

# DIAMOND HARBOUR MUNICIPALITY

South 24 Parganas

## Expression of Interest (EOI) for Letting of Office Space / Business Center at Diamond Harbour

Ref No. ...K-12(Auction)/A-487/D.H.M

Date...06.08.2024

Sealed EOI are invited by the Chairman, Diamond Harbour Municipality for Letting of Office Space / Business Center from any interested Govt./ private office or business center as per particulars below and will be received by him up to the time specified therein.

The financial bid should clearly mention the offered monthly rent including all the applicable taxes and other obligations if any and also should mentioned their terms of offered for Office Space / Business Center.

The sealed envelope of technical bid and financial bid should be submitted in one envelope addressing to The Chairman, Diamond Harbour Municipality.

EOI are to be submitted to the office of The Chairman, Diamond Harbour Municipality within 2.00 P.M. on or before 30.08.2024 and will open on the same day at 2.30 P.M. at the chamber of The Chairman, Diamond Harbour Municipality. Date of Publishing 07.08.2024.

Expression of Interest for Availing as it is of Office Space / Business Center at Diamond Harbour		
<b>1.</b>	<b>Details of Proprietor</b>	
1.1	Name of Proprietor	Diamond Harbour Municipality
1.2	Address of Proprietor	Roynagar, ward no.- 12, P.O. + P.S.- Diamond Harbour, Dist.- Soth 24 Parganas. Pin- 743331
1.3	Contact No.	8016272856
1.4	Email ID	Dh.municipality@gmail.com
1.5	Website	www.diamondharbourmunicipality.org
<b>2.</b>	<b>Details Location &amp; address of the availing space</b>	
2.1	Address of the providing space	Meghna Bhaban, Roynagar, ward no.- 12, P.O. + P.S.- Diamond Harbour
2.2	Land Mark of the providing space	Beside Diamond Harbour Municipality
2.3	Distance from main road in meters	7.0 meters.
2.4	Attached layout drawings	Yes
<b>3.</b>	<b>Attached Infrastructure and amenities of the premises</b>	
3.1	Total available space in sq. ft.	7925 sq. ft. (1 <sup>st</sup> floor) + 7925 sq. ft. (2 <sup>nd</sup> floor)
3.2	Is pantry available (yes/no)	No
3.3	Is there attached air conditioner	4500 sq. Ft. area at 2 <sup>nd</sup> Floor
3.4	Is there car parking facilities	Yes
3.5	The no of electricity allotted in Kilo-watt	25 Kilo Watt
3.6	Year of construction	2012
3.7	Is the premises having water supply / how much Liters of water per day	Yes, as per requirement
3.8	Is there power backup facilities available e.g. Diesel Generator / Inverters / solar system etc. and how much capacities.	No
3.9	Additional infrastructure/Amenities, if any	

<b>4.</b>	<b>Financial Bid</b>	
4.1	Basic rent per Sq. Ft.	Rs. 35.00 per Sq. Ft.
4.2	Basic Rent On the total available space	Rs. 5,54,750.00 (Five Lakh fifty Four Thousands Seven Hundred Fifty Only)
4.2	Taxes on Rent	As per existing Rules
	GST	
	Municipal	
	Society / Community if any	
	Any other applicable taxes	
	Total taxes	
4.3	Water supply charges per month	Depending on the requirement
	Any other charges, if any	Depending on the requirement

