



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

## **REQUEST FOR PROPOSAL**

**FOR**  
**PURCHASE OF BUILDING WITH LAND**  
**and ROOF RIGHTS**

**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).



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**E-Mail Id:** admin@puneicai.org

**(PRESS NOTICE)**  
**PURCHASE OF BUILDING WITH LAND and ROOF RIGHTS**  
**Request for Proposals (RFP)**

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 immovable property owners with a clear and marketable title for purchase of Constructed Building 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.

<b>Particulars</b>	<b>From (Sq ft)</b>	<b>To (Sq ft)</b>
Usable Building Area (excluding Parking) (The Total Built-up area to be not more than 1.5 times the Carpet Area)	30,000	60,000
Constructed Parking Area	12,000	26,000
<b>Total</b>	<b>42,000</b>	<b>86,000</b>

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

Interested parties may submit their Proposals in the 'Prescribed Format' given in this document so as to reach us on or before **07/05/2026 upto 5 PM.**

Interested parties may download the 'Request for Proposals' (RFP) form ICAI Website(s) i.e. [www.icai.org/post/icai-eoi-tenders](http://www.icai.org/post/icai-eoi-tenders) 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 THE 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 (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/> or <https://puneicai.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. Application/ Proposals 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 Proposals (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.
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 provided time.*
  - d. *The Bidder withdraws its/his offer during the Bid Validity period.*
  - e. *The Successful Bidder refuses/fails to execute the Deed/Agreement.*
  - f. *The Bidder and/or 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 Biding, 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.*
6. Duly filled in applications/proposals 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 BUILDING WITH LAND AND ROOF RIGHTS AT Pune City FOR **Educational/Institutional/Office Use**" and shall be sent either by registered post or speed post or may be dropped in the designated tender box provided at the address given below:
- 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
7. The last date for submission of duly filled in applications is **07/05/2026** upto **5 PM**. The Bids 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 Bidder 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 Bid/Price Bid**" therein as well as accompanied with requisite amount of EMD and Cost of Application Form for each Bid.
  10. Bids 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. Alternations or overwriting in the Bids without authentication are liable to be rejected.
12. All Forms and declarations forming part of the offer documents must be duly filled-in, signed and stamped by the Bidder.
13. The Bids 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@puneicai.org](mailto:admin@puneicai.org) on or before **28/04/2026 up to 5 PM.**
15. Pre-bid meetings for any clarifications will be held on **30/04/2026** 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 the 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 prescribed format is insufficient, separate sheets may be attached which are duly authenticated clearly indicating therein the relevant part for the proforma and serial number for which separate sheets are attached Additional sheet, if any should also be duly signed by the bidder.  
  
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.
18. 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 the

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 complete form.
22. Conditional bids shall be summarily rejected.
23. The offer price by the Bidder shall not appear in any manner in the Technical Bid (Part-I). 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. Bidder or their representative 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(s) are not present after notice.
26. As a part of technical evaluation of the bid, the representatives of ICAI shall visit the site/ property 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 Bidder/owner(s) including verification of original title deeds and chain of Title documents for any period of not less than 30 years or any other document(s).
27. In case, the Property Offered 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 Bids:
  - i. The Offered Property should be located within Pune Municipal Jurisdiction.
  - ii. The Offered Property 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 Property should have availability of continuous water supply, electricity and power, approach road, sewer line connectivity etc.
  - iv. The Offered Property should be free from high tension overhead power lines.
  - v. The Offered Property shall be at-least more than 500 Meters away from Cremation Ground and Municipal Garbage Collection Center/Chamber.
  - vi. The Offered Property shall be at-least 500 meters away from Municipal Waste Dumping Yard and/or Municipal Waste Processing Plant/Unit.
  - vii. The Offered Property should have Non-Agricultural Permission and should be suitable for educational/institutional/office purpose, wherein Coaching Classes, Seminar, Exams and Admin/Official activities can be conducted. The Bidder shall submit a Certificate issued by a Local Architect having more than 10 years of experience in this regard.

- viii. Statutory Compliance of the property [Sanctioned Plans of Building/ Built-up floor(s) duly approved by local authority, Completion/Occupancy Certificate, applicable NOCs for Fire & other related activities. As required by authority including for RERA compliance].
  - ix. Facilities and amenities like Lift, Power Back-up Generator, Electricity & Water Supplies, MEP/HVAC/Sewerage/Landscaping etc. available/to be provided in building/built-up floor(s).
  - x. Present status (fully constructed/ finishing/ vacant/ occupied by tenants, etc.), Age and present condition of the building, Construction quality and finishing items.
  - xi. Sale/purchase of offered Property should not have taken place in last two years from the date of floating of Request for Proposals (RFP) except in case of government allottee.
  - xii. The offered Property should have unhindered approach from main road.
  - xiii. The Property should preferably be a road facing property with clean surroundings on main roads.
  - xiv. The Offered Property should have Occupancy/Completion Certificate issued by the Concerned Authority.
  - xv. The Offered Property should have Lift access on all floors (except Terrace & Basement) and should have valid LIFT License issued by Local Authority.
  - xvi. The Owner(s) should have clear and marketable title deed for offered Property and the Property should be free from all encumbrances. 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 (Non-Banking Financial Company) or financial lender, as applicable. CERSAI Report should be submitted along with the Bid.
  - xvii. The Offered Property shall be Free Hold.
29. The carpet area would mean the useable carpet area at any floor level based on the net finished wall to wall internal room measurement excluding external, internal walls, door jambs, docks, shafts, all partially covered and uncovered balconies, flower beds (planting), common areas (50% of the area of the fully covered balcony to be included in the carpet area).
30. Property, offered by a bidder to ICAI, not meeting any of the above parameters will not be considered and shall be rejected.
31. Following Process would be adopted for further evaluation:
- i. Marks obtained in the 'Technical Parameter' and 'Financial Parameter' will be allotted a weight of 70:30. While for Technical Evaluation the scores will be directly proportional, whereas for financial evaluation the scores will be inversely proportional.
  - ii. Minimum qualifying marks for Technical Eligibility will be at least 60% of the Total Score in aggregate.
  - iii. The overall marks of Technical Evaluation shall be converted to proportionate marks of 70% and it will be termed as Ts.
  - iv. The price bid of only those parties will be opened whose bids are found to be

technically qualified by the technical evaluation committee. Technical bids securing qualifying marks (60%) and above shall be considered for price bid opening and further evaluation.

- v. For the purpose of comparison, total financial implication of all statutory dues and any charges shall be considered.
- vi. For properties offered under this RFP where the basic permissible FAR/FSI as per the prevailing statutory Development Control Regulations has not been fully consumed, such unutilized FAR/FSI or surplus land area offered thereby, shall be factored in the financial comparison of bids, in the manner, as defined below:

The Factored Financial Offer (FFO) shall be determined using the following relation:

$$\text{FFO} = \text{Quoted Property Cost} - [(\text{Unutilized FAR Area (Sq.M)} / \text{basic permissible FAR}) \times \text{Land Rate per Sq.M}]$$

The Land Rate submitted by Govt. Approved Valuer appointed by ICAI would be considered. The land valuation shall be obtained from two (02) independent IBBI-registered Valuers (Land & Building). The average of the two valuation reports shall be adopted for determining the land market value.

In the event that the variation between the two valuation reports exceeds fifteen percent (15%), an additional valuation report shall be obtained from a third independent IBBI-registered Valuer. In such case, the average of all three valuation reports shall be considered for finalizing the land market value.

For Properties where basic permissible FAR/FSI is fully consumed or additional purchased FAR/FSI or TDR is consumed, the quoted Financial Bid Value would be considered for Financial Comparison of Bids.

