



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

**REQUEST FOR PROPOSAL**

**FOR**

**PURCHASE OF LAND**

**AT**

**PUNE CITY, MAHARASHTRA, INDIA**


**FOR**

**EDUCATIONAL/INSTITUTIONAL/OFFICE**  
**USE**

**Head Office.:** "ICAI Bhawan", Indraprastha Marg, New Delhi - 110 002

**Branch Office:** Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi, Pune – 411037.

**Email Id:** [admin@puneicai.org](mailto:admin@puneicai.org)

	<b>THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)</b> (Set up by an Act of Parliament)
	<b>Head Office:</b> ICAI Bhawan, Indraprastha Marg, New Delhi – 110002.
	<b>Branch Office:</b> Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi, Pune–411037
	<b>Email ID:</b> admin@puneicai.org

### (PRESS NOTICE)

#### Request for Proposal (RFP) for Purchase of Land at Pune City

The Institute of Chartered Accountants of India (ICAI), a statutory body set up by an Act of Parliament of India namely The Chartered Accountants Act, 1949 invites bids in Two Bid System i.e. Technical and Financial Bid (Price) on Quality and Cost Base System (QCBS) Basis, from the eligible immovable property owners with a clear and marketable title for purchase of Land within the Municipal Corporation limits of Pune City for the use of **Educational/Institutional/Office purposes** for ICAI having following Area within 10 Km from Pune Railway Station.

Particulars	From (Sq ft)	To (Sq ft)
Land Area	22,000	44,000

The property within +/- 10% variation in above limit may also be considered.

The Interested parties may submit their Offers in 'Prescribed Formats' given in this 'Request For Proposal' (RFP) Document on or before **13/04/2026** upto 5 PM.

Interested parties may download the 'Request for Proposal' (RFP) Document from ICAI Website(s) [www.icai.org/icai-eoi-tender](http://www.icai.org/icai-eoi-tender) or <https://puneicai.org/tenders> or <https://wirc-icai.org/> (under EOI/Tender).

The Request for Proposal forms containing terms & conditions are also available at Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi, Pune–411037

Brokers may please excuse.

Secretary, ICAI

Contact Person: Mr. Deepak Korgaonkar  
M: +91 8237166008

#### **IMPORTANT INSTRUCTIONS TO BIDDERS**

1. This RFP Document contains two Parts. Part – I contains Open Offer Document – I (Property Details/Technical Bid) and Part – II contains Open Offer Document – II (Financial/Price bid), which shall have to be duly filled in by the Bidder.
2. Application forms may either be downloaded from the website of the Institute of Chartered Accountants of India, i.e., <https://icai.org/> or <https://wirc-icai.org/> (under EOI/Tender) or may be obtained physically from Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8, Parshwanath Nagar, CTS No.333, Survey No.573, Bibvewadi, Pune-411037 by submitting application fee (non- refundable) of **Rs.5,900/- (Rs.5,000/- Plus GST)** through Demand Draft in favor of '**Secretary, The Institute of Chartered Accountants of India**' payable at New Delhi.
3. Application forms downloaded from website shall be accompanied with Demand Draft for an amount of Rs.5,900/- (**Rs.5,000/- plus GST**) (non- refundable) in favour of '**Secretary, The Institute of Chartered Accountants of India**' payable at New Delhi towards cost of application form. Bids not accompanied by the application fee of Rs.5,900/- as aforesaid shall be rejected. The Demand Draft should not be predated to the date of publication of the Request for Proposal (RFP).
4. The Bidder shall submit **EMD** (Interest free & refundable) of **Rs.10,000/- (Rupees Ten Thousand only)** in the form of Demand Draft in favour of '**Secretary, The Institute of Chartered Accountants of India**' payable at New Delhi. The Application/Bid submitted without EMD, shall be liable to be rejected. The Demand Draft should not be predated to the date of publication of the Request for Proposal (RFP).
5. **Forfeiture of EMD:** The EMD is liable to be forfeited in case:
  - a. *The Bidder unilaterally increases its application price any time after submission of Bid or after being declared as successful Bidder.*
  - b. *If the Bidder fails to get Title Deed/property ownership related other statutory documents, No Objection Certificate (NOC), Completion/Occupancy Certificate etc., if any, from the respective local bodies or the concerned statutory authority in respect of transfer of license/development rights etc., whatsoever in favour of ICAI and use of property by the ICAI within stipulated period.*
  - c. *If the Title of property is defective & the Bidder fails to rectify the defect/anomaly(ies) pointed out by the ICAI/appointed Law Firm or Advocate on behalf of the ICAI, within the time given by ICAI.*
  - d. *The Bidder withdraws its/his bid during the Bid Validity period.*
  - e. *The Successful Bidder refuses/fails to execute the Deed/Agreement within stipulated time, if any.*
  - f. *The Bidder fails to give peaceful and vacant possession of the property.*
  - g. *The Bidder fails to disclose the names of person who are working with him in any capacity or are subsequently employed by him who are near relatives to any officers of ICAI or Central or Regional Council members of ICAI or any of the Office Bearers of the concerned Branch/Office of ICAI.*
  - h. *The Bidder is found to be indulged in Canvassing or indulged in Fraud, Cheating, Corruption, Bid Rigging, Collusive Bidding, Misrepresentation, Mal Practices etc. in whatsoever manner in connection with this RFP.*
  - i. *The Bidder is found to be suppressing the information or furnishing wrong information or incomplete information or providing information, which is*

- misleading, false etc. and/or submitting documents which are fabricated or forged.*
- j. The Bidder fails to keep all the information/ details /drawings /material specification confidential and fails to maintain secrecy.*
  - k. The Successful Bidder fails to honour or refuses to comply with or modifies any or all terms and conditions of the RFP.*
  - l. The Bidder does not respond to requests for clarification of their bid or fails to co-operate in the Evaluation Process.*
  - m. In case of submission of conditional Bid/Offer by the Bidder.*
  - n. If the Bid is submitted by the Broker or Property Dealer, who is not the owner of the property which is subject matter of this RFP.*
  - o. The EMD shall also be liable to be forfeited if the Bidder fails to provide, within the stipulated time:*
    - (a) in case the title holder is deceased:*
      - (i) Legal heir/inheritance certificate; and*
      - (ii) mutation in land revenue records; or*
    - (b) in case of joint owner(s):*
      - (i) Relinquishment certificate by other joint owner(s); and*
      - (ii) General Power of Attorney (GPA) in favour of authorised signatory; or*
    - (c) in case the land is society land:*
      - (i) No Objection Certificate (NOC) from the society; and*
      - (ii) No Due Certificate (NDC) in the name of owner.*
6. Duly filled in applications/Bids shall be submitted in two separate sealed envelopes clearly mentioned as “Part -I: Open Offer Document I (Property Details/Technical Bid)” and “Part – II: Open Offer Document II (Financial Bid/Price Bid).” Both the sealed envelopes to be put into another envelope and it should be superscribed as “REQUEST FOR PROPOSAL FOR PURCHASE OF LAND AT PUNE City FOR **Educational/Institutional/Office Use**” and shall be sent either by registered post/speed post or may be dropped in the designated tender box at the address given below:
- To  
The Chairman,  
Infrastructure Committee of Pune of WIRC of ICAI  
ICAI Bhawan, Plot No. 8,  
Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi,  
Pune-411037
7. The last date of submission of duly filled in Bids/applications is on or before **13/04/2026** upto **5 PM**. The Bids/offers received after the due date shall not be considered in any circumstances.
8. ICAI shall not be responsible for any postal or other delays and Bidders should take care to ensure that the bids are received at the above-mentioned place before due date and time as aforesaid. Bids received after the stipulated date and time shall not be entertained. The ICAI shall not be liable for any postal delays whatsoever and bids received after the stipulated time/date are liable to be rejected summarily without giving any reason thereof.

9. Bidder may submit any number of Bids for different properties, but each bid must be in a separate sealed envelope containing sealed “Technical Bid/Property Details” and “Financial Offer/Price bid” therein as well as accompanied with requisite amount of EMD and Cost of Application Form for each Bid.
10. Bid sent by fax/e-mail shall not be accepted and shall be summarily rejected.
11. All alterations, erasure(s) and/or over-writing(s), if any, should be duly authenticated. Alterations or overwriting in the Bid without authentication is liable to be rejected.
12. All Forms and declarations forming part of the RFP documents must be duly filled-in, signed and stamped by the Bidder.
13. The bid shall strictly be in the given formats only. Any addition, deletion, modifications, variance, deviation etc. shall result in the rejection of the bid.
14. The Pre-Bid Queries (if any) shall be sent by the bidders on email id [admin@punecai.org](mailto:admin@punecai.org) on or before **01/04/2026** up to **5 PM**.
15. Pre-bid meetings for any clarifications will be held on **04/04/2026** at **11:00 AM** in online/Virtual Mode. Link for the same will be hosted on the website prior to the scheduled date of meeting and the same shall be considered as part of this document.
16. The bid shall be duly signed by the Property Owner in case of individuals and by duly Authorized legal representative in case of corporates and others legal entities. The bidder shall sign on each page of the bid. (Copy of the document duly authenticating the same shall be furnished along with the bid).

