



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

[A Central University established by an Act of Parliament]

Lucknow Campus

Motimahal Campus, 2 Rana Pratap Marg, Hazratganj, Lucknow -226001

Phone: 0522-2616073, 2230260 Fax: 0522-2625771

F.No.EFLU-LKO/New Office Building/2017

Date: 08.05.2017

Space Required

EFL University, Lucknow Campus needs approximately 400-500Sq.mtrs, near Motimahal, 2 Ranapratap Marg, Lucknow, on rent. Interested parties (with no mediation of brokers) can get the prescribed Bid Format from the EFL University, Lucknow Campus from **08 May to 05 June 2017 between 10.00 AM and 5.00 PM** or the same may be downloaded from the University Website www.eflulucknow.ac.in

The duly filled-in Bid-cum-Offer letter completed in all respects is to be submitted in a separate sealed cover written "Offer for Space" at the top and should be addressed to **The Director, The English and Foreign Languages University, Lucknow Campus, Moti Mahal, 2 Rana Pratap Marg, Lucknow-226001**. At the bottom of left corner, Name, Address and Contact No of the offerer should be written.

The last date of submission of completed application form in a sealed cover is **19 June 2017, 5.00 PM**

The Bid offers shall be opened on **21 June (Wednesday) 2017**, at 3.00 PM.

The University reserves the right to cancel the tender and stop the process at any point of time without assigning any reason or note whatsoever.

Director



The English and Foreign Languages University

Lucknow Campus

Motimahal Campus, 2 Rana Pratap Marg, Hazratganj,
Lucknow -226001

Format of offer letter for premises on rent

From:

BID – CUM – OFFER

To:

The Director
EFL University
2, Rana Pratap Marg
Moti Mahal Campus
Lucknow – 226 001

Ref: Your advertisement dated.....in Newspaper
...../ Website

Dear Sir,

With reference to the Advertisement for space near Motimahal, 2 Ranapratap Marg, Lucknow, to be hired on rent basis. I/ we, offer to give you on rent the premises described below.

1.	Name of the Owner/s	
2.	Constitution (Individual, HUF, Partnership Firm, Trust, Private Ltd Co., Public Ltd. Company, Govt/Local Authority/Institution, Association of persons)	
3.	Share of each owner if any under Joint Ownership	
4.	Full address of the premises offered with Pin code and land mark nearby	
5.	Carpet area of the premises (in sq. Meters)	Basement- Ground Floor Mezzanine Floor- First Floor-
6.	Leasehold/freehold (if leasehold, furnish the name of the lessor/lessee, nature of lease, duration of lease, lease rent, balance period and term).	

7.	Boundaries of the premises North South East West	
8	Copy of site plan and lay out plan showing internal dimensions and carpet area to be enclosed	
9.	Type of construction (Load bearing / RCC/ Steel framed structure)	
10.	Clear floor height from floor to ceiling.	
11.	Plinth height from Ground Floor	
12.	Age of the Building	
13.	Basic amenities provided / to be provided.	
14.	Special features, if any.	
15.	Area repairs and/or reconditions necessary? (If so, what are they? What is the probable cost?)	
16.	Details of parking space available	
17.	Water Supply facilities available / to be provided	
18.	Sanitary facilities available / to be provided	
19.	Electric Connection has been obtained / to be obtained. Sanctioned / applied load Energy meter capacity and in whose name it is installed.KVA
20.	Whether space available on the roof of the building for installing installation like V-Sat etc.	
21.	Maintenance liability and its expenses	
22.	Tax Liabilities: Name of Authority, quarterly taxes, assessment effective since, assessment for the premises is separate or with other parts of the building.	
23.	Document representing title of offerer on the premises like copy of the title document, tax receipt etc. are to be enclosed.	
24		
A	Whether plans have been approved by Municipality and if so, whether it will be possible to carry out some changes?	
B	Whether the premises is constructed as per approved plan and completion certificate has been obtained and requisite NOC if any has been obtained from the appropriate authority.	
C	Copy of the sanction plan indicating the area offered is to be enclosed.	
25.	Any other information not covered above.	

26.	Rent Rate	Monthly Rent (in Rs. Per sq.ft) (Strictly on carpet area as defined above)	Basement- Ground Floor- Mezzanine floor First floor-
A	Monthly Rent	Carpet area X Rent Rate per sq.ft	Rs.....
B	Periodical Enhancement	After every 5 years (not more than %)%
27.	Any other information not covered above		

I/We hereby confirm that, all the above information furnished by me/ us are true in best of my/ our knowledge. Copies of site plan, sanctioned drawings, documents certifying our title on the premises etc are enclosed.

Place :

Date :

Signature

.....

(Owner/s)

Name of Owners :

Address :

Mobile / Telephone Nos.: