shall be preferred. Availability of parking in excess of the applicable ECS norms may receive preference.
- 2.6 A suitable independent staircase/entrance passage shall be available. In a multi-storeyed building, a lift/elevator facility shall be provided. An independent lift facility exclusively serving the office accommodation shall be preferred.
- 2.7 The premises shall have separate and adequate toilet facilities for male and female employees, a toilet accessible to persons with disabilities and a separate toilet for officers, as appropriate to the configuration of the premises.
- 2.8 The building shall have adequate electrical power supply suitable for commercial office use, provision for air-conditioning points and suitable arrangements for connection to a DG Set. Adequate space shall be available for installation of an additional DG Set, if required, together with suitable provision for connecting the DG supply to the building's electrical system.
- 2.9 Adequate and continuous water supply shall be available for toilets, wash basins, housekeeping, cleaning and other normal office requirements.
- 2.10 The premises shall have proper drainage arrangements and adequate plinth height so as to minimise the possibility of water logging within or around the building during heavy rainfall.
- 2.11 The building shall have adequate natural light and ventilation. The corridors, staircases, toilets etc. should be sufficiently wide as mandated by local authorities.
- 2.12 The premises and building shall comply with applicable fire-safety, life-safety, accessibility, structural, electrical and other statutory requirements. The building shall be free from hazards or surrounding conditions likely to render the premises unsafe or unsuitable for human occupation.
- 2.13 Suitable provision shall be available for installation of IT/network cabling, telephone, internet, CCTV, access-control and other communication facilities required for Government office functioning. Suitable space shall be available for installation of a server tower/technical equipment at the roof or other appropriate location, subject to structural and statutory requirements.
- 2.14 NOC shall be submitted by the bidder stating that they have no objection with installation of ITBA nodes in the proposed building. The bidder should also facilitate setting up of nodes throughout building space offered to the Income Tax Department.
- 2.15 Adequate open space shall preferably be available in front of the building for official requirements including flag hoisting.
- 2.16 Buildings offering **ground-floor accommodation** shall be given preference, subject to overall suitability.
- 2.17 The owner shall disclose whether the property is mortgaged, charged or otherwise encumbered and, if so, shall furnish complete particulars thereof.



- 2.18 The premises must be a single unit with "A" class quality of construction which fits the structural safety and compliance with hygienic, sanitation, ventilation and daylight standard. It will be preferred if the flooring in the premises is with polished vitrified tiles or equivalent standard and there is false/gypsum board ceiling for effective air conditioning and with modern concealed lights.
- 2.19 If the space offered has power back-up, electrical fixtures (lights, fans, air conditioners, etc.) installed, the bidder may quote the rate separately. However, if the rates quoted for these facilities are not found acceptable, the bidder should be prepared to remove the same at their own cost.
- 2.20 The rent per sq.ft. of carpet area should clearly indicate the rates provided as only "warm-shell" and if partitions (brick or wooden), false ceiling etc. are already existing, the rates for additional facilities should be provided separately. Both the quotes will be subject to separate technical valuation independently. Parties having only "warm shell", if they are willing to provide such additional facilities, may quote the rates for both warm shell and the rates for provision of minimum partitions and false ceiling. Such partitions should be provided by them well before possession of the property is handed over.
- 2.21 The expected minimum required partitions with false ceiling are:
- a) Room Approx. 23 sq. mtr. - 1 number
 - b) Room Approx. 18 sq. mtr. - 6 numbers
 - c) Cubicles Approx. 11 sq. mtr. - 6 numbers
 - d) Cubicles - 3.5 sq. mtr. each - 20 numbers
 - e) Entrance Hall with reception and waiting - 33 sq.mtr. approx.
 - f) Conference room - Minimum 22 sq. mtr.
 - g) Server room - 22 sq. mtr.
 - h) Visiting Officer's Room - 22 sq. mtr.
 - i) Record room -100 sq. mtr.
 - j) Separate toilets for officers
 - k) Separate toilets for staffs and ladies
 - l) Common toilets for the public

03. OWNERSHIP AND TITLE:

- 3.1 The offer shall be submitted only by the original owner of the premises or by a person holding a valid and legally enforceable Power of Attorney authorising him/her to offer the premises on lease and execute the requisite lease agreement.
- 3.2 The premises shall be legally free from encumbrances affecting the Government's right of occupation. There shall be no dispute concerning the title or ownership of the property which may adversely affect the proposed lease.
- 3.3 Where the property is jointly owned, the bidder shall furnish the consent/authority of all persons having ownership rights in the premises and establish that there is no dispute among the co-owners.
- 3.4 The property shall not be subject to any arrangement whereby the proposed premises are separately owned by different persons in a manner affecting the Government's uninterrupted occupation.
- 3.5 Where the property is mortgaged or charged in favour of a bank or financial institution, complete particulars shall be furnished along with the Technical Bid. The bidder shall produce such NOC/consent from the mortgagee or charge-holder as may be required for valid letting of the premises to the Government.



04. STATUTORY APPROVALS

- 4.1 The bidder shall furnish documentary evidence establishing that the building is legally constructed and approved/permited for the proposed office use.
- 4.2 The Technical Bid shall be accompanied, wherever applicable, by copies of the sanctioned building plan, completion/occupancy certificate, permission for commercial/office use, fire-safety certificate/NOC, property tax receipt, electricity connection details and other statutory permissions relevant to the premises.
- 4.3 The Department may require production of original documents for verification at any stage of the tender process.

