



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)**

**EXPRESSION OF INTEREST**

**FOR**

**PURCHASE OF BUILDING/PREMISES/LAND  
AT  
PUNE, MAHARASHTRA, INDIA  
FOR  
PUNE BRANCH OF WIRC OF ICAI  
FOR INSTITUTIONAL PURPOSES**

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**

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, Sr. No. 573, Munjeri,  
Near Mahavir Electronics, Opp. Kale Hospital, Bibviewadi,  
PUNE - 411 037.



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA  
(ICAI)**

(Set up by an Act of Parliament)

H.O: ICAI Bhawan, Indraprastha Marg, New Delhi – 110002.

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

**EXPRESSION OF INTERESTS  
PURCHASE OF BUILDING / PREMISES / LAND**

Expression of Interest (EOIs) are invited in prescribed form on or before **30<sup>th</sup> June 2023 up to 5: 00 PM** for purchase of a constructed building/premises along with car parking or freehold land ranging from 25000 square feet to 40000 square feet from the interested owners/builders having clear, marketable and absolute title for sale of their building or land in the Municipal Corporation limit of Pune city with approved building plans issued by local authority for use of educational activities cum office premises of the Pune Branch of WIRC of ICAI. The property reserved for educational purposes will be preferred.

Prescribed form & EOI with detailed terms & conditions are available at: Pune Branch of WIRC of ICAI, ICAI Bhawan, Plot No. 8, Parshwanath Nagar, CTS No. 333, Survey No. 573, Bibvewadi, Pune–411037 or may be downloaded from: <https://puneicai.org/tenders> or <https://icai.org/> or <https://wirc-icai.org/> (under EOI/Tender)

M: 8237166008

\* Brokers please excuse.

Secretary, ICAI

## IMPORTANT INSTRUCTIONS TO APPLICANT

1. This EOI Document contains two Parts. Part I contains Open Offer Document I (Property Details) and Part II contains Open Offer Document II (Price Offer), which are to be duly filled in by the applicant.
2. Application forms can either be downloaded from the website of the Institute of Chartered Accountants of India, i.e., <https://puneicai.org/tenders> or <https://icai.org/> or <https://wirc-icai.org/> (under EOI/Tender) or can be taken from Pune Branch by submitting appropriate application fee. Application shall be accompanied with Demand Draft for an amount of Rs.5900/- **Rupees Five Thousand Nine Hundred Only, (Rs.5000/- plus GST) (non- refundable) and EMD (refundable) of Rs. 10,000/-** in favour of **Secretary, The Institute of Chartered Accountants of India** payable at New Delhi towards cost of application form. . Without Application fee, the Bid shall be liable to be rejected.
3. Duly filled in applications shall be submitted in two separate sealed envelopes clearly mentioned as “Part -I: Open Offer Document I (Property Details)” and “Part – II: Open Offer Document II (Price Offer).” Both the sealed envelopes to be put into another envelope and it should be superscribed as “EXPRESSION OF INTEREST FOR PURCHASE OF BUILDING/PREMISES/ LAND AT PUNE FOR INSTITUTIONAL PURPOSES” and shall be sent either by registered post/speed post or may be dropped in the designated tender box at the address given below:  
  
**The Chairman,  
Infrastructure Committee of Pune Branch of WIRC of ICAI  
'ICAI Bhawan', Plot No. 8, Parshwanath Nagar, CTS No. 333, Sr.  
No. 573, Munjeri, Near Mahavir Electronics, Opp. Kale Hospital,  
Bibvewadi, PUNE - 411 037.**
4. The last date of submission of duly filled in applications is on or before **30<sup>th</sup> June 2023 upto 5:00 P.M.**
5. The Pre-Bid Queries (if any) shall be sent by the applicants on email id **secretary@puneicai.org on or before up to 14<sup>th</sup> June 2023.**
6. **Pre-bid meetings for any clarifications will be held on 17<sup>th</sup> June 2023 at 3:00 in online Virtual Mode, link for the same will be hosted on the website prior to the scheduled date of meeting.**
7. The application shall be duly signed by the Owner / Authorized representative of the owner having necessary authorization/ Power of Attorney (as applicable) to do so. The Applicant shall sign each page of the application. (Copy of Power of Attorney/ Memorandum of

Association/Partnership Deed/Board Resolution shall be furnished along with the application).

