

2nd INDICATIVE NOTICE Inviting Quotation.

Sealed quotations are invited from the prospective bidder for renting out office space of 214.93 Sq. Mtr at the ground floor measuring of the Tea Board, Regional Office, Opp. to the Election Office, Tezpur, Dist. Sonitpur, Assam. Interested bidder/s may inspect the site and contact Shri M.N. Imam, ADTD (Contact No.03712-233664) during the working hours between 9 AM to 5:30 PM (Monday to Friday, except Board's Holidays). The bidder may submit **sealed** quotation (Financial bid as mentioned in the table) to the Executive Director, NE Zonal Office, Tea Board, Guwahati-781006, on or before 29th April, 2019 by 1 PM. Please write on the top of envelop "**Quotation against notice for renting out office space at Tezpur**". The quotations will be opened on 29-4-2019 at 3 PM in the presence of the willing bidders. Copies of self certified valid documents/papers with respect to the agency/organization/firm/company including PAN & GST No. should be enclosed along with the quotation. For details terms & conditions for submission of quotation, please visit the website www.teaboard.gov.in , or in the office Notice Board.

BY ORDER

Terms and condition and instruction for submission of Quotation

1. The sealed Quotation is to be submitted in the bidder's own Letter Head Pad duly signed and stamped with date.
2. Before submission of the quotation, the bidder should inspect the site and the actual area proposed to be rented out.
3. After selection of the highest bidder, the agency is required to enter into an agreement with the Tea Board along with terms and conditions for renting, payment, eviction etc.
4. A sum of Rs.1,000/- (Rs. One Thousand only) on account of Earnest Money through DD/ Pay Order in favour of "Tea Board Imprest Accounts". Should be deposited along with the quotation. Quotation not supported by the EMD will be invalid & will not be considered.
5. The offer in quotation is valid for one year from the date of opening the quotation.
6. The agreement will be for a duration of 03 (three) years. If the parties agree to the enhanced rate of rent per month, it can be extended/ renewed for further one year on the revised terms and conditions.
7. The monthly rent is not included for monthly Electric bill and other Taxes and charges such as GST. Therefore, separate monthly Electric bill is to be paid along with applicable GST.
8. The agency shall be bound by the rates quoted by him and agreed upon herein and shall not ask for any alteration of the rate during the period of agreement.
9. Tea agreement is subject to termination at any time by Tea Board, Guwahati by giving a notice of thirty (30) days in writing to the agency.
10. It will be the sole responsibility of the agency to ensure proper upkeep, maintenance, safety and security of the area under rented out. The Tea Board shall not in any way be made liable/responsible for any act(s) of omission/commission that the agency may commit and consequences thereof.
11. The Executive Director, NEZO Tea Board, Guwahati reserves the right to terminate the agreement at any time without assigning any reason.
12. The agency shall pay the monthly rent to the Tea Board on the 1st week of the current month.

Financial Bid

Type of rent	Monthly rent is Rs. (Excluding GST and other Taxes and charges)	Remarks
Monthly rent @ 214.93 sq. mtr. space at ground floor, Tea Board, RO, Tezpur		
Total :::		

Signature with seal and date