05. TWO-BID SYSTEM:

The offer shall be submitted under a **Two-Bid System**, comprising:

(i) **Technical Bid – Annexure-I**

(ii) **Financial Bid – Annexure-II A & II B**

- 5.1 The Technical Bid shall contain no rent, rate or other financial quotation. The Financial Bid shall be submitted separately in the prescribed form.
- 5.2 Any financial information included in the Technical Bid shall render the offer liable to rejection and the Financial Bid may not be opened.

06. EARNEST MONEY DEPOSIT:

- 6.1 The Technical Bid shall be accompanied by **Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty-Five Thousand only)** in the form of Fixed Deposit Receipt/Bank Guarantee from any nationalised bank, as prescribed, in favour of "**ZAO, CBDT, THANE**". The EMD shall be refunded to the unsuccessful bidders in accordance with the applicable terms and conditions of the tender.
- 6.2 In addition to the EMD specified above, the bidder who downloads the tender document shall be required to submit a Demand Draft (DD) of **Rs. 1,000/- (Rupees One Thousand only)** towards the cost of the tender document (non-refundable fee), drawn in favour of the authority/person specified in the Notice Inviting Tender.
- 6.3 The DD towards the tender document fee shall be submitted/uploaded in the manner and within the time prescribed in the tender document. The tender document fee shall be treated as a separate requirement and shall not be construed as part of the EMD.
- 6.4 No EMD shall be required from premises offered by Government Departments, Public Sector Undertakings and Public Financial Institutions.
- 6.5 The EMD of unsuccessful bidders shall be refunded (without interest) within **30 days after completion of the evaluation process**, subject to applicable Government procedure.
- 6.6 The EMD of the bidder whose offer is selected shall be retained until completion of the prescribed validity period and/or handing over of possession, as applicable, in accordance with the terms of the tender and the same will be retained for one year from the date of lease agreement as security deposit.
- 6.7 No interest shall be payable on the EMD or on security deposit.



07. VALIDITY OF OFFER:

- 7.1 The offer shall remain valid for a period of **180 days from the last date prescribed for submission of offers.**
- 7.2 Where necessary, the Department may request extension of validity for a further mutually agreed period. The bidder shall not be entitled to revise the terms of the offer merely because the validity period is extended.

08. SUBMISSION OF BIDS:

- 8.1 The Technical Bid, together with the EMD and all prescribed documents, shall be placed in a sealed envelope superscribed:

"TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION FOR INCOME TAX OFFICE AT PALGHAR"

- 8.2. The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.

- 8.3 The Financial Bid shall be placed in a separate sealed envelope superscribed:

"FINANCIAL BID FOR HIRING OF OFFICE ACCOMMODATION FOR INCOME TAX OFFICE AT PALGHAR"

- 8.4 Both sealed envelopes shall be placed in one larger sealed envelope superscribed:

"TENDER FOR HIRING OF OFFICE ACCOMMODATION FOR INCOME TAX OFFICE AT PALGHAR"

- 8.5 The sealed envelope shall be addressed to:

**The Income Tax Officer, Ward-1, Palghar
Room No. 09, First Floor, Aayakar Bhawan,
BIDCO Road, Palghar – 401404.**

- 8.6 For any pre-bid submission queries, the prospective bidders may contact The Income Tax Officer, Ward -1, Palghar. Queries, if any, raised by Income tax Department, after opening of Technical Bids should be answered by the prescribed date. In case of no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through e-mail and confirmed through a formal letter, duly signed by the authorized signatory.

- 8.7 The bid shall be deposited in the Tender Box placed at the above address.

- 8.8 Bids must be received by the Income Tax Department at the address specified and by the date and time mentioned in the 'Schedule of Events/ Important Dates'.

- 8.9. Any Bid received after the deadline for submission of Bids prescribed, will be rejected, and returned unopened to the bidder.

8.10 MODIFICATION AND WITHDRAWAL OF BIDS:

- i. The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bid, is received by the Income Tax Department, prior to the deadline prescribed for submission of Bid. The submission of modification/ withdrawal shall be made in the same manner as prescribed in this tender document.



- ii. No modification/withdrawal in the Bid shall be allowed, after the deadline for submission of Bids.
- iii. With drawn bids, if any, will be returned unopened to the Bidder/s.

09. LAST DATE AND TIME FOR SUBMISSION:

- 9.1 The complete bid shall reach the above office **not later than 05:30 hours on 23.10.2026**. Bids received after the prescribed date and time shall not ordinarily be considered.
- 9.2 The Department shall not be responsible for delay in delivery through post, courier or any other mode.
- 9.3 Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

10. OPENING OF TECHNICAL BIDS:

- 10.1 The Technical Bids shall be opened at **11:30 hours on 26.10.2026** at the Office of the Income Tax Officer, Ward-1, Palghar, or at such other place as may be notified.
- 10.2 Bidders or their duly authorised representatives may remain present at the time of opening of Technical Bids.
- 10.3 The Financial Bids shall not be opened at this stage.

