

“ANANDADHARA –State Office”

WEST BENGAL STATE RURAL LIVELIHOODS MISSION (WBSRLM)

A Society under the Panchayats and Rural Development Department,

Government of West Bengal

Jessop Building, 63, Netaji Subhas Road, Kolkata – 700 001

Tel. No. 033-2231-4495; Fax – 033-2231-4907; Email: wbsrlm@gmail.com; Website: www.wbprd.nic.in

Memo: 451/WBSRLM/Estt./4E/12/2013 (Pt I)

Date: 29.07.2013

Sub: EOI Invited from Agencies for hiring office space

Expression of Interest is invited for hiring office space for WBSRLM. The Agencies will be selected in accordance with the procedures set out in the World Bank's guidelines. Interested agencies may send their Expression of Interest as per details of the subjects / areas indicated at the West Bengal State Rural Livelihoods Mission's website: www.wbprd.gov.in to The State Mission Director Cum Chief Executive Officer, Anandadhara State Office, West Bengal State Rural Livelihoods Mission, 63, N.S.Road, Jessop Building, E-mail : wbsrlm@gmail.com, latest by 5.00 p.m. 12th August , 2013,in a sealed cover superscribing “Expression of Interest”

Sd/-

Abhinav Chandra, IAS

State Mission Director

&

Chief Executive Officer

Anandadhara / West Bengal State Rural Livelihoods Mission
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EXPRESSION OF INTEREST FOR OFFICE SPACE (Credit No – 1 IN)

The West Bengal State Rural Livelihoods Mission, with funding from The World Bank & GoI, intends to implement the Anandadhara Project which aims to enhance the economic opportunities and empowerment of the rural poor with a focus on women and marginalized groups in 18 district of West Bengal. The State Mission Management Unit invites Expression of Interest to hire Office space with clear and unambiguous lease deeds & clear legal title etc. for setting up its Head Office therein and seeks expressions of interest from owners and authorized agents. The requirement is for 5,500 sq. ft. carpet area on a single floor in a ready possession premises. The building should project a professional and aesthetically pleasing appearance and should be approved for office use. The owner should offer parking space for 4 to 6 cars to WBSRLM. The offered space must be available in a building situated within the main commercial / institutional sector of Sector-V, Salt Lake City, Kolkata. With other things being equal, preference will be given to:

1. Premises offered by Public Sector Undertakings/Government Departments and other Government bodies would be preferred.
2. Suitability of location of the premises in terms of connectivity by max modes of transport.
3. Premises offering best amenities

Interested parties should write to / or email on :

**State Mission Director & Chief Executive Officer,
Anandadhara State Office,
West Bengal State Rural Livelihoods Mission
63, N.S.Road, Jessop Building
E-mail : wbsrlm@gmail.com.
Ph:-033-2231-4495**

The Agencies will be selected in accordance with the procedures set out in the World Bank's guidelines. The EOI should complete in all respects and signed on all pages. The EOI should be delivered in a sealed envelope and the envelope shall be super scribed with "EOI for Office Space". The Expression of Interest may be submitted either by the owner of the building or by the owner's

authorized representative. Representative will have to enclose the letter of authority along with the expression of interest. Otherwise the offer is liable to be considered null and void at any stage as per the decision of WBSRLM. No brokerage will be paid by WBSRLM. Selection of the organization shall be made based on the details submitted in the EOI. The offered premises will be inspected for preliminary short-listing by WBSRLM. This may include carrying out the measurements and valuation of the offered premises. Selected organization will be informed subsequently to submit the detailed technical offer and financial offer and terms and conditions. Notwithstanding anything contained above, WBSRLM reserves the right to reject any or all expressions of interest offers and give consideration to properties other than those offered in response to this advertisement. Interested parties are urged to visit the Tenders section of www.wbprd.gov.in on regular basis for any updates related to schedule or corrigendum with respect to the above EOI.

The interested Agencies / Institutes may obtain form and other information from our website www.wbprd.gov.in or at the address mentioned below between 9.30 AM to 5.00 PM on any working day. Expression of Interest must be delivered to the address mentioned below by August 12, 2013 by 5.00 PM.