The Weblink to join the Pre-Bid Meeting is given below:

**Weblink:**

<https://us06web.zoom.us/j/81929221171?pwd=V0zPTLv4szSXA2ja2pZW3bagWt7Afn.1>

**Meeting ID: 819 2922 1171**

**Passcode: f3AiXz**

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17. If the space in the proforma is insufficient for furnishing full details, such information shall be supplemented on separate sheets of paper stating therein the relevant part for the proforma and serial number. Separate sheets may be used for each part of the RFP. Additional sheet, if any, should also be duly signed by the bidder.
18. In case of joint ownership, the bid shall be made submitted by all the joint owners or any one of the owners duly authorized by the rest of the owners. In case of more than one owner, the share of each owner in the property shall be explicitly stated in the bid.

19. All the enclosures to the bid shall be submitted in duplicate.
20. If at any stage, it is found that the bid contains false, misleading or insufficient information or suppression of facts or misrepresentation, the bid is liable to be rejected by ICAI and ICAI shall be free to take appropriate legal action against such Bidder(s), in addition to the forfeiture of EMD/Security Deposit.
21. In case any bid is found to be incomplete, ICAI may, at its discretion, seek clarifications or additional information by providing a specified time period for submission. However, bids with material deficiencies may not be considered for further evaluation. Bidders are therefore requested to ensure that all required information and documents are submitted in full.
22. Conditional bids shall be summarily rejected.
23. If offer price is found to be incorporated in technical bid, such bid shall be liable to be rejected.
24. ICAI reserves the right to accept or reject any or all bids at any stage in part or full without assigning any reason, therefor.
25. Bidders or their representatives may attend the Opening of Technical Bids physically or virtually. Bids shall be opened at the designated place and at specified time even if bidder are not present after notice.
26. As a part of technical evaluation of the bid, the representatives of ICAI shall visit the Land for inspection. ICAI may subsequently carry out due diligence or other verifications for its satisfaction, for which all assistance shall have to be provided by the bidders/owner(s) including verification of Original Title Deeds and chain of Title documents for any period not less than 30 Years or other documents.
27. In case, the Land is found not suitable during physical inspection by ICAI, the Financial Bid of the bidder shall not be opened.
28. Following would be the Criteria for shortlisting the Land Offers:
  - i. The Offered Land should be located within Pune Municipal Jurisdiction.
  - ii. The Offered Land should have Clear marketable title in the name of Bidder(s) effected by appropriate conveyance deed in favor of the bidder(s). In case of more than one Owner, the shareholding of each owner shall be clearly stated in the Bid Document.
  - iii. The offered Land should be free from high tension overhead power lines, oil/water pipelines/canals etc.
  - iv. The Offered Land/Plot should be free from and not adjacent to railway lines/crematoriums/burial grounds etc.
  - v. The Offered Land/Plot shall be more than 500 M away from Cremation Ground and Municipal Garbage Collection Center/Chamber.
  - vi. The Offered Land shall be at-least 5 KM away from Municipal Waste Dumping Yard and/or Municipal Waste Processing Plant/Unit.
  - vii. The Offered Land should have Non-Agricultural Permission and should be suitable for educational/institutional/office purpose. The Bidder shall submit a Certificate issued by a Local Architect (Practicing in the City from past 10 Years) in this regard.