11. TECHNICAL EVALUATION:

- 11.1 The Technical Bids shall be examined by the committee constituted by the competent authority.
- 11.2 The Committee shall examine the suitability of the premises with reference to the requirements specified in this Tender Document, including location, carpet area, accessibility, building condition, statutory approvals, parking, fire and life safety, power supply, water supply, lift, security, IT/ networking feasibility and other relevant factors.
- 11.3 The Technical bid will be evaluated by the computed Committee set up by the competent authority. The Evaluation Committee shall visit the space offered by bidders to ascertain the suitability of the location / space and other facilities / utilities available. The assessment of the Evaluation Committee would be one of the major criteria for evaluation of the technical bids. The score of the technical bids by the Evaluation Committee would be as per the Technical Evaluation Criteria prescribed in **Annexure III**.
- 11.4 The bidders would be qualified for opening of their Financial Bids subject to evaluation of the Technical Bids submitted and satisfactory report from the Committee after visiting the premises. The date, time, and place for opening of financial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or telephone or post. The bidders, if they so desire, can depute their representatives for opening of Financial Bids.
- 11.5 The bidders would be qualified for opening of their Financial Bids based on the assessment as per evaluation of the technical bids. Financial bid of only those bidders shall be considered who secure at least 60 points out of total 100 for the technical evaluation score. There is no cap on minimum number that can be declared technically qualified.



- 11.6 The Department may inspect the premises, verify measurements, examine original documents and seek clarification or additional documents wherever considered necessary. Only those offers which satisfy the prescribed minimum requirements and are found technically suitable shall be shortlisted for opening of Financial Bids.
- 11.7 **Submission of a Technical Bid shall not create any right in favour of the bidder for opening of the Financial Bid.**

12. ORIGINAL DOCUMENTS FOR VERIFICATION:

- 12.1 Where a Technical Bid is found prima facie acceptable, the bidder shall produce the original title deed/ownership documents and original evidence of deposit/lodgement of the title deed with a bank or financial institution, wherever applicable, together with proof of identity of the owner(s).
- 12.2 The original documents shall be returned after verification.
- 12.3 Failure to produce the originals when required may render the offer liable to rejection.

13. OPENING OF FINANCIAL BIDS:

- 13.1 The Financial Bids of only those bidders who qualify in the Technical Evaluation shall be opened.
- 13.2 The date, time and place of opening of Financial Bids shall be communicated to the technically qualified bidders.
- 13.3 The Financial Bid shall be evaluated with reference to the rent quoted, area offered, applicable taxes and other financial liabilities and the terms of the offer.
- 13.4 The lowest financial quote shall **not, by itself, confer a right of selection** upon the bidder.
- 13.5 The final decision shall take into account technical suitability, location, quality and condition of construction, facilities, liabilities, CPWD/competent Government rent assessment, reasonableness of the quoted rent and the overall suitability of the premises, in accordance with Government rules and instructions.
- 13.6 The Financial Bids would be evaluated based on the furnished and functional ready-to-move-in accommodation along with power back up, common area charges, fixtures, ACs, fans, etc. The taxes, if any, may be shown separately.
- 13.7 The financial bid will be scrutinized and finalized subject to ratification by the Central Public Works Department. The rent demanded by the landlord or fair rent as suggested by the CPWD, whichever is lower, will be considered for finalization.

14. CPWD RENT ASSESSMENT:

- 14.1 The rent quoted by the bidder shall be treated only as the bidder's offer.
- 14.2 The final rent payable by the Government shall be subject to assessment/ certification of reasonable/fair rent by CPWD or the competent Government technical authority, as applicable, and approval of the competent authority.
- 14.3 The Department shall follow the latest applicable CPWD SOPs, Government of India instructions and delegated financial powers prevailing at the relevant time.



15. RENT NEGOTIATION:

- 15.1 Generally, no negotiation shall be undertaken merely for the purpose of improving a bidder's financial position.
- 15.2 However, where the competent authority considers the quoted rent to be unreasonable or excessive in relation to the CPWD assessment or other relevant factors, negotiation may be undertaken with the appropriate technically qualified/shortlisted bidder in accordance with applicable Government instructions.

16. FINANCIAL QUOTATION:

- 16.1 The bidder shall quote the rent in **Rupees per sq. ft. per month**, based on the carpet area offered for office accommodation.
- 16.2 The Financial Bid shall separately disclose the applicable property/municipal taxes, GST, if applicable, electricity, water, maintenance, parking and any other charges.
- 16.3 The bidder shall clearly state whether such charges are included in or payable in addition to the quoted rent.
- 16.4 The rent quoted shall include the owner's liabilities relating to property/ municipal taxes and similar ownership-related levies to the extent specified in the Financial Bid and approved by the competent authority.

17. RENT DURING INITIAL LEASE PERIOD:

- 17.1 No increase in the basic rent shall ordinarily be admissible during the initial period of **three years**, unless otherwise specifically approved in accordance with applicable Government instructions.
- 17.2 Any rent escalation proposed for a subsequent renewal/extension [**@ 8% p.a.** (maximum) after three years at the time of renewal of lease] shall be subject to the terms of the renewed agreement and the applicable CPWD/Government rent assessment procedure.
- 17.3 The indicative maximum escalation of **8% after three years**, as contained in the proposal, shall not be treated as an automatic entitlement. Any revision shall be subject to CPWD assessment/certification and approval of the competent authority.

