



TEA BOARD N E ZONAL OFFICE
HOUSEFED COMPLEX, CENTRAL BLOCK
DISPUR, GUWAHATI- 781 006

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No. 1(131)/NEZO/GH /17-18/2206

Date: 17.02.2020

Notice Inviting Quotation for taking over a 3 rooms residential flat at Guwahati on rent by Tea Board, Zonal office, Guwahati for officials of Tea Board

Tea Board North Eastern Zonal office, Guwahati intends to take over a 3 rooms residential flat at Guwahati preferably near to the office premises on rent for a period of one year, which may be extended to further period subject to satisfactory service and mutual consent between the parties.

Accordingly, sealed quotations are invited from the prospective landlord/owner having under own possession of such type of flat at Guwahati for letting out on rent to Tea Board Zonal office, Guwahati for an initial period of 01 (one) year as per the terms and conditions mentioned below. The minimum composition of the residential flat is as follows:

- 1 Three bed rooms
- 2 Attached bath room
- 3 One Kitchen
- 4 One dinning/drawing room
- 5 Two toilets

Sealed quotations/offers i.e. the Financial bid as mentioned separately at the end of this notice shall be submitted to the Executive Director, NE Zonal office, Tea Board Guwahati on or before 09th March, 2020 by 1 PM. Please write on the top of the envelop **Offer for letting out a 3 room residential flat on rent to Tea Board, Guwahati**. The offers will be opened on 09th March, 2020 at 3 PM in the presence of the willing bidders. Copies of the valid relevant documents/papers such as the PAN & GST No. (if available) shall be enclosed with the offer.

TERMS AND CONDITIONS FOR SUBMISSION OF BID

- 1 The flat should be a new one and nearby to the office premises of Tea Board Zonal office, Guwahati and well connected by road.
- 2 The flat should be ready to move in with all electrical and sanitary/plumbing fitting and fixtures.

- 3 There should be a separate electric meter for the flat for measuring the unit of electricity consumed by the flat. The monthly electric bill should be submitted separately for payment.
- 4 **The quotation should be submitted in two components viz. i) for a fixed sum of amount payable monthly against rent and maintenance and ii) the rate of electricity per unit. The format is given at the end of this notice for submission of the financial bid.**
- 5 The cost of housekeeping, maintenance and other incidental expenses, if any are to be borne by the land lord/owner.
- 6 The bidder must be in a position to hand over the flat immediately after issuance of the letter of intent.
- 7 During the contract period, in case the flat taken over on rent gets damaged or requires repairs/rectification, the land lord/owner should immediately take necessary remedial/corrective action to get it repaired/rectified without any delay and without any extra charges whatsoever.
- 8 The landlord/owner should make his/her own arrangements for day to day housekeeping/maintenance of the flat for hygienic habitation by the occupier.
- 9 The landlord/owner is required to enter into an agreement with the Tea Board for the purpose that he/she will abide by the terms and conditions for letting out the flat and the mutually agreed monthly rent.
- 10 Payment of the rent and electricity charges will be made by way of transfer of fund to the landlord/owner A/c in electronic mode only.
- 11 The flat will be taken over for a period of one year from the date to be intimated through letter of intent. If both the parties are agreed to it, it can be extended /renewed to for further period with the same terms and conditions.
- 12 The landlord/owner shall be bound by the rates of rent and electricity quoted by him/her and agreed upon herein and shall not ask for any enhancement of the rates during the period of agreement including extended period, if any.
- 13 The Agreement is subject to termination at any time by the Tea Board, Guwahati by giving a notice period of one month in writing to the landlord/owner, if the condition of the flat is not habitable or for any of the stipulated conditions of the contract is not adhere to b y the landlord/owner.
- 14 The Executive Director, NEZO Tea Board, Guwahati reserves the right to terminate the agreement at any time without assigning any reason.



Tea Board India
North Eastern Zonal Office, Housefed Complex, Central Block
5th & 6th floor, Beltola Bashist Road
Dispur, Guwahati-781006

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Financial bid

Description of the flat and location Total floor area in Sq.ft	Monthly fixed rate in Rs. (Including all Taxes and charges)	Rate of Electricity charge per unit Rs. (including all Taxes and charges)

Signature with seal and date