- viii. The Offered Land should have clear Boundary Markings.
  - ix. Sale/purchase of offered land should not have taken place in last two year of floating of RFP except in case of government allottee.
  - x. The offered land should have unhindered approach from main road. The land/Plot should preferably be a road facing property with clean surroundings on main roads.
  - xi. Where any charge is created on the property, an undertaking shall be provided confirming that all encumbrances on the property shall be cleared at or before the execution of sale deed, by making direct payment to the concerned Bank / NBFC or financial lender, as applicable. CERSAI Report is required to be submitted along with the Bid.
  - xii. The Property should necessarily be Free Hold.
29. Land not meeting any of the above parameters will not be considered and will be rejected.
30. Following Selection Process would be conducted for further evaluation:
- i. The Evaluation of the Bids received will be conducted in two stages i.e. 'Quality Parameter' and 'Cost Parameter'.
  - ii. Marks obtained in the 'Quality Parameter' and 'Cost Parameter' will be allotted a weight of 70:30. While for 'Quality Parameter Evaluation' the scores will be directly proportional whereas for 'Cost Parameter Evaluation' the scores will be inversely proportional.
  - iii. Minimum qualifying marks (Ts) for 'Quality Parameter' will be at least 60% of the Total Score in aggregate.
  - iv. The overall marks of 'Quality Parameter' shall be converted to proportionate marks of 70% and it will be termed as Ts.
  - v. The Financial Bids of only those Bidders will be opened whose Bids are found to be technically qualified by the Evaluation Committee. The Bids/Bidders securing qualifying marks (60%) and above shall be considered for opening of Financial bids and further evaluation.
  - vi. For the purpose of comparison, total Financial implication of all statutory dues and any charges shall be considered.
  - vii. The Financial bids of the bidders with the lowest cost will be given a financial score of 100 and other 'Financial Bids' will be given Financial Score (Fs) that are inversely proportional to their quoted prices.
  - viii. The total score, both Ts and Fs, shall be obtained by weighing the scores and adding them up.
  - ix. On the basis of the combined weightage score for 'Quality Parameter' and 'Cost Parameter', the Bids/Bidders shall be ranked in terms of the total score obtained.
  - x. The Bid/Bidder obtaining the highest total combined score will be ranked as Q-1 followed by the Applicant securing lesser marks as Q-2, Q-3 etc.
  - xi. On the basis of Combined score, the Bid/Bidder with highest score (Q-1) will be declared successful and shall be recommended.
  - xii. In the event of two or more proposals have the same scores in the final ranking, the Bid/Bidder with highest technical score shall be ranked first.
  - xiii. In case multiple proposals have same score in the final ranking and same Quality Parameter Score (Ts), all should be treated as Q-1 and they will be asked to provide revised price offer in a sealed envelope for further evaluation and determining the Q-1.

**Evaluation Criteria****Stage – I: Quality Parameter**

<b>Technical Parameter Evaluation Criteria</b>		
<b>S. No.</b>	<b>FEATURES</b>	<b>MARKS</b>
	<b>LAND AREA</b>	<b>60</b>
<b>1</b>	<b>TOTAL land Area (Max 40 Marks)</b>	
a	Above 48,400 Sq.Ft.	Bid Rejected
b	45,001 Sq.Ft. to 48,400 Sq.Ft.	60
c	40,001 Sq.Ft. to 45,000 Sq.Ft.	55
d	35,001 Sq.Ft. to 40,000 Sq.Ft.	45
e	30,001 Sq.Ft. to 35,000 Sq.Ft.	40
f	25,001 Sq.Ft. to 30,000 Sq.Ft.	35
g	19,801 Sq.Ft. to 25,000 Sq.Ft.	30
h	Below 19,800 Sq.Ft.	Bid Rejected
	<b>LOCATION &amp; CONNECTIVITY</b>	<b>120</b>
<b>2</b>	<b>Distance from Pune Railway Station (Max 40 Marks)</b> <i>Note: Google Map distance will be used to establish the distance of offered location.</i>	
a	Up to 2 Km	40
	2 Km to 4 Km	35
b	4 Km to 6 Km	25
c	6 Km to 8 Km	15
d	8 Km to 10 Km	5
e	Beyond 10 Km	Bid Rejected
<b>3</b>	<b>Connectivity of the Offered Premises by Public Transport like Bus &amp; Auto (Max 20 Marks)</b>	
a	Up to premises	20
b	Up to 100 meters	16
c	100 meters to 200 meters	12