18. HANDING OVER OF PREMISES:

- 18.1 The selected bidder shall hand over the premises within **60 days from the date of communication of approval of the competent authority**, or within such other period as may be approved.
- 18.2 The premises shall be handed over ready for occupation, with all agreed services and facilities operational.

19. COMMENCEMENT OF RENT:

- 19.1 Rent shall become payable only from the date of actual handing over of possession of the premises in a fully ready and operational condition, after execution of the prescribed lease agreement.
- 19.2 No advance rent shall be payable.
- 19.3 No security deposit shall be payable unless specifically approved by the competent authority and incorporated in the lease agreement.



- 19.4 Payments for rent shall be made by Income Tax Department, Pune/Palghar against pre-receipted bills as per the lease deed to be executed between Income Tax Department and the owner or his/her legal representative.
- 19.5 Payment of rent will be made on monthly basis by RTGS procedure after deduction of the tax at source (TDS) as applicable from time to time.
- 19.6 No security deposit or any other advance payment, except the monthly rent, shall be payable by Income Tax Department.
- 19.7 Barring certain eventualities viz. non-availability of fund, error in bill presented by the lessor, and any other administrative reasons, the Income Tax Department (Lessee) will try to make payment of gross monthly rental by 20th day of succeeding month (except the date not being Saturday, Sunday, or any Public Holiday). However, under no circumstances, interest shall be payable on any delayed rent payment by Income Tax Department, Pune/ Palghar and lessor shall also not demand any interest on any ground and on any account.

20. UTILITIES:

The Department shall bear electricity, water and other consumption-based charges attributable to its occupation of the premises, at actual applicable rates, where separately measurable and as provided in the lease agreement.

21. ALTERATIONS AND FIT-OUT:

- 21.1 The Department may, during the lease period, undertake or require reasonable temporary/non-structural alterations, partitions, office fixtures, fittings, IT/ networking infrastructure and other installations necessary for official use.
- 21.2 Structural alterations, if required, shall be undertaken only with the necessary approval and consent.
- 21.3 Government-installed equipment and removable installations shall remain the property of the Government and shall be dealt with in accordance with the lease agreement at the time of vacation.

22. LEASE AGREEMENT:

- 22.1 The successful bidder shall execute the prescribed **Government/Standard lease agreement** incorporating the approved rent, period of lease, escalation, taxes, maintenance responsibilities, termination provisions and other approved terms.
- 22.2 Lease will be formalized in the proforma of Standard Lease Agreement as applicable for Central Govt. Departments. Periodical revision of rent will be considered as per clauses of Standard Lease Agreement.
- 22.3 The lease agreement shall be subject to the applicable Government rules and instructions at the time of execution of agreement.
- 22.4 Any renewal shall likewise be subject to approval, rent assessment/ certification and execution of the appropriate renewal/lease document.

23. STAMP DUTY AND REGISTRATION CHARGES:

Stamp duty and registration charges, if applicable to the lease agreement, shall be borne in the manner prescribed under the applicable law and extant Government/CPWD instructions, or as otherwise specifically approved by the competent authority and stipulated in the lease agreement.



24. NO BROKERS/INTERMEDIARIES:

- 24.1 Offers submitted by brokers, property agents or intermediaries without a valid Power of Attorney from the owner shall not be entertained.
- 24.2 The Department shall deal only with the owner or a duly authorised representative having legally valid authority.

25. REJECTION OF BIDS:

- 25.1 A bid may be rejected if it is incomplete, contains any false or misleading information, does not include the required documents, does not meet the minimum carpet-area requirement, is submitted by an unauthorised person, includes financial information in the Technical Bid, or does not comply with the terms and conditions of the tender.
- 25.2 An offer for premises that are incomplete or only partially available will normally not be considered.
- 25.3 A bid submitted without the required Earnest Money Deposit (EMD) of Rs. 25,000/- will be treated as invalid and will not be considered.
- 25.4 If the bidder downloads the tender documents from the Departmental website, the bidder must submit a Demand Draft (DD) of Rs. 1,000/- in favour of "ZAO, CBDT, Thane" towards the prescribed tender document fee (non-refundable). If the required fee is not paid, the application/bid will not be considered for further evaluation.
- 25.5 Any form of canvassing / influencing the bid will attract rejection of bid submitted by the bidder.
- 25.6 The Bidder is expected to examine all instructions, forms, terms and specifications in the Tender/Bidding Document. Failure to furnish all information required by the Bidding Document or to submit a Bid not substantially responsive to the Bidding Document in all respect will be at the Bidder's Risk and may result in rejection of the Bid.

26. CLARIFICATION AND INSPECTION:

- 26.1 The Department may seek clarification or additional documents from any bidder for the purpose of evaluation.
- 26.2 The Department may inspect the premises and independently verify area, title, statutory approvals, construction quality and facilities.
- 26.3 Any clarification furnished by a bidder shall not be permitted to alter the substance of the original offer or give an unfair advantage over other bidders.