#### TERMS AND CONDITIONS FOR LETTING AS FOLLOWS

1. Premises of Building offered should preferably not more than 10 years.
2. That lessee shall deposit with the Municipality a sum equal to 6 months' rent as mentioned in 3(e) free of interest. This amount would be adjusted against all arrear rents and taxes payable to the municipality in date of termination or surrender of allotment of the premises.
3. The Lessee shall also have to pay monthly rent after the date of taking occupancy. Monthly rent shall be paid on or before 7<sup>th</sup> day of next following month. This charge will be enhanced @ 10% after completion of every 3 (three) years.
  - a. The Lessee/Lessees shall bear the responsibility of maintenance of the electrical installation inside stalls and shall take safety measures in respect of construction of electricity within the specified limit as per Govt. Rules.
  - b. The lessee shall bear the responsibility of any electrical fault inside the premises allotted to him giving rise to the interruption of power.
  - c. The Lessee shall submit a periodical check-up report along with a test report of installation of electric meter within the premises as has been allotted to him/her to the Municipality/authority through licensed electrical supervisor/agency for verification and the Municipality/authority will take care only of the installation outside the stall and common passage.
  - d. The lessee shall bear the responsibility of obtaining electrical meter/connection directly from W.B.S.E.D.C.L. or through a third party for individual electric wiring. Periodical checking repair maintenance and shall bear the liability of damage/destruction arising from any fault fire or such other accident from electric connection.
  - e. Electrical charges through a separate meter will be payable directly to W.B.S.E.D.C.L. by the Lessee.
  - f. The Municipality taxes if any will be borne by the Lessee.
  - g. Lessee shall have to apply for electrical connection for the premises directly to W.B.S.E.D.C.L. installation of all electrical wiring and fitting within the premises will have to be done by the Lessee with prior approval from the Municipality.
4. The lessee shall keep the premises open every day during hours as permissible under the West Bengal shop and Establishment Act except on the days on which the stall/shop/offices are required to be closed as per provisions contained in the said act. The days on which the shop will remain closed under the provisions of the W.B. shops and establishment act should be notified and a proper notice should be hung up in-front-of stall/shop/office.
5. That the lessee shall not sell in the shop any articles other than those mentioned in the agreement hereto annexed without prior written approval of the Municipality.
6. The lessee shall charge fair price for the articles sold and to observe and comply with laws rules and orders of the Government or other Authorities for the sale distribution and/Price of commodities.
7. The lessee shall not keep or sell impure or adulterated articles or food stuff not fit for human consumption.
8. The lessee shall keep the premises room clean and in good sanitary conditions and to do all such petty repairs at his own cost.
9. The licence shall not to alter or add to any fixtures or construct or alter or add to any part of the structures in the room without prior written permission of the Municipality.

10. The lessee shall not do such thing inside it or in the compound which is likely to cause annoyance in convenience injury or damage to any other lessee or public or to any Municipal employee or his property or any property belonging to the Municipality.
11. The lessee shall not cause any damage to the premises or any fixtures etc as provided by the Municipality.
12. The lessee shall have no power to let out, take partner, alienate, transfer or assign any interest in the premises except with the prior written permission of the Municipality.
13. The Lessee shall allow the authorised representative of the Municipality to enter into the premises at all reasonable hours for the purpose of inspection and the lessee shall abide by all rules and regulations of the Municipality now in vogue and/or will be enforceable from time-to-time hereafter.
14. The lessee shall keep in display the valid trade licence of the Municipality.
15. In the event of Licence becoming an insolvent adjudicated by a court of law, the allotment shall have to be terminated.
16. In the event of death of the lessee within the period of lessee his / her heirs and legal representatives may be reallocated the shop/stall/office space transferred in his/her/their favour on making proper application, at the sole discretion of the Municipality.
17. The lessee also agrees that whenever any part of license fee shall be in arrear after the due date or there shall be a breach of any of the conditions mentioned above or on the expiry of the period of 30 days' notice, the municipal commission the 30 days' notice Municipality may terminate the lessee and re-enter the premises stall/shop/office and its decision shall be accepted by the lessee as final and conclusive and the lessee shall be liable to be evicted.
18. Lessee may find the premises for the purpose of his setting the Business center / Office any office day from 11.00 am to 4.00 pm.
19. Possession of the building will be handed over by Diamond Harbour Municipality within 15 days from the date of signing the contract. The rent would be payable from the date of actual possession of the lease-out property.
20. The documents should be submitted along with EOI documents proof that the applicant is the original or lease holder or power of attorney holders or authorised agents.

  
 Chairman  
 Diamond Harbour Municipality

Chairman  
 Diamond Harbour Municipality  
 South 24 Parganas  
 Dated – 06.08.24