d	200 meters to 300 meters	8
e	300 meters to 400 meters	4
f	Beyond 400 meters	Bid Rejected
<b>4</b>	<b>Access to property (Max 40 Marks)</b>	
a	Approach / Front road: 40 Feet or more	40
b	Approach / Front road: 40 Feet to 30 Feet	30
c	Approach / Front road: Below 30 Feet	Bid Rejected
<b>5</b>	<b>Connectivity of the Offered Premises by Metro – (Max 20 Marks)</b>	
a	Up to 250 meters	20
b	250 meters to 500 meters	15
c	500 meters to 750 meters	12
d	750 meters to 1000 meters	9
e	Beyond 1000 meters	No marks
	<b>FEATURES OF PLOT</b>	<b>80</b>
<b>6</b>	<b>Shape of Plot– (Max 40 Marks)</b>	
a	Perfect Rectangle shape (having Length: Width>2 but <3) and width (smaller dimension) on approach road	40
b	Rectangle shape (having Length: Width>1 but <2) and width (smaller dimension) on approach road	35
c	Perfect Square shape and one side on approach Road	30
d	Perfect Rectangle shape (having Length: Width>2 but <3) and Length (larger dimension) on approach road	25
e	Rectangle shape (having Length: Width>1 but <2) and Length (larger dimension) on approach road	20
f	Having more than 4 sides or less than 4 sides	Bid Rejected
<b>7</b>	<b>Opening of Plot (Max 20 Marks)</b>	
a	Corner Plot	20
b	Two side open Plot (opposite sides)	20
c	Single side open Plot	15
<b>8</b>	<b>Facing of Plot (Max 20 Marks)</b>	
a	East or West or North Facing	20

b	Any other	10
<b>AMENITIES</b>		<b>40</b>
<b>9</b>	<b>Availability of Electricity (Max 20 Marks)</b>	
a	Electricity Lines Passing along the Plot Boundary	20
b	Electricity Lines not available at Plot Boundary but Connections available at within 50 M distance from Plot	10
c	No Electrical Services available	Bid Rejected
<b>10</b>	<b>Road/Street Condition (Max 20 Marks)</b>	
a	Pucca Cement Concrete or Bitumen Road	20
b	Paver or Khadanja Road	15
c	Soil street/Road	5
<b>ASBTRACT</b>		
	<b>PARAMETER</b>	<b>MAX MARKS</b>
A	LAND AREA	60
B	LOCATION & CONNECTIVITY	120
C	FEATURES OF PLOT	80
D	AMENITIES	40
	<b>TOTAL</b>	<b>300</b>

### Stage – II: Cost Parameter

- 100 Marks would be awarded to the Bidder with Lowest Offer.
  - Marks would be awarded based on reverse Pro-Rata (from L1 to H) out of 100.
31. After the technical evaluation, the financial bids of qualified bidders shall be opened only after establishment of Legal & Marketable title clearance of property offered & had compliances of requisite statutory approvals.
  32. The Financial bids of Qualified bids shall only be opened in the presence of representatives of bidders (if any). However, the Financial bid would be opened on the designated date, time and place even if none of the qualified bidders or its representatives are present at the given date, time and place despite Notice.
  33. Schedule of Opening of Financial Bids shall be communicated through e-mail to the Qualified bidders only.

34. The bidders shall furnish a photocopy of the Original Title Deed of property with proof of Identity of Ownership along with Photograph(s) to the Pune Branch of WIRC of ICAI at the aforementioned address.

Also, bidders shall furnish copies of all the Originals of Supporting Documents which are required to be submitted by the bidder as mentioned in this Document.

The bidders shall be informed to furnish the original documents at any stage of evaluation process in writing by ICAI.

35. If any bidder fails/unable to furnish aforementioned original documents within 30 days of its intimation by ICAI, then the ICAI have the right to accept or reject such bids.
36. The Bid/offer shall remain valid for a minimum period of **120 days** from the last date of submission of bids /proposal. The validity of bids may also be extended with the consent of the bidder/owner(s).
37. In case bidder intends to submit bid for multiple Land, separate Offer/Bid Document for each Land shall be prepared & submitted in prescribed format with all supporting documents attached therewith and shall submit EMD and RFP Fees for each Offered Land separately. If at any stage, it has been found by ICAI that multiple properties have been offered by the Applicant in a single Offer Document, such bid(s)/Offer(s) shall be immediately rejected.
38. In case of any dispute or difference arising in relation to meaning or interpretation of any of the clause of this RFP Document, the interpretation made by the ICAI shall be final and binding.
39. The Land offered under this RFP (Request For Proposal) Document should have Institutional/Educational/Office use. (Supporting document in this regard shall have to be submitted by the Bidder in their Bid Envelope - I.)
40. All disputes arising out of this RFP are subject to the jurisdiction of Courts in Delhi/ New Delhi only.
41. Mere submission of bid documents will not be treated as acceptance/selection of the bid. The Land will be selected based on detailed analysis and evaluation of bids considering various factors including those mentioned in the Evaluation Criteria and Quality Parameters. Further, the ICAI reserves its right to purchase or not to purchase any of the land from the shortlisted bids.
42. The bids should be accompanied by the Title Search Report for 30 Years which should clearly indicate that the bidder has clear and marketable title which the bidder convey to buyer. Further, ICAI may also independently obtain Title Search Report in respect of the said property or any of the document/ verification report.
43. ICAI reserves the right to negotiate (through single or multiple rounds of negotiations) the rate/price in transparent manner with all the Qualified bidders/bids and the negotiated price shall be considered for calculation of Final Scores or Rankings viz. Q-1, Q-2, Q-3 etc.