8. 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 part for the proforma and serial number. Separate sheets may be used for each part of the Tender.
9. In case of joint ownership or where there are more than one owners, application should be made jointly or by authorizing any one person on behalf of all.
10. Where there is any charge created on the property, undertaking to the effect that any encumbrances on the property will be cleared at the time of execution of the said transaction.
11. All the letters / relevant documents accompanying this Expression of Interest application shall be submitted in duplicate.
12. Applications containing false and/or inadequate information are liable for rejection.
13. Applications received after the stipulated date and time shall not be entertained. The ICAI shall not be liable for any postal delays whatsoever and applications received after the stipulated time/date are liable to be rejected summarily without giving any reason thereof.
14. In case of incomplete submissions, ICAI shall be under no obligation to give the applicant an opportunity to make good such deficiencies and ICAI shall at its discretion treat such applications as incomplete and shall not consider for further evaluation.
15. Conditional applications shall be summarily rejected.
16. ICAI reserves the right to accept or reject any or all applications at any stage in part or full without assigning any reason therefor.
17. In case of any clarifications, the applicants may contact at Pune Branch of WIRC of ICAI either through Mobile no: 8237166008 or e-mail: [admin@puneicai.org](mailto:admin@puneicai.org)
18. Representative of Applicant may attend the Opening of Technical Bids physically. Bids shall be opened even if bidders are not present. Date, time & venue for opening of bids will be intimated by publishing same on website of ICAI under Tender/EOI section, same will be hosted after last date of submission of Tender/EOI i.e. 30<sup>th</sup> June, 2023
19. Representatives of ICAI shall visit the Premises Offered by Applicants for

inspection of Premises so as to ascertain its suitability for the Institutional purpose. In case, the premises is found unsuitable, the Financial Bid for it shall not be opened.

ICAI reserves its right for Shortlisting of Bids (based on Nos. of Bids received). The shortlisting shall be based on Location, Suitability, Approach, Neighborhood/Vicinity, Available Parking (in-House and on-street both), available Circulation space, arrangements of Power & Water of the Property Offered as per the requirements of ICAI.

In case Shortlisting process is adopted, technical bids of Shortlisted Applicants only shall be considered and ICAI shall communicate with the Shortlisted applicants only. Financial Bids of Shortlisted Applicant shall only be opened by ICAI.

Otherwise, all the Bids shall be considered for Evaluation by ICAI.

20. Financial offers of Shortlisted Bids shall be opened in the presence of representatives of applicants (if any).

Schedule of Opening of Financial Bids shall be communicated through e-mail to the Shortlisted applicants only.

21. The Applicants shall furnish a photocopy of the Original Copy of Title Deed of property with proof of Identity of Ownership along with Photograph(s) to the Pune Branch of WIRC of ICAI.

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

The Applicants shall be informed for furnishing original documents at any stage of evaluation process in writing by ICAI.

If any Applicant fails/unable to furnish aforementioned original documents within 30 days of its intimation by ICAI then Institute have the right to accept or reject such bids.

22. The Validity of Bid/offer shall be up to 90 days from the last date of submission of applications/bids.
23. In case Applicant intends to Bid for multiple Properties, separate bid for each property shall be prepared & submitted in prescribed format with all supporting documents attached therewith.

The Land/ constructed building offered under this EOI Document should have Institutional use. (Supporting document in this regard is required to be submitted.)

24. The Property Offered under this EOI shall be free from any Mortgage /

hypothecation and free from Encumbrances at the time of execution of agreement. (CERSAI report of the property in this regard is to be submitted along with the bid submission.)

25. The Property Offered under this EOI shall have the Construction as per Drawings Sanctioned by Local Authorities and should have clear Fire NOC, Free hold, Occupancy Certificate, Completion Certificate, Lift License, copy of site and Building Plan approved by Municipal Corporation vide Commencement Certificate etc. copies of same to be enclosed with the Bid document.

In case, there are variations/breach observed in the built-up area from the Sanctioned Drawings, the Bid is liable to be rejected.

26. The Bidder offering complete constructed building under this EOI, shall have Clear Land Title in its name and the cost of same shall also be included in the offer Price.

In case, the part of constructed Building/Floor is Offered under this EOI then the applicant shall have clear title of the portion Offered, its undivided Land share and Parking area (as applicable per ECU). The applicant shall enclose supporting documents in this regard.

27. In case, part of a Building is Offered under this EOI, wherein ownership of any portion (out of Offered area) does not lie with the Bidder then Copy of Authority Letter / Power of Attorney issued by the Owner for bidding the aforesaid portion shall be enclosed with the bid and its name & details shall be clearly declared in the Bid (as name of Sellers).

The same may be considered if the space offered is found suitable for the use of ICAI.

28. In case of any dispute or difference arising in relation to meaning or interpretation of any of the clause of this EOI, the authorized official of the Institute and the seller will address the disputes/ differences for mutual resolution within one month from the date on which such dispute arose.
29. All disputes arising out of this EOI are subject to the jurisdiction of Courts in Delhi/ New Delhi only.



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'ICAI Bhawan', Plot No. 8, Parshwanath Nagar,  
CTS No. 333, Sr. No. 573, Munjeri,  
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PUNE - 411 037.

**OPEN OFFER DOCUMENT NO.1**  
**Property Details**

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

***TO BE SUBMITTED IN SEPARATE ENVELOPE BY SUPER  
SCRIBING THEREON AS 'OPEN OFFER DOCUMENT NO. 1'  
(PROPERTY DETAILS)***

**OPEN OFFER DOCUMENT NO.1**

<b>Open offer Documents I</b>	
Document Sr. No.	.....
Dated	.....
Details of Application fee	Details of EMD
DD No:	DD No:
Date:	Date:
Bank:	Bank:
Rs.5, 900/-	Rs.10, 000/-
Signature and Seal of Seller	

**OFFER DOCUMENT I**

**(Property Details)**

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

**To**  
**The Chairman,**  
**Infrastructure Committee of Pune Branch of WIRC of ICAI**  
‘ICAI Bhawan’, Plot No. 8, Parshwanath Nagar,  
CTS No. 333, Sr. No. 573, Munjeri,  
Near Mahavir Electronics, Opp. Kale Hospital,  
Bibvewadi,  
PUNE - 411 037.