27. AMENDMENT/CORRIGENDUM:

- 27.1 The Department reserves the right to issue corrigendum, clarification or amendment to the Tender Document before the last date of submission.
- 27.2 Any such amendment/corrigendum shall form part of the Tender Document and shall be binding on the bidders.

28. GOVERNMENT RULES:

- 28.1 The entire tender process and subsequent hiring shall be governed by the applicable provisions of the **General Financial Rules, Delegation of Financial Powers Rules, CPWD SOPs/instructions, Department of Expenditure instructions and other applicable Government of India rules and orders**, as amended from time to time.



28.2 In the event of any inconsistency between this Tender Document and a mandatory statutory provision or Government instruction, the latter shall prevail.

29. DISPUTE RESOLUTION:

- 29.1 Any dispute arising out of or in connection with the proposed lease shall, in the first instance, be considered by the authorised representatives of the parties with a view to resolving the matter administratively.
- 29.2 Where arbitration is legally permissible and specifically incorporated in the executed lease agreement, the dispute shall be dealt with in accordance with the **Arbitration and Conciliation Act, 1996**, as amended from time to time, and the applicable Government instructions concerning arbitration in Government contracts.
- 29.3 The detailed arbitration provision, including appointment of arbitrator and venue, shall be incorporated in the final lease agreement in the form approved by the competent authority.
- 29.4 Subject to applicable law, matters not covered by arbitration shall be subject to the jurisdiction of the competent courts at Palghar, Maharashtra and the Hon'ble Bombay High Court.

30. DEPARTMENT'S RIGHTS:

- 30.1 The Department reserves the right to accept or reject any offer or all offers, wholly or partly, without assigning any reason, subject to applicable Government rules.
- 30.2 The Department shall not be liable for any loss, expense or other consequence suffered by a bidder as a result of participation in the tender process or non-selection of the offer.
- 30.3 Participation in the tender process shall not create any commitment on the part of the Department to hire any particular premises.
- 30.4 This tender/bid is not an offer by Income Tax Department, but an invitation to receive responses from the eligible Bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal Contract is signed and executed by duly authorized official(s) of Income Tax Department with the selected Bidder.

31. ACCEPTANCE OF TERMS

- 31.1 Submission of the Technical Bid shall constitute confirmation that the bidder has carefully read, understood and accepted the terms and conditions of this Tender Document.
- 31.2 The bidder shall sign and stamp each page of the Tender Document and its Annexures including Standard Lease Agreement.

32. HANDING OVER OF PREMISES:

The premises shall be handed over vacant and ready for occupation in accordance with the conditions stipulated in the lease agreement. A joint inspection and condition report may be prepared at the time of taking possession.

33. TERMINATION:

The lease may be terminated in accordance with the terms and conditions of the executed lease agreement and the applicable Government instructions.



34. UNDERTAKING:

The bidder shall furnish an undertaking in the prescribed form confirming ownership/authority, correctness of information, willingness to permit inspection and rent assessment, and acceptance of the Government's prescribed rent assessment and negotiation procedure.

35. IMPORTANT DATES:

Particular	Date/Time
Date of Tender Document	08.10.2026
Last date for submission of bids	23.10.2026 up to 17:30 hrs
Opening of Technical Bids	26.10.2026 at 11:30 hrs
Opening of Financial Bids	To be intimated separately to technically qualified bidders
Validity of offer	180 days from last date of submission

36. ADDRESS FOR SUBMISSION AND CORRESPONDENCE:

The Income Tax Officer, Ward-1, Palghar
Room No. 09, First Floor, Aayakar Bhawan,
BIDCO Road, Palghar – 401404.

Contact: 7588182378 / 7507301090

Working days: Monday to Friday

Office hours for queries: 10:30 AM to 5:30 PM

Tender documents may be made available through the official website of the Income Tax Department: www.incometax.gov.in




(Gopesh Byadwal)
Income Tax Officer
Ward-1, Palghar

TECHNICAL BID
TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION AT PALGHAR
TENDER REFERENCE NO.: PLG/01/2026

Sl. No.	Particulars	Documents to be submitted
1.	Full particulars of the legal owner of the premises: a) Name: b) Address (Office & Residence): c) Telephone & Mobile No.: d) Tele-fax: e) E-mail ID: f) PAN & TAN:	Copies of PAN Card & TAN Card
2.	Full particulars (with complete contact details e.g., postal address, phone number, mobile number, and e-mail ID of person(s) offering the premises on rent/lease and submitting the Tender	Please provide details
3.	Status of the applicant with regard to the accommodation offered for hiring	
4.	a) Complete address with brief description and location of the accommodation offered. b) Whether commercial or dual use (residential-cum-commercial)	Relevant certificates from Zila Parishad of Palghar / any other competent authority for commercial or dual use.
5.	Total area offered for rent (floor wise) in sq ft. i) Carpet area ii) Built up area iii) Super Built-up area iv) Dimensions of stair case, corridors, and lifts.	Certified sketch & site plan
6.	Particulars of completion certificate.	Attested/self-certified copy of completion certificate issued by the competent authority.
7.	Facilities for vehicle parking	Please provide details of capacity of vehicle parking space in terms of number of cars and two wheelers, separately. Also, provide details of facilities for Parking of guests/ taxpayers.
8.	Type of accommodation: a) whether single floor or multi - story. b) with provision of rooms on each floor or hall c) whether there are any conditions for carrying out partitioning as per requirement of the Department. d) whether rooms are constructed e) whether modification in internal plan permitted in case of constructed rooms.	Please provide answer to each of the sub points alongwith necessary documents, where ever required.