44. ICAI reserves the right to further negotiate the price with Q-1.
45. Any unilaterally revised offer/rates received from the bidders, after the conclusion of the process of negotiations as per Clause 45 above, shall not be entertained under any circumstances.
46. ICAI reserves the right to accept or reject any or all the bids or annul/withdraw the entire process at any time without any reason whatsoever.
47. ICAI shall issue Letter of Intent (LOI) in favour of the successful applicant/owner(s) on approval of the bid/proposal by the competent authority. Subsequently, the Sale Deed shall be executed on fulfilment of all required conditions such as all required statutory and legal compliances to the best satisfaction of the ICAI.
48. The Stamp Duty and Registration Charges payable on the Instrument of Transfer/Transfer Deed/Deed of Conveyance and any other documents towards the purchase of premises shall be borne by ICAI.
49. All the pending dues prior to purchase till the date of registration of conveyance/sale deed will be borne by the successful bidder.
50. Sale consideration shall be subject to deduction of TDS as may be applicable.
51. Payment shall be made only after compliance with Legal requirements and conditions of RFP to the satisfaction of ICAI.



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**  
(Set up by an Act of Parliament)

H.O.: "ICAI Bhawan", Indraprastha Marg, New Delhi - 110 002

**Branch Address: Pune Branch of WIRC of ICAI, 'ICAI Bhawan', Plot No. 8,  
Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi,  
Pune-411037**

**OPEN OFFER DOCUMENT NO. I**  
**Property Details**

**FOR PURCHASE OF LAND AT PUNE CITY, MAHARASHTRA, INDIA  
FOR PUNE BRANCH OF WIRC OF ICAI FOR  
INSTITUTIONAL/EDUCATIONAL/OFFICE PURPOSES  
(Property Details)**

***TO BE SUBMITTED IN SEPARATE ENVELOPE BY SUPER  
SCRIBING THEREON AS 'OPEN OFFER DOCUMENT NO. I'  
(PROPERTY DETAILS)***

**OPEN OFFER DOCUMENT NO. I**

**Open offer Documents I**

Document S. No. ....  
Dated .....

Details of Application fee

Details of EMD

DD No:

DD No:

Date:

Date:

Bank:

Bank:

Rs. \_\_\_\_\_/-

Rs. \_\_\_\_\_/-

Signature and Seal of Seller

**OFFER DOCUMENT I**

**(Property Details)**

**To**  
**The Chairman,**  
**Infrastructure Committee of Pune Branch of WIRC of**  
**ICAI,**

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

Pune Branch of WIRC of ICAI, ICAI Bhawan,  
 Plot No. 8, Parshwanath Nagar, CTS No. 333,  
 Survey No. 573,  
 Bibvewadi, Pune-411037

**Dear Sir,**

**Sub : Your Advertisement in ‘.....’News Paper Dated  
 ..... for purchase of LAND at Pune for The Institute of  
 Chartered Accountants of India (ICAI) for INSTITUTIONAL /  
 EDUCATIONAL/OFFICIAL PURPOSES.**

With reference to the above cited subject, I / We hereby offer my / our plot of Land under ‘Open offer’. I / We give the details of the property here under:-

**A. About the seller/s:**

<b>S. No.</b>	<b>Required Information</b>	<b>Information to be filled in by landlord/s</b>
1.	Name/s of seller/s and Address:	
2.	Seller’s organization: (Individual/HUF/AOP/partnership firm/Company etc.)	
3.	PAN No:	
4.	In case of Individual: Name, Age, Occupation and Address.	
5.	In case of HUF: Members name, Age, Occupation and Address.	
6.	In case of AOP – Name, age, occupation and Address of members of Association.	
7.	In case of partnership firm: Name, Age, Occupation and Address of all the partners.	

8.	In case of company: Name, Age, Occupation and Address of all the Directors.	
9.	Details of contacts of the Landlord/s: Landline Nos.: Mobile Nos.: Email Address:	

**B. About the land:**

S. No.	Required Information	Information to be filled in by landlord/s
1.	Area in -	..... Sq. Mtrs. ..... Sq. ft.
2.	Length and Breadth -	North ..... Mtrs. or ..... ft. South ..... Mtrs. or ..... ft. East ..... Mtrs. or ..... ft. West ..... Mtrs. or ..... ft.
3.	Location: Detailed Address of the plot with old Survey No., New Survey No., City Survey No., Final Plot No., etc.	
4.	Nearby landmark/s to the plot of land.	
5.	Whether Non – Agricultural land, if yes, Collector's NA Order Ref. and Date.	
6.	Distance of the property from_ City/ from following:  (a) Bus stand (b) Airport (c) Railway Station (d) Main City (e) Institute premises	..... kms ..... kms ..... kms ..... kms ..... kms
7.	Location Boundary details –	East : By South: By West : By North: By
8.	Approach Road width Type of Road:	..... ft.

9.	Whether the Educational/ Institutional Activities are permitted on the said property	
10.	Details of Approved corporation Plan, sanction Ref. and Date (if applicable):	
11.	Availability/Source of basic facilities: <ul style="list-style-type: none"> <li>• Water</li> <li>• Electricity</li> <li>• Drainage</li> <li>• Telephone/Internet connectivity</li> </ul>	..... ..... ..... .....
12.	Since when plot of land is owned by present seller/s:	
13.	Last date of payment of Non-Agricultural Tax and period:	
14.	Last date of payment of tax of Municipal Corporation and period:	
15.	Zone declared by Competent Authority:	

**C. About the legal title of Land:**

S. No.	Required Information	Information to be filled in by landlord/s
1.	Owner/s Name as per 7/12 Extract <b>OR</b> City Survey Card /'B' Tenure Permission	
2.	Registered Document Reference and its date, showing the land in the name of the present owner	
3.	Details of encumbrance on the plot of land, (if any) If yes, the Name and Address of the lender Institution/Bank Amount of loan outstanding as on ...../...../.....` .....	
4.	With whom the original property documents are lying	

5.	Whether property is charged under Registered Document If charged, details of Document, Regi No..... Dt. ....	
6.	Time required to submit original documents to ICAI's Advocate and Legal Consultant for inspection and verification.	
7.	When the last Title Search was taken? Brief remarks on Title Search with Lawyer's name and Address	
8.	In case the Seller is a Company, whether sale of land is authorized by Board of Directors by a Resolution? Give Date of Board meeting and Resolution No.	

**The Applicant shall fill in following:**

S. No.	Particular	Remarks	Annexure
1	Whether the portion of Land has been acquired by any Govt. Authority	Yes / No	If yes, Document pertaining to acquisition to be annexed
2	Whether the area mentioned within this offer document is the clear marketable are of Land available with the Applicant	Yes / No	If yes, Document pertaining to acquisition to be annexed
3	Year of acquisition of Land	_____	If yes, Letter/communication with the Govt. Authority to be annexed.
i	Whether compensation of money was taken in lieu of acquisition	Yes / No	If Yes, Detail of Transaction
ii	Whether FSI obtained in lieu of Land acquisition	Yes / No	If yes, Document pertaining to acquisition to be annexed
iii	Whether the FSI obtained in lieu of acquisition is marketable/transferable	Yes / No	If yes, Document pertaining to marketable FSI to be annexed
iv	Whether TDR obtained in lieu of Land acquisition	Yes / No	If yes, Document pertaining to TDR to be annexed
v	Whether TDR obtained in lieu of Land acquisition is marketable/transferable	Yes / No	If yes, Document pertaining to marketable TDR to be annexed