- vii. Accordingly, bidder with the lowest cost will be given a financial score of 100 and other bids will be given Financial Score (Fs) that are inversely proportional to their quoted prices.
- viii. The total score, both technical and financial, shall be obtained by weighing the technical scores and Price scores and adding them up.
- ix. On the basis of the combined weightage score for Technical and Price, the bidders shall be ranked in terms of the total score obtained.
- x. The bidder obtaining the highest total combined score will be ranked as Q-1 followed by the bidders securing lesser marks as Q-2, Q-3 etc.
- xi. On the basis of Combined score, the 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 bidder with highest technical score shall be ranked first.
- xiii. In case multiple bids have same score in the final ranking and same technical score, 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.

<b>Technical Parameter Evaluation Criteria</b>		
<b>S. No.</b>	<b>FEATURES</b>	<b>MARKS</b>
	Bare shell Building <i>(The building comprising only the basic structural framework and essential external enclosure i.e. completed foundations, structural frame (columns, beams, slabs), external walls, roof, and basic weatherproofing)</i>	Bid Rejected
	<b>LOCATION &amp; CONNECTIVITY</b>	<b>80</b>
<b>1</b>	<b>Distance from Pune Railway Station (Max 30 Marks)</b> <i>Note: Google Map distance will be used to establish the distance of offered location.</i>	
a	Up to 2 Km	30
	2 Km to 4 Km	20
b	4 Km to 6 Km	15
c	6 Km to 8 Km	10
d	8 Km to 10 Km	5
e	Beyond 10 Km	Bid Rejected
<b>2</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	15
c	100 meters to 200 meters	12
d	200 meters to 300 meters	9
e	300 meters to 400 meters	6
f	Beyond 400 meters	Bid Rejected
<b>3</b>	<b>Access to property (Max 10 Marks)</b>	
a	Approach / Front road of the premises: 40 feet and above	10
b	Approach / Front road of the premises: less than 40 feet but above 30 feet	8
c	Approach / Front road of the premises: less than 30 feet but above 20 feet	5
d	Approach / Front road of the premises: less than 20 feet	Bid Rejected
<b>4</b>	<b>Connectivity of the Offered Premises by Metro (Max 20</b>	

	<b>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>BUILDING AREA</b>	<b>50</b>
<b>5</b>	<b>Total Built-up Area (Excluding parking) (Max 30 Marks)</b>	
a	Above 66,000 Sq.Ft.	Bid Rejected
b	59,001 Sq.Ft. to 66,000 Sq.Ft.	30
c	53,001 Sq.Ft. to 59,000 Sq.Ft.	27
d	46,001 Sq.Ft. to 53,000 Sq.Ft.	24
e	40,001 Sq.Ft. to 46,000 Sq.Ft.	21
f	34,001 Sq.Ft. to 40,000 Sq.Ft.	18
g	27,000 Sq.Ft. to 34,000 Sq.Ft.	15
h	Less than 27,000 Sq.Ft.	Bid Rejected
<b>6</b>	<b>Parking Area (Max 20 Marks)</b> Covered Parking Area under RCC SLAB to be accounted for only	
a	Above 28,600Sq.Ft.	Bid Rejected
b	24,001 Sq.Ft. to 28,600Sq.Ft.	20
c	21,001 Sq.Ft. to 24,000 Sq.Ft	18
d	18,001 Sq.Ft. to 21,000 Sq.Ft	16
e	16,001 Sq.Ft. to 18,000 Sq.Ft	14
f	13,001 Sq.Ft. to 16,000 Sq.Ft	12
g	10,800 Sq.Ft. to 13,000 Sq.Ft	10
h	Less than 10,800 Sq.Ft.	Bid Rejected
	<b>BUILDING CONDITION &amp; FINISHES</b>	<b>95</b>
<b>7</b>	<b>Condition of property (Max 30 Marks)</b> <i>To be assessed by visual Inspection</i>	
a	Good i.e. without any seepages, dampness, cracks, floor/ceiling/plaster damages	30
b	Average i.e. has slight seepages, dampness, floor/ceiling/plaster damages	15
c	Below Average i.e. has many seepages, dampness, floor/ceiling/plaster damages	Bid Rejected
<b>8</b>	<b>Age of the property (Max 50 Marks)</b>	
a	Up to 2 years	50
b	2 to 4 years	45
c	4 to 8 years	40
d	8 to 12 years	35
e	12 to 16 years	30