	details of space available for installation of Gensets/UPS, etc.	
9.	Number of lifts and their carrying capacity	Provide details of make, year of installation & status of working etc.
10.	Availability of facilities/ utilities	Number of Toilets (floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Commodes and Wash basin (separately of men and women)
11.	a) Whether running water, both drinking and other utility available round the clock. b) whether sanitary and water supply installations have been provided	Please provide point wise reply
12.	a) whether electrical installations and fittings, power plugs, switches etc., are provided. b) whether building has been provided with fans or not (if yes, the number of fans - floor wise) c) whether provisions for Air-conditioning with power points available or not?	Please provide point wise reply
13.	i) Sanctioned electricity load ii) Whether willing to get the electricity load increased in case Department needs.	
14.	i) Details of power back up facilities ii) Arrangements for regular repairs and maintenance of such 'Power Back Up' facility	Please reply
15.	Details of Fire Safety Mechanism along with Particulars of Fire Department Certificate.	Copy of certificate to be enclosed.
16.	The period and time when the said accommodation could be made available for occupation after the approval by Department	Undertaking from the owner
17.	Specify the period for which the property is being offered for rent with provision of extension.	A self-attested undertaking form the owner of the property indicating the number of years for which property is being offered for rent to the Department
18.	Distance from the nearest Railway station, Bus Stand and Auto stand.	
19.	Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority like CPWD?	
20.	Various Tax receipts (property, corporation/ Municipality tax etc.)	



21.	The space offered should be free from any liability and litigation with respect to its ownership, lease / renting and there should be no pending Payments against the same.	A self-attested undertaking indicating the same along with certificate in this regard by the competent authority.
22.	Clearances / No objection Certificates from all relevant Central / State Government and Corporation / Municipal Authorities including Fire Department for use as office premises conforming to the Corporation / Municipality Rules and Bye-laws	Copies of all clearances /No Objection Certificates from all relevant Central / State Government and Corporation / Municipal Authorities. Copies of approved plan of the office space being offered Documents in support of ownership of Building/ Land and construction
23.	NOC for installation of ITBA nodes.	NOC
24.	Any other salient aspect of the building, which the party may like to mention	Along with necessary document where ever required.

Declaration:

- i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- ii) It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be false, I/We shall be liable to such consequences /lawful action as the Department may wish to take.

Place: _____

Date: _____

Seal: _____

Signature of Owner/Authorised Representative

Name: _____

Designation, if applicable: _____



FINANCIAL BID HIRING OF ACCOMMODATION FOR OFFICE

Full particulars of the legal owner of the premises:

- a) Name:
- b) Address (Office & residence):
- c) Telephone & Mobile No.:
- d) E-mail ID:
- e) Address of Property offered:

Sl. No.	Brief Description	Area in Sq.ft. (Carpet Area)	Rate Quoted per sq.ft. of Area (Warm shell only)	Amount per month (Rs.)
1.	a) Property for office space			
	b) Common area like space for lift, staircase etc.			
	Total			
2.	Taxes (if any)			
3.	Total Amount Per Month (in figures)			
4.	Total Amount Per Month (in words)			

Note:

- a. The term "warm shell" refers to the owner delivering the space to the tenant with basic finishing's which include painted walls, electrical panels and outlets, tiled floor, plastered ceiling with basic lighting, finished bathrooms and fire safety systems.
- b. Other charges viz. power back-up, charges for fan, light fixtures, air conditioning etc. and any other charges towards extra feature, maintenance cost etc. shall be excluded in the rates above. The same shall be quoted separately in Annexure-II B.
- c. Periodical revision to rent will be determined as per the conditions laid down in Revised Standard Lease Agreement as per OM No.16011/1/2000- Pol. III of Directorate of Estates, Govt. of India dt.03-09-2001 or as revised from time to time.



- d. Quote should be covering all taxes and duties. This shall be the amount payable by the Department monthly as rent.
- e. Rates should be quoted in figures and words without any errors, over writing or corrections and should include all applicable taxes etc. in case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.
- f. ESCALATION: Proposed escalation after initial three-year period: ____ %.
- g. The bidder acknowledges that any escalation shall be subject to CPWD/competent Government rent assessment and approval of the competent authority and shall not constitute an automatic entitlement.

DECLARATION:

I/We certify that the above Financial Bid is complete and correct.

I/We understand that the quoted rent is only an offer and that the final rent shall be subject to CPWD/competent Government rent assessment, negotiation where applicable and approval of the competent authority.

I/We further understand that selection shall not be based solely on the lowest financial quote and that the Department shall be entitled to consider technical suitability, location, quality, facilities, liabilities, reasonable/fair rent and other relevant factors in accordance with Government rules.

Place: _____

Date: _____

Seal: _____

Signature of Owner/Authorised Representative

Name: _____

Designation, if applicable: _____



OTHER CHARGES: HIRING OF ACCOMMODATION FOR OFFICE

S. No.	Brief Description	No. of units Being made available	Per unit cost Quoted (in Rs.)	Total amount (in Rs.)	Repairs, if any
1.	Power back up if Any				
2.	Charges for fan & lights fixtures, if provided				
3.	Charges for AC, if installed				
4.	Any other charges for any extra feature, etc. (please specify)				
5.	Maintenance Charges (please specify)				
Total Amount (in Rs.)					