Memo- K-12(Auction)/A-487/(10)/D.H.M

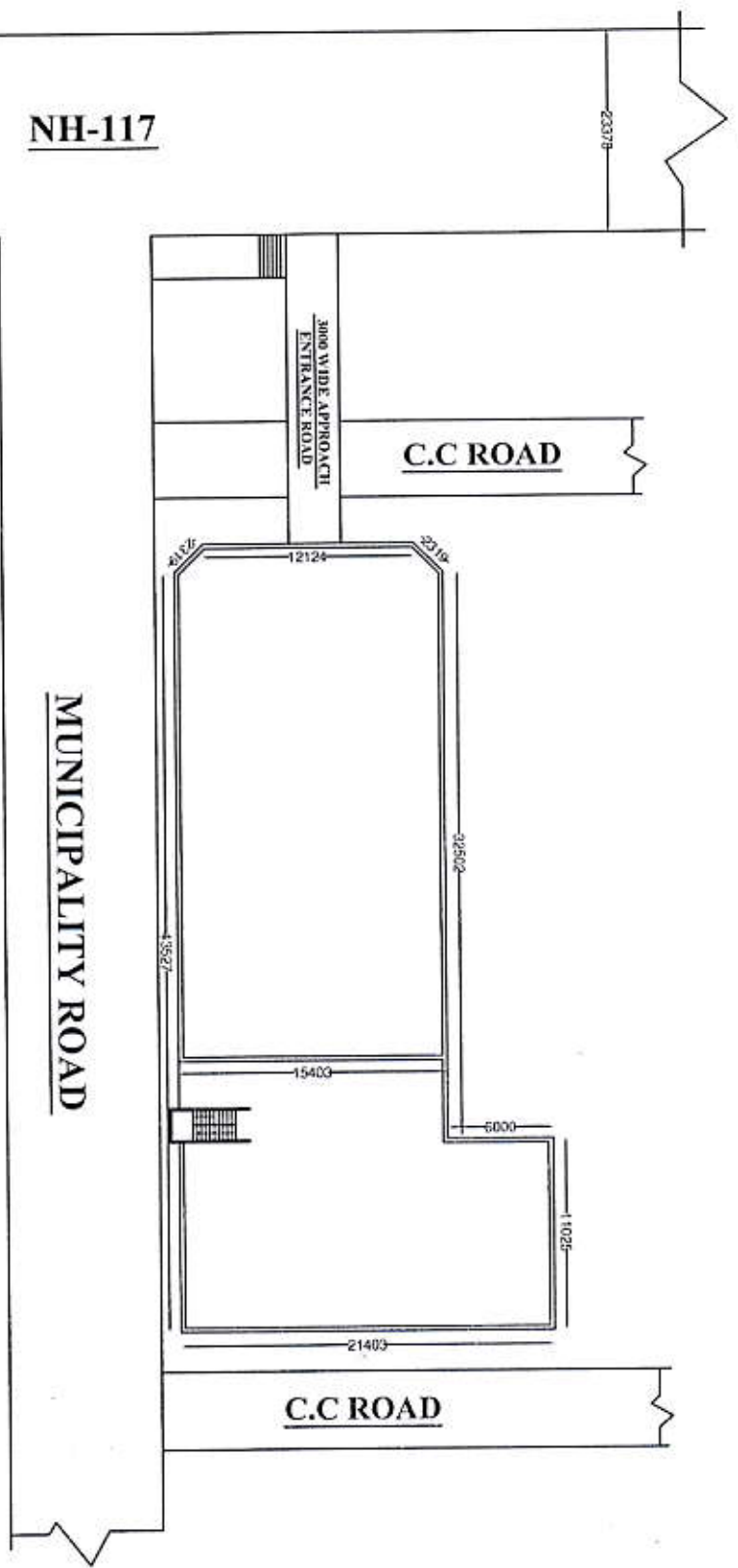
Copy forwarded for information to-

1. Office Notice Board and Website.
2. Office Notice Board, The S.D.O., Diamond Harbour Sub-Division
3. Office Notice Board, The B.D.O., Diamond Harbour-I
4. Vice-Chairman, D.H. Municipality.
5. The Executive Engineer, Municipal Engineering Directorate. Govt. of W.B.  
Bikash Bhawan, 1<sup>st</sup> Floor, South Block, Salt Lake, Kolkata-700091
6. The Executive Officer, D.H.M.
7. The Finance Officer, D.H.M.
8. The Sub - Assistant Engineer, D.H.M.
9. The Accountant, D.H.M.
10. Office file.

  
 Chairman  
 Diamond Harbour Municipality

Chairman  
 Diamond Harbour Municipality  
 South 24 Parganas

**TYP. PLAN OF GROUND FLOOR AND FIRST FLOOR OF MEGHNA BHABAN**  
**TOTAL AREA OF GROUND FLOOR - 736.596 SQM./7925 SQFT.**  
**TOTAL AREA OF FIRST FLOOR - 736.596 SQM./7925 SQFT.**



**SECTION-1:50**

**Chairman**  
**Diamond Harbour Municipality**  
**South 24 Parganas**