f	16 to 20 years				25	
g	more than 20 years				Bid Rejected	
<i>The age shall be reckoned from the date of Occupancy/Completion Certificate issued by Authority.</i>						
<b>9</b>	<b>Flooring (Max 10 Marks)</b>					
	<b>Flooring Type</b>	<b>On Floors</b>	<b>On Corridors</b>	<b>On Stairs</b>	<b>On Parking</b>	Marks to be given as per matrix but limited to maximum marks
	Marble	4	4	3	-	
	Vitrified Tiles	3	3	2	-	
	Granite	2	2	1	-	
	Kota Stone /others	1	1	1	2	
	Trimix	0	0	0	2	
	Normal Cement Finish / Bare Shell	0	0	0	0	
<b>10</b>	<b>Toilet (Max 5 Marks)</b>					
a	Toilet (fixed with all branded/ ISI fittings, auto sensor taps, Western commode, wall tiles & antiskid floor tiles) suitable for use				5	
b	Toilet (with basic fittings, western commode, antiskid floor tiles) suitable for use				3	
c	Toilet Space only – No Fittings or fittings suitable for use				1	
<b>AMENITIES</b>					<b>25</b>	
<b>11</b>	<b>Electricity (Max 5 Marks)</b> (load requirement to be calculated at 10 w/sq ft on the total building area)					
a	A Dedicated Connection with 100% load				5	
b	A Dedicated Connection with above 80% load to 100%				4	
c	A Dedicated Connection with above 60% load to 80%				3	
D	A Dedicated Connection with above 40% load to 60%				2	
e	A Dedicated Connection with below 40% load				1	
<b>12</b>	<b>Capacity of DG set available – (Max 5 Marks)</b>					
a	Above 500 KVA				5	
b	380 KVA to 500 KVA				4	
c	250 KVA to 380 KVA				3	
d	150 KVA to 250 KVA				2	
e	100 KVA to 150 KVA				1	
f	Below 100 KVA				0	
<b>13</b>	<b>24 X 7 water supply (Max 5 Marks)</b>					
a	Municipal corporation connection to suffice the water need of the building				5	
b	Available with bored water source with due permission of the Authority				2	

c	No sufficient water sources	Bid Rejected		
<b>14</b>	<b>Proper Sewage (Max 5 Marks)</b>			
A	Proper municipal sewage connection with building	5		
B	Septic Tank	2		
<b>15</b>	<b>Lift Condition &amp; Technology (Max 5 Marks)</b>			
	<b>Lift Capacity</b>	<b>Marks per lift A</b>	<b>No. of lift B</b>	<b>Marks A x B</b>
	<b>6 people</b>	0.5		
	<b>8 people</b>	1		
	<b>10 people</b>	1.5		
	<b>12 people</b>	2		
	<b>14 people &amp; beyond</b>	2.5		
	<b>Total</b>			
	<b>If there is no lift but Lift well is available</b>			No marks
	<b>If there is no provision of lift well</b>			Bid Rejected
<b>ABSTRACT</b>				
	<b>PARAMETER</b>		<b>MAX MARKS</b>	
A	LOCATION & CONNECTIVITY		80	
B	BUILDING AREA		50	
C	BUILDING CONDITION & FINISHES		95	
D	AMENITIES		25	
	<b>TOTAL</b>		<b>250</b>	

32. 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 & NOCs.
33. The Financial bid of qualified Bidder will be opened in the presence of representatives of bidders (if any). However, the Financial Bid may be opened on the designated date, time and place even if none of the Technically qualified bidder or its authorized representatives are present at the given date, time and place despite Notice.
34. Schedule of Opening of Financial Bids shall be communicated through e-mail to the Technically qualified bidders only.
35. The Bidders shall furnish a photocopy of the Original Copy of Title Deed of property with proof of Identity of Ownership along with Property 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.