Note:

- Above mentioned charges shall be over and above the Total Amount quoted in **Annexure - II A** as monthly rent.
- The Other charges mentioned in this Annexure shall not be considered while deciding the lowest bidder.
- If the charges quoted are unacceptable to the Department, the bidder shall be ready to remove the assets from the property being rented.
- The Department shall have no obligation to accept these charges. The charges may be negotiated with the selected bidder.



EVALUATION CRITERIA

Sl. No.	Technical Evaluation Criterion	Max Points	Terms of Evaluation of Independent Building	Points Obtained
01.	Availability of entire space in one independent building or same floor in a building	15	Continuous floors with dedicated entry on each Floor	15
			Continuous floors with non-dedicated entry	10
			Non-continuous floors with dedicated entry on Each floor	10
			Non-continuous floors with non-dedicated Entry	5
02.	Availability of partitions or willingness of the owner to make the partitions within 30 days	20	If the partition is available or if the bidder is willing to do a partition	20
			If the partition is not available and the bidder is not willing to do a partition	0
03.	Availability of dedicated lift(s) for use by the Department	8	Dedicated lift available from the main entrance	8
			Dedicated lift available from the side entrance	6
			Common lift available	4
04.	Availability of dedicated parking space(four-wheeler/two-wheeler)	8	Dedicated car parking for more than 5 cars	8
			Dedicated car parking for 3 to 4 cars	5
			Dedicated car parking for 2 to 3 cars	3
			Dedicated car parking for less than 2 cars	0
05.	Proximity to local train station	14	<1000 m	14
			>1000 m and < 1500 m	12
			>1500 m and < 2000 m	8
			>2000 m	4
06.	Suitability of accommodation for Income tax Office as per the assessment of the Evaluation Committee after	35	Age of Building	5
			Uninterrupted Supply of Water	3



	physical verification of the property.		Furniture and Fixture	5
			Security & Safety (CCTV, Fire safety, etc.)	5
			Power Back-Up	5
			Ladie's Washroom on Each floor	5
			Natural Light	2
			Universal Accessibility	5
07.	Total Points	100		

NOTE:

Financial bid of only those bidders shall be considered who secure at least 60 points out of total 100 for the technical evaluation score.



DECLARATION REGARDING TITLE AND ENCUMBRANCES

I/We, _____, hereby declare that the premises situated at _____ are owned by me/us and that I/we have full legal authority to offer the premises to the Government of India on rent/lease basis.

I/We further declare that:

1. the title to the premises is clear and marketable;
2. there is no undisclosed litigation affecting the property;
3. there is no dispute among the co-owners;
4. the premises are not subject to any undisclosed encumbrance;
5. particulars of all mortgages/charges, if any, have been disclosed;
6. the premises may lawfully be let out for Government office use; and
7. all documents furnished with the Technical Bid are genuine and correct.

I/We undertake to indemnify the Government against any loss arising from any material defect in title or authority to lease the premises attributable to me/us.

Place: _____

Signature of Owner/Authorised Representative

Date: _____

Name: _____

Seal: _____

Designation, if applicable: _____



EARNEST MONEY DECLARATION

The bidder shall attach the prescribed **Rs.25,000/- EMD** in the form specified in the Tender Document. Government Departments, PSUs and Public Financial Institutions offering premises shall furnish the relevant declaration/document establishing their status in lieu of EMD.

Date: _____

Signature: _____

Name: _____



UNDERTAKING BY OWNER

I/We, _____, being the owner/authorised representative of the premises situated at _____, hereby declare that the premises are lawfully owned/held by me/us and are available for being offered on lease to the Government of India.

I/We certify that the information furnished in the Technical and Financial Bids is true and correct.

I/We undertake to make available the original title and other documents for verification.

I/We agree to permit inspection and measurement of the premises by the Department and/or CPWD/competent Government authority.

I/We agree to the assessment/certification of reasonable/fair rent in accordance with the applicable Government procedure.

I/We agree to participate in the rent negotiation process before the duly constituted Rent Negotiation Committee/competent authority, wherever applicable.

I/We understand that the rent quoted by me/us shall not be treated as the final rent payable by the Government.

I/We further undertake that, if the premises are selected and the requisite approval is accorded, I/we shall execute the prescribed lease agreement incorporating the terms approved by the competent authority.