**Dear Sir,**

**Sub : Your Advertisement in ‘.....’ News Paper Dated  
..... for purchase of building/premises/Land at Pune,  
Maharashtra for Pune Branch of Western India Regional Council (WIRC) of  
The Institute of Chartered Accountants of India (ICAI) for Institutional  
Purposes**

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

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

<b>Sr. 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:**

Sr. 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: Water Electricity Drainage Telephone / Internet connectivity	..... ..... ..... .....
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:**

Sr. 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.	Detailed of the Building/Premises with old Survey No., New Survey No., City Survey No., Final Plot No., etc.	
4.	Location: Address: Village/Town: Revenue Jurisdiction: Year of Construction:	
5.	Free hold or Lease hold	

6.	Nearby landmark/s to the building/premises.	
7.	Use of Building/premises (Non-Agricultural/Commercial/ Institutional or Educational): Is there any restriction on the use of building/premises?	
8.	Distance from _____ City/ from following:  (a) Bus stand (b) Airport (c) Railway Station (d) Main City (e) Institute premises	..... kms ..... kms ..... kms ..... kms ..... kms
9.	Location Boundary details –	East : By South : By West : By North : By
10.	Approach Road width Type of Road:	..... ft.
11.	Whether the Educational/Institutional Activities are permitted	
12.	Details of Approved corporation Plan sanction Ref. and Date (if applicable):	
13.	Availability/Source of basic facilities : Water Electricity Drainage Telephone / Internet connectivity	..... ..... ..... .....
14.	Since when the building/premises is owned by present seller/s:	
15.	Last date of payment of Non-Agricultural Tax and period:	
16.	Last date of payment of tax of Municipal Corporation and period:	

17.	Zone declared by Competent Authority:	
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**D. About the legal title of Land:**

<b>Sr. 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	
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.	

**E. About the legal title of Constructed Building/premises:**

<b>Sr. 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	
2.	Registered Document Reference and its date showing the building/premises in the name of the present owner	
3.	Details of encumbrance on the building/premises (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, Registration 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 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.	

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

<b>Sr. 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,	

Sr. No.	Document	Remarks
	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. - 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.	

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

Sr. No.	Document	Remarks
i.	Builder's Development Agreement	
ii.	Agreement between Developer and Seller	
iii.	Supplementary Agreement(s) between Developer and Seller	
iv.	Deed of Declaration between Land Owner and Developer	
v.	Deed of Apartment between Landowner, Developer and Purchaser	
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. .... / ..... / .....

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.

**Place:** .....

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

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

**Address with Phone No and E  
Mail:**



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**

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

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CTS No. 333, Sr. No. 573, Munjeri,  
Near Mahavir Electronics, Opp. Kale Hospital,  
Bibvewadi,  
PUNE - 411 037.

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**OPEN OFFER DOCUMENT NO. II**

**FOR PURCHASE OF BUILDING/PREMISES/ LAND AT  
PUNE, MAHARASHTRA, INDIA FOR PUNE BRANCH OF  
WIRC OF ICAI FOR INSTITUTIONAL PURPOSES  
(Price Offer)**

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**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,**  
**Sr. No. 573, Munjeri, Near Mahavir Electronics, Opp. Kale Hospital,**  
**Bibvewadi, PUNE - 411 037.**

**Dear Sir,**

**Sub : Your Advertisement in ‘.....’ News Paper Dated**  
**..... for purchase of building/premises/land at for Pune Branch of Western**  
**India Regional Council (WIRC) of The Institute of Chartered Accountants of India (ICAI) for**  
**Institutional Purposes at Pune, Maharashtra**

In continuation to my/our submission for Offer Document No. I dated ...../...../..... with reference to the above cited subject, I/We give the following financial offer for the sale of my/our plot of building/premises/land bearing Survey No. /CTS No..... admeasuring about .....sq.mts. or .....sq.ft. situated at -.....  
..... (location details) owned by me/us, the details of which are given in Offer Document No. I along with date and signed by me/us.

**Total Sale Price offer:** Rs. ....inclusive of all charges.  
(Rs.....  
.....)

**Terms of payment –**

1. **Rs.....** On execution of Agreement of sale.
2. **Rs. ....** On execution of sale deed and on handing over complete possession of the property to ICAI.
3. **Expected Time Span for completion of sale deed after submission of all documents on acceptance of our offer.....days**

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

**NOTE:**

1. Above quoted rate /amount of the premises are 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. 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, common areas (50% of the area of the fully covered balcony to be included in the carpet area).
4. Applicable tax shall be deducted as per the applicable rules and norms, while making the payment.

Thanking you,  
Yours faithfully,

( ..... )

**Place:** .....

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

**Signature of seller/s /Authorized  
Person with Designation and stamp  
Address with Phone No and E Mail:**