**D. Certified copies of the documents to be attached (for the Building/Premises/ Land):**

<b>S. No.</b>	<b>Document</b>	<b>Remarks</b>
1.	Pan Card/s of the Seller/s	
2.	Memorandum and Articles of Association, in case of company, Partnership Deed and Registration Certificate in case of partnership firm.	
3.	List of HUF members as certified by Bankers along with partition deed, if any,	
4.	Title document/s, Sale Deed, Gift Deed, Partition Deed, Lease Deed etc. in favor of Present Seller/s, including the Map of the property. - Index II Report. - Document Registration Receipt	
5.	Non-Agriculture use: Collector's Order	
6.	Land demarcation plan	
7.	Zoning Certificate	
8.	Land reservation for Educational Purpose Competent Authority's Certificate	
9.	Copy of Approved plan by _____ Municipal Corporation	
10.	Copy of latest paid NATax Receipt.	
11.	Copy of latest paid Property Tax to _____ Municipal Corporation	
12.	Handwritten and computerized Village Form No. 7/12 Extract with all the 6D Mutations thereon along with Village Form No. 8A Extract, City Survey Card with all the mutations thereon, Form B in Case of Final Plot in TP Scheme	
13.	Encumbrance Certificate with outstanding dues of lending Institution	
14.	Copy of latest Title Search Report	
15.	Copy of Board Resolution in case of company,	
16.	In case the seller is Company/Firm/Society/Trust, certified true copy of the relevant resolution of taking decision for selling the land / building to	

	ICAI and authorizing a person, in terms of its bye laws, for executing and signing the deeds / documents / undertakings etc. in order to sell/transfer the said property together with certified copy of its Memorandum & Articles of Association/Bye-laws, as applicable.	
17.	CERSAI Report of the Property	

I/We hereby confirm that the above referred information and documents are true and correct and open for inspection and verification by the advocate and legal consultants appointed by the Institute of Chartered Accountants of India, New Delhi.

I/We are also aware that our offer may not be accepted by the Institute of Chartered Accountants of India and may be rejected without assigning any reasons therefor.

I/We submit financial offer in Open offer Document No. II, Sr. No. ....  
Dated ...../...../..... in a separate sealed envelope.

( )  
**Signature of seller (s) /Authorized Person**  
**with Designation and Stamp**

**Place:** .....

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

**Address:** .....

**Phone No:** .....

**E Mail:** .....



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF  
INDIA**

(Set up by an Act of Parliament)

**Head Office: "ICAI Bhawan", Indraprastha Marg, New Delhi -  
110 002**

**Branch Address: Pune Branch of WIRC of ICAI, 'ICAI Bhawan', Plot  
No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi,  
Pune – 411037**

**OPEN OFFER DOCUMENT NO. II**

**PRICE OFFER**

**FOR PURCHASE OF LAND AT PUNE CITY, MAHARASHTRA, INDIA  
FOR EDUCATIONAL/INSTITUTIONAL/OFFICE USE**

**TO BE SUBMITTED IN SEPARATE ENVELOPE BY SUPER SCRIBING  
THEREON AS 'OPEN OFFER DOCUMENT NO. II' (PRICE OFFER)**

**Open offer Documents II**

**(Price Offer)**

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

**To**  
**The Chairman,**  
**Infrastructure Committee of Pune Branch of**  
**WIRC of ICAI**

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

**Dear Sir,**

**Sub: Your Advertisement in '.....' News Paper dated..... for purchase of LAND at PUNE for The Institute of Chartered Accountants of India (ICAI) for INSTITUTIONAL / EDUCATIONAL/OFFICIAL PURPOSES.**

With reference to the above cited subject, I/We give the following financial offer for the sale of my / our plot of land bearing Survey No. /CTS No ..... situated at ..... (location details) owned by me/us, the details of which are given in Offer Document No. I.

S. No.	Particulars	In words
1	Extent of Land : ..... Sq.Ft.	
2	Sale Price: Rs..... per Sq.Ft.	
3	Total Sale Price: Rs.....	

**Terms of payment:**

1. 100% payment on execution of sale deed and on handing over complete possession of the property to ICAI.
2. Expected Time Span for completion of sale deed after submission of all

documents and obtaining legal clearance on acceptance of our offer is 15 days

I/We have submitted Open Offer document No. I dt...../...../..... in a separate sealed envelope.

**NOTE:**

1. Above quoted rate /amount of the Land are inclusive of all charges whatsoever but excluding registration and stamp duty charges.
2. ICAI will not make payment for any other charges.
3. Applicable tax shall be deducted as per the applicable rules and norms, while making the payment.

Thanking you,  
Yours faithfully,

( )

**Signature of seller (s) /Authorized Person  
with Designation and Stamp**

**Place:** .....

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

**Address:** .....

**Phone No:** .....

**E Mail:** .....