Date: _____

Signature: _____

Name: _____

Address: _____

Mobile: _____



CHECK LIST FOR TECHNICAL BID

Sl. No.	Document/Requirement	Yes/No
1.	Tender Document signed and stamped on every page	
2.	Technical Bid – Annexure-I	
3.	Demand Draft of Rs. 1,000/- (Tender Document Fee)	
4.	EMD of Rs. 25,000/-	
5.	Ownership/title document	
6.	PAN/identity proof	
7.	Power of Attorney, if applicable	
8.	Co-owner consent, if applicable	
9.	Encumbrance/litigation declaration	
10.	Mortgage/charge details, if applicable	
11.	Building approval documents	
12.	Occupancy/completion certificate	
13.	Office/commercial use permission	
14.	Fire NOC/certificate	
15.	Property tax document	
16.	Electricity details	
17.	Floor plan	
18.	Site plan	
19.	Parking details	
20.	Photographs (Minimum 5 to 10)	
21.	Other documents specified by the Department	



Pre-Qualification Criteria

S.No.	Particulars	Confirmation (Yes/No)
1.	5000 ($\pm 10\%$) sq.ft. of Carpet Area.	
2.	24 hrs. availability of Electricity and Water Supply	
3.	Dedicated Parking of cars and two wheelers as per extant of Local body Rules at the time of obtaining approval for construction	
4.	Availability of approved plan/drawing	
5.	Availability of relevant certificates from Local Bodies and / or Other Authority for Commercial or dual use	
6.	Affidavit from the Original owners or authorized agents clearly stating that space offered for rent is free from any litigation / disputes with regard to ownership, pending taxes/electricity bills, dues etc.	
7.	Fire Department Certificate	
8.	A self-attested undertaking from the owner of the property indicating the number of months for which the property is being offered for rent	
9.	Copies of all clearances/ No objection certificates from all relevant Central / State Government and Municipal Authorities	
10.	Documents in support of ownership of Building/Land and construction	

Note:

Only those bids which satisfy all the 10 qualification criteria mentioned above shall be considered for Evaluation.

All the document submitted should be self-attested.



LEASE AGREEMENT

AN AGREEMENT MADE THIS _____ DAY _____ OF _____ **Two thousand** and _____ between _____

Herein after called '**The Lessor**' (Which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the **PRESIDENT OF INDIA** (hereinafter referred as '**THE GOVERNMENT OF INDIA**' or '**Lessee**') of the other part.

WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:

01. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the lessor agrees to let out and Lessee agrees to take on lease the land, hereditaments and premises known as _____ together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in **SCHEDULE 'A'**.

02. The lease shall commence/shall be deemed to have been commenced* on the _____ of _____ one thousand nine hundred and _____ and shall, subject to the terms hereof, continue for a term of _____ year with and option to extend the period of lease for a further term as set out in Clause 14 hereof.

03. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs. _____ per month, which also includes a sum of Rs. _____ towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.

04. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in **SCHEDULE 'B'** and the Government of India shall upon the expiration of the term hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India excepted, **PROVIDED THAT THE GOVERNMENT OF INDIA** shall not be responsible for any structural damage which may occur to the same during the term hereby created or any renewal thereof.

05. The Government of India shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.

06. The Government of India shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.



07. All existing and future rates, taxes including property tax, assessment charges and other out goings whatsoever of every description in respect of the said premises payable by the owner thereof, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Government of India and such recovery shall be proportionate to the amount of taxes payable during the pendency lease. In case the said premises is portion of a building subject to payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessor, additional tax payable by the Government of India shall be as determined by the Central Public Works Department of the Government of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.

08. The Government of India shall pay all charges in respect of electric power, light and water used on the said premises during the continuance of these presents.

09. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Government of India in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Government of India may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.

10. The Government of India may, at any time during the terms hereby created and any renewal thereof make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable. **PROVIDED ALWAYS THAT** such installations or other works, fittings and fixtures shall remain the property of the Government of India who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof provided further that the Government of India shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the Government of India excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.

11. The Government of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Government of India shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof.

12. The Government of India shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.



13. The Lessor agree with the Government of India that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the Government of India's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.

14. If the Government of India shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Government of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present covenant for renewal.

"Provided that in the event of expiry of the term of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to the lessee."

"Provided further that the lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted."

15. The Government of India shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.

16. Any notice to be made or given to the Government of India under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the _____ on behalf of the Government of India, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of post.

17. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitration. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communication select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such/other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Government of India, Delhi.

The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed thereunder shall be applicable to such arbitration proceedings which shall be held at _____. The arbitration proceedings shall be conducted in Hindi/English _____. The cost of the arbitration shall be borne as directed by the Arbitral



Tribunal. For the purpose of this clause, the officer mentioned in clause 16 shall be authorised to act and nominate arbitrator on behalf of the Government of India.

18. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

THE SCHEDULE 'A' REFERRED TO ABOVE

All that the _____ The _____ floor of the building known as _____ towards in the city of _____ on plot/land bearing Survey Nos. _____ and is bounded on or towards _____ on or North by _____ on or towards south by _____

THE SCHEDULE 'B' REFERRED TO ABOVE

Details of fixtures and fittings

IN WITNESS WHEREOF THE OFFICIAL SEAL OF _____ has been affixed in the manner herein after mentioned and the lease agreement has been signed for and on behalf of the President of India on the day and year first above written by

(Signature)
For and on behalf of the President of India

In the presence of Witnesses:

1. _____
2. _____

(Signature)
Name & address of the Lessor

and by the Lessor in presence of Witnesses:

1. _____
2. _____

In case the Lessor is a Company, Firm or Society
Add: _____
For and on behalf of _____
having authority to sign on behalf of the Lessor

Vide resolution dated _____ of _____

*Portions which are not applicable may be scored off at the time of filing up of the Standing Lease Agreement (SLA) format.