36. 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 reject such proposals/bids.
37. 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).
38. In case Bidder intends to submit bid for multiple properties, separate Proposal/bid for each property shall be prepared & submitted in prescribed format with all supporting documents attached therewith. If at any stage it has been found by the ICAI that multiple properties have been offered by the bidder in a single proposal, such proposal/bid(s) shall be rejected immediately.
39. The property offered under this 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. In case of any dispute or difference arising in relation to meaning or interpretation of any of the clause of this RFP, the interpretation made by the Institute (ICAI) shall be final and binding.
41. All disputes arising out of this document are subject to the jurisdiction of Courts in Delhi/ New Delhi only.
42. Mere submission of Bids will not be treated as acceptance/selection of the bid. The property will be selected based on detailed analysis and evaluation of bids considering various factors including those mentioned in the technical information, criteria of evaluation. Further, ICAI reserves its right to purchase or not to purchase any of the property from the shortlisted bids.
43. The Bid should be accompanied with Title Search Report for 30 years which should clearly indicate that the Bidder has clear and marketable title which bidder can convey to the buyer. Further, ICAI may also independently obtain Title Search Report or any other document/verification report in respect of the said property.
44. ICAI reserves the right to negotiate (through single or multiple rounds of negotiations) the rate/price in transparent manner with all the technically qualified bidders/bids and the negotiated price shall be considered for the calculation of the Final Scores or Ranking viz. Q-1, Q-2, Q-3 etc.
45. ICAI reserves its right to further negotiate the price with the Q-1.
46. 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.

47. ICAI reserves the right to accept or reject any or all the Bids or annul/withdraw the entire process at any time without assigning any reason whatsoever.
48. ICAI shall issue Letter of Intent (LOI) in the favour of the successful bidder on approval of the bid by the competent authority. Subsequently, the Sale Deed shall be executed only after fulfilment of all required conditions of the RFP and legal compliances to the best satisfaction of the ICAI.
49. 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.
50. All the pending dues prior to purchase till the date of registration of conveyance/sale deed will be borne by the successful bidder/proposer.
51. Payment shall be made only after compliance with legal requirements and conditions of RFP to the satisfaction of ICAI.
52. Sale consideration shall be subject to deduction of TDS as may be applicable.



**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. I**  
**Property Details**

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

***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

DD No:

Date:

Bank:

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

Details of EMD

DD No:

Date:

Bank:

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

Signature and Seal of Seller

**OFFER DOCUMENT I**

**(Property Details)**

**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

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

**FOR INSTITUTIONAL PURPOSES**

**Dear Sir,**

**Sub : Your Advertisement in '.....'News Paper Dated.....  
 for purchase of building with land & roof rights at Pune for The Institute  
 of Chartered Accountants of India (ICAI) for  
 Educational/Institutional/Office Purposes.**

With reference to the above cited subject, I / We hereby offer the entire Building with Land and Roof Rights 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.	Land 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.
	Demarcation of Boundary-	North ..... South ..... East ..... West .....
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 Constructed Building/Premises:**

S. No.	Required Information	Information to be filled in by landlord/s
1.	Length and Breadth of the Building	North ..... Mtrs. or ..... ft. South ..... Mtrs. or ..... ft. East ..... Mtrs. or ..... ft. West ..... Mtrs. Or ..... ft.
2.	Total Built-up Area Floor Wise (including basement/stilt parking)	Floor Area Sq.Ft. ..... (.....)

3.	Total Carpet Area Floor Wise	Floor .....	Area .....	Sq.Ft. (.....)
4.	Details of the Building/Premises with old Survey No., New Survey No., City Survey No., Final Plot No., etc.			
5.	Location: Address: Village/Town: Revenue Jurisdiction: Year of Construction:			
6.	Free hold or Lease hold			
7.	Nearby landmark/s to the building/premises.			
8.	Use of Building/premises (Non-Agricultural/Commercial/ / Institutional or Educational): Is there any restriction on the use of building/premises?			
9.	Distance from _____ City/ from following:  (a) Bus stand (b) Airport (c) Railway Station (d) Main City (e) Institute premises	..... kms ..... kms ..... kms ..... kms ..... kms		
10.	Location Boundary details –	East: By South: By West : By North: By		
11.	Approach Road. Width and Type of Road:	..... ft.		
12.	Whether the Educational/Institutional Activities are permitted			
13.	Details of Approved corporation Plan sanction Ref. and Date (if applicable): Furnish xerox copy			

14.	Availability/Source of basic facilities : Water Electricity Drainage Telephone/Internet connectivity Availability of covered/dedicated parking	..... ..... ..... .....
15.	Since when the building/premises is owned by present seller/s: <i>(Copy of the supporting Document to be attached)</i>	
16.	Details of Completion Certificate <i>(Copy of the supporting Document to be attached)</i>	
17.	Details of Occupancy Certificate	
18.	Age of the building from ..... <i>(Copy of the supporting Document to be attached)</i>	
19.	Last date of payment of Non-Agricultural Tax and period: <i>(Copy of the supporting Document to be attached)</i>	
20.	Last date of payment of tax of Municipal Corporation and period:	
21.	Whether Zone is declared for commercial, institutional or educational zone by the local Authority: <i>(Copy of the supporting Document to be attached)</i>	

**D. About the title deeds of the Property:**

S. No.	Required Information	Information to be filled in by landlord/s
1.	Owner/s Name as per the records <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 <i>(Copy of the Title Deed to be attached)</i>	
3.	Details of encumbrances, (if any) If yes, the Name and Address of the lender Institution/Bank Amount of loan outstanding as _____ on ...../...../..... ` ..... In case of no encumbrance, non-encumbrance certificate (NEC) to be attached.	
4.	In case of more than one owner, their respective share in the Property to be mentioned.	
5.	In whose custody the original property documents are available	
6.	Whether property is charged under Registered Document. If charged, details of Document, Regi No..... Dt. .... <i>(Copy of the supporting Document to be attached)</i>	
7.	Time required to submit original documents to ICAI for inspection and verification.	
8.	When was the last Title Search undertaken? Brief remarks on Title Search with Lawyer's name and Address <i>(Copy of the supporting Document to be attached)</i>	
9.	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.	
10.	In case of a Company, whether any charge is created and registered with the Registrar of Companies. <i>(Copy of the supporting Document to be attached)</i>	

**E. About the Title Deed of Constructed Building/premises:**

<b>S. No.</b>	<b>Required Information</b>	<b>Information to be filled in by landlord/s</b>
1.	Owner/s Name as per 7/12 Extract <b>OR</b> City Survey Card /'B' Tenure Permission <i>(Copy of the supporting Document to be attached)</i>	
2.	Registered Document Reference and its date showing the building/premises in the name of the present owner <i>(Copy of the supporting Document to be attached)</i>	
3.	Details of encumbrances on the building/premises (if any) If yes, the Name and Address of the lender Institution/Bank Amount of loan outstanding as on ...../...../..... ` ..... <i>(Copy of the supporting Document to be attached)</i>	
	If there are no encumbrances, latest No Encumbrance Certificate (NEC) to be furnished.	
4.	Details of the person, in whose custody the original Title Deeds are available.	
5.	Whether property is charged under Registered Document? If charged, details of Document, Registration No. .... Dt. .... <i>(in case of an existing charge on property, Copy of the supporting Document to be attached)</i>	
6.	Time required to submit original documents to ICAI's Advocate and Legal Consultant for inspection and verification.	
7.	When was the last Title Search taken? Brief remarks on Title Search with Lawyer's name and Address	
8.	In case seller is a Company, whether sale of building/premises is authorized by Board of Directors by a Resolution? Give Date of Board meeting and	

	Resolution No.	
9.	In case of a Company, whether any charge is created and registered with the Registrar of Companies. <i>(If Yes, copy of the supporting Document to be attached)</i>	

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

S. No.	Document	Remarks
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/ Valid Agreement in case of Association of Person.	
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. - Index II Report. - Document Registration Receipt	
5.	Non-Agriculture use: Collector's Order	
6.	Land demarcation plan with boundaries on north, east, south and west.	
7.	Zoning Certificate	
8.	Land reservation for Educational, Institutional, Office Purpose Competent Authority's Certificate	
9.	Copy of Approved plan by _____ Municipal Corporation	
10.	Copy of latest paid NA Tax 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	
	In case there are no encumbrances, latest Non-Encumbrance Certificate.	
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.	

**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
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**G. Additional Details and Certified copies of the documents also to be attached (in case of purchase of constructed premises)**

S. No.	Document	Remarks
i.	Builder's Development Agreement	
ii.	Agreement between Seller and Developer	
iii.	Supplementary Agreement(s) between Developer and Seller	
iv.	Deed of Declaration between Landowner and developer	
v.	Deed of Agreement between Landowner, Developer and Present Owner of the Property	
vi.	Title Certificate (Search and Title Opinion) by Advocate for at least last 30 years	
vii.	Municipal Corporation/ Authority Commencement Certificate(s)	
viii.	Municipal Corporation / Authority Occupancy Certificate	
ix.	Municipal Corporation / Authority Completion Certificate	
x.	Copy of site and Building Plan approved by Municipal Corporation vide Commencement Certificate(s)	
xi.	Copy of Non-Agricultural Order from Collector	
xii.	Certified True Copies of the sanctioned building plans- blue prints	
xiii.	Municipal Corporation Document references:	
	Commencement Certificate Number.....	dt. .... / ..... / .....
	Occupancy Certificate Number .....	dt. .... / ..... / .....
	Completion Certificate Number .....	dt. .... / ..... / .....
xiv	CERSAI Report of the Property	

I/We hereby declare that the information and documents provided are true and correct and nothing is suppressed or misrepresented. We understand that in case of false, misleading, misrepresentation or suppression of facts, our proposal is liable to be rejected. The original Title Deeds and other documents are open for inspection and verification by the ICAI and its advocate.

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 CONSTRUCTED BUILDING WITH LAND AND  
ROOF RIGHT 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 BUILDING WITH LAND and ROOF RIGHTS at PUNE for**  
**The Institute of Chartered Accountants of India (ICAI) for**  
**Educational/Institutional/Office Purposes.**

With reference to the above cited subject, I/We give the following financial offer for the sale of my/our entire Building with land bearing Survey No. /CTS No..... admeasuring about ..... Sq.Mt. or .....Sq.Ft. situated at - ..... (location details) owned by me/us, the details of which are given in Open Offer Document No. I dated \_\_\_\_\_ duly signed by me/us.

**Offer Price:**

I. Total Sale Price is Rs. ....

(in Words:.....)

**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 are aware that ICAI reserves the right to accept or reject any or all Proposals at any stage in part or full without assigning any reason therefor.

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

**NOTE:**

1. Above quoted sale price is inclusive of all charges whatsoever (charges such as car parking area charges, maintenance charges, formation of society and apex body charges, electricity/water/gas connection charges, corpus fund for club house, etc.) but excluding registration and stamp duty charges.
2. 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:** .....