State Mission Management Unit,
West Bengal State Rural Livelihoods Mission
63, N.S.Road, Jessop Building
E-mail : wbsrlm@gmail.com.

Abhinav Chandra
SMD & CEO

EOI Format

CONTENTS FOR SECTION -II

Sl. No.	Description	Schedule No.
1.	Application	Application
2.	Structured Questionnaire	Schedule-I
3.	Declaration	Schedule-II

(The Structured Questionnaire contained in Schedule-I are to be submitted by the interested Applicant duly filled in, signed and stamped on each page. This questionnaire is an integral part of EoI and will be used for evaluation)

APPLICATION

Applicant's Name and Address:

Application Reference: Dated:

Person to be contacted:

Designation:

Telephone No.: Fax:

To

State Mission Director & Chief Executive Officer,

Anandadhara State Office

West Bengal State Rural Livelihoods Mission,

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Subject: Expression of Interest (EOI) for -----(name of assignment) for West Bengal State Rural Livelihoods Mission (World Bank funded).

Credit No

Dear Sirs,

1. I / We, the undersigned Applicant, have read and examined in detail your solicitation of EOI for the purpose of hiring Office Space for WBSRLM (World Bank funded project) being implemented by Anandadhara.

2. **Structured Questionnaire:** We are submitting the Credentials/Information as stipulated in your aforesaid solicitation of EOI in ***Schedule-1***. In case you require any further information in this regard, we agree to furnish the same.

3. **Supporting documents:** We have enclosed documents supporting compliance and in support of the information provided in the Structured Questionnaire.

4.0 Dated this day of 2013.

Thanking you, we remain

Yours faithfully

Date :

(Signature)

Place:

Schedule -I

Sr. no.	Particulars	Details
1	DETAILS OF VENDOR /FIRM/BUILDER/OWNER/REPRESENTATIVE	
1.1	Name	
1.2	Address & Phone No. Fax No. & E-mail address:	
1.3	Constitution of vendor / firm (whether Proprietary / Partnership/Pvt. Ltd./ Public Ltd./ PSU etc.)	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business	Incorporation Date: Ref: Commencement Date: Ref:
1.5	Permanent Account Number (PAN) & TAN	
1.6	Valid Service Tax registration no.	
1.7	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
2	DETAILS OF PROPERTY	
2.1	Location and address of the property	
2.2	Usage of property (as approved by Competent Authority) Commercial	
2.3	Tenure of the land a. Freehold b. Leasehold c. If leasehold give residual period of lease and name of the title holder	
3	BUILDING	
3.1	Type of Building: (Commercial)	
3.2	Type of Construction: (Load Bearing / RCC/ Steel framed)	

3.3	Whether the building is certified as a Green Building	
3.4	Clear floor height from floor to ceiling	
3.5	Floor on which the offered premises is located	
3.6	Area of premises offered per unit a) Super built up area b) Carpet Area	Sq. ft. Sq. ft.
4	AGE / CONDITION OF THE CONSTRUCTION / BUILDING	
4.1	Mention year of completion	
5	DETAILS OF BOUNDARIES AND ADJACENT BUILDING	
5.1	Boundary of the property a. North b. East c. South d. West	
6	AMENITIES PROVIDED (in the premises)	
6.1	a. Chiller, A/C ducts, AHU(s), Dampers b. Additional amenities	
7	CAR PARKING SPACE	
7.1	a. Description of Car parking spaces b. No of Car Parking	Covered / Open
8	COMPLETION / OCCUPATION CERTIFICATE (Only for ready premises)	
8.1	Whether completion / occupation certificate is issued by the competent authority	
9.2	Designation of the authority which has issued the completion / occupation certificate	
10	Addl. Or Misc. Details (if any)	

Schedule-II

Declaration

Date:.....

To whom so ever it may be concern

I hereby confirm that, all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of WBSRLM.

I am aware that WBSRLM is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Expression of Interest. In case of any changes in future, which have any bearing on this declaration, WBSRLM would be apprised accordingly.

Authorized Signatory (with seal)