



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

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Memo No. 133/EOI/WBSSC/2014

Dated 24.04.2014

EXPRESSION OF INTEREST FOR HIRING OF GODOWN SPACE

Expression Of Interest (EOI) is invited by the West Bengal Staff Selection Commission for hiring of a godown space. The requirement of space is 3000-5000 sq. ft. carpet area in a building preferably in the ground floor. Building located in residential area may also be considered for hiring by the West Bengal Staff Selection Commission, if found suitable.

2. Building should be located within a radius of 8-10 kilometers from the office of the West Bengal Staff Selection Commission located at Mayukh Bhawan, Salt Lake.
3. Godown space offered must be free from all encumbrances, claims and legal disputes etc. Documentary Proof of ownership of Building, payment of all Taxes, Duties, Dues, Telephone, Water, Electricity charges etc. must be submitted along with the application.
4. Selected party shall be required to sign a Lease Agreement with the designated authority in the West Bengal Staff Selection Commission. The Agreement shall be signed initially for a period of three years extendable to fourth or fifth year as per the requirements of the West Bengal Staff Selection Commission and with mutual consent only.
5. Monthly rent should be quoted on a fixed basis for the entire Agreement Period of three years. Incremental rates of rent, if any, for the extended period may also be indicated in percentage terms. Quoting parties may note that no increase in Rental Charges per month will be allowed during the initial three years of the Agreement period.
6. Intending Parties are required to furnish complete details in the Questionnaire given in Annexure - I to this document.
7. All existing and future rates, taxes including property taxes, assessment charges and other charges whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the landlord.
8. The West Bengal Staff Selection Commission shall independently pay all charges in respect of consumption of electric power used on the said premises during the lease period. In other words, rent to be quoted should be exclusive of consumption of electric power.
9. The West Bengal Staff Selection Commission may, at any time during the tenure of the Lease Period make such additions / alterations to the existing godown space such as

partitions and fittings as may be easily removable.

10. Interested parties should return the complete Expression of Interest document, including Annexures – I duly filled in and signed at the bottom of each page, in token of having accepted the terms and conditions.

Price Quotation for monthly rent of the godown space should be quoted separately and written clearly in figures and words.

The Annexure-I, Price Quotation and signed copy of this EOI are to be put in an envelope and the envelope is to be wax sealed and bear superscription:

“Application for letting out godown space in favour of West Bengal Staff Selection Commission”

12. The EOI offer should be dropped in the drop box kept at 3rd floor of Commission’s Office at Mayukh Bhaban, Salt Lake, Kolkata- 700091 on all working days between 11 AM to 3 PM, on or before the closing date. **The closing date and time for submission of EOI offer is 13.05.2014 (Tuesday) up to 3.00 PM.** Late/delayed offers shall not be opened. Offers received by due time and date will be opened in at **3.30 PM on 13.05.2014.** Authorized representatives of the quoting parties may remain present during the opening of offers.

12. Rent charges shall be paid at the fixed rate at the beginning of the following month or as per the Lease Agreement entered into with the party on the Terms & Conditions mutually agreed. Advance payments shall not be ordinarily made unless specifically agreed in writing previously.

13. In the event of offer being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner along with one passport size photograph. Original Documents shall be returned immediately after verification.

14. Quoting parties may keep their offer valid for a period of 30 days i.e. up to 12.06.2014 for acceptance by the West Bengal Staff Selection Commission. Offers inconsistent with the requirements set out in this EOI shall be rejected summarily and no representation in this regard shall be entertained by the West Bengal Staff Selection Commission.

15. Requests received against this EOI shall be evaluated by the West Bengal Staff Selection Commission and its decision will be final and the West Bengal Staff Selection Commission may reject any or all of the offers without assigning any reason whatsoever.

Sd/-

Secretary-cum-Controller of Examinations
West Bengal Staff Selection Commission

QUESTIONNAIRE

1.	Name of Person/Party holding Title to the Property	:	
2.	Nationality of the Owner	:	
3.	Full Postal Address of Property with PIN code	:	
4.	Carpet Area in Sq.ft (Floor wise, if located in more than 1 floor)	:	
5.	Distance in KM from the Office of the West Bengal Staff Selection Commission at Mauykh Bhawan, Salt Lake	:	
6.	Contact Details	NAME	:
	Telephone No.	:	
	Fax	:	
	E-mail	:	
7.	ESSENTIAL DOCUMENTS FURNISHED (Please Tick Mark the Correct Option)	:	
(I)	Copy of Title Deed of the proposed property	:	YES
		:	NO
(II)	Copy of Building Plan duly approved by Competent Authority	:	YES
		:	NO

8.	<u>PLEASE INDICATE :</u>		
(I)	Whether it is an independent building for exclusive use of West Bengal Staff Selection Commission without sharing with any other user	:	YES
			NO
(II)	General amenities/toilets available	:	YES
			NO
(III)	Whether Power Backup available	:	YES
			NO
(IV)	Whether Space for vehicles / lorries for loading / unloading materials available	:	YES
(V)	Number and area of rooms already built up in the required space	:	
(VI)	Whether proposed building is free from all encumbrances, claims, litigations	:	YES
			NO
(VII)	Whether proposed space is physically vacant/ready to occupy	:	YES
			NO
(VIII)	Whether all govt. dues,(property) Taxes Electricity, Telephone, Water Bills are paid up as on date of application with (documentary proof should be furnished)	:	YES
			NO
(IX)	Whether water storage tanks fitted on the roof. If Yes, Water Storage Capacity (In Litres), if No, what is the source of water to the premises	:	YES
			NO
(XI)	Other information which the Indenting Party wishes to furnish	:	