



## **TENDER NOTICE**

Tea Board India, Zonal Office, Siliguri, located at 3<sup>rd</sup> Floor of Sahid Bhagat Singh Commercial Complex, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri, Pin – 734001, West Bengal, intends to rent out its erstwhile 2444 Sq. Ft. Office space with 260 Sq. Ft. Garage & Car parking, preferably to Bank / Government / Semi Government / PSUs / Private Sectors etc. Interested bidder / person may contact Shri R Kujur, DDTD (P), Contact No. 9435704858, on or before 31<sup>st</sup> December, 2020. For details please visit Board's website [www.teaboard.gov.in](http://www.teaboard.gov.in)

**BY ORDER**

**Terms and Condition and Instruction for submission of sealed Quotation**

1. The sealed quotation is to be submitted in the Bidder's own letterhead pad duly signed and stamped with date.
2. Before submission of the quotation, the bidder should inspect the site and the actual area 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 2,000/- (Rupees Two thousand only) on account of Earnest Money Deposit (EMD) through Demand Draft / Pay Order in favour of "Tea Board Non Plan Account" should be deposited along with the quotation. Quotations 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 of 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 the monthly Electricity bill and other Taxes and charges such as GST. Therefore, a separate electricity bill is to be paid along with applicable GST.
8. The Agency shall be bound by its rate quoted by him and agreed upon herein and shall not ask for any alteration of the rate during the period of agreement.
9. The agreement is subject to termination at any time by Tea Board, Siliguri, by giving a notice of 30 days 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 Deputy Director of Tea Development (P), Tea Board India, Zonal Office, Siliguri, reserves the right to terminate the agreement at any time without assigning any reason.
12. The Agency shall pay the monthly rent to the Board on the first week of the following month.
13. The bid for the rent which is on or above the prevailing market (Government) rate in Siliguri, in the existing location will only be considered.
14. The interested bidders shall submit the tender document in a sealed cover by clearly mentioning "**Submission of tender document for rent out of office premises**" on the envelope on or before 31.12.2020 to Tea Board India, Zonal Office, 3<sup>rd</sup> Floor, Quality Control Laboratory Building, Tea Park, Bhola More, Behind NJP Railway Station, P.O. Sahudangi Hat, Siliguri – 735135, West Bengal.

**FINANCIAL BID**

Type of Rent	Monthly Rent in Rs (Excluding GST and other Taxes and Charges)	Remarks
Monthly Rent @ 2444 Sq. Ft. Office space at 3 <sup>rd</sup> Floor and @ 260 Sq. Ft. Garrage along with Car parking space at Ground Floor, Tea Board India, ZO, Siliguri.		
Total		

**Signature with seal and date**