



ASSAM STATE ELECTION COMMISSION
HOUSEFED COMPLEX, DISPUR, GUWAHATI - 781006. Ph. No. 0361-2263210/2220240/ 2264920
(tele-fax) 2220024 e-mail - secassam@gmail.com

No.SEC. 03/2020/1

Dated Dispur, 2nd January, 2020

Expression of Interest

The Assam State Election Commission proposes to rent a building for office accommodation measuring a minimum area of 5500 sq. ft. which should be situated within a radius of 3 (three) kilometres from the Assam State Secretariat, Dispur, preferably on the main road and easily accessible. Water, electricity and allied services should be available. The following conditions must be fulfilled:

1. The building should be in a good condition and well maintained.
2. There should be standby generator of sufficient capacity for uninterrupted power supply.
3. 24 hours potable water supply with adequate water treatment facilities.
4. Adequate and safe lift facility if the building is of more than two floor (GF + FF)
5. The building shall have emergency exit and adequate fire protection facilities.
6. There should be adequate toilet facilities which should be both clean and well maintained.
7. The building should have adequate parking space for vehicles (about 5 cars/ SUVs)

Interested parties owning built-up areas as stated above, having clear legal title are invited to send their expression of interest to the Secretary, Assam State Election Commission, at the following address in the prescribed template available on our website www.secassam.in latest by 20th January, 2020 furnishing details like name of the owner, contact details location of the office space, size, amenities etc.

The Secretary, Assam State Election Commission, Housefed Complex, Building No. V, Dispur, Guwahati-781006.

Antilal
6.2.01.2020
Secretary

Assam State Election Commission

Dispur ::: Guwahati-6

**EXPRESSION OF INTEREST
NO. SEC. 03/2020/1 DATED 2ND JANUARY, 2020**

To

The Secretary
Assam State Election Commission
Housefed Complex, Building No. V
Dispur, Guwahati-6.

Sub: Expression of interest offering office space on rent basis at Guwahati

Sir,

This offer is with reference to the advertisement published in the newspapers in the press for taking office space on rent basis. The details of the premises offered are as under:

DETAILS OF THE PREMISES OFFERED:

Sl. No.	Item	Details (to furnish documentary evidences, as necessary)
1	DETAILS OF VENDOR/ FIRM/ BUILDER/ OWNER/ REPRESENTATIVE	
1.1	Name	
1.2	Address & Phone No., FAX No. & e-mail address	
1.3	Constitution of vendor/ firm (whether Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd./PSU etc.)	
1.4	Permanent Account Number	
1.5	Valid GST Registration No.	
1.6	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
2.0	DETAILS OF PROPERTY	
2.1	Location & Address of property	
2.2	Usage of property (as approved by Competent Authority)	
	Tenure of the land a) Freehold b) Leasehold c) If leasehold give residual period of lease and name of the title holder	
3.0	BUILDING	
3.1	Type of Building (commercial/ other)	
3.2	Type of Construction (Load Bearing/ RCC/Steel framed)	

3.3	Whether the building is certified as a Green Building	
3.4	Clear floor height from floor to ceiling	
3.5	Floors on which the offered premise is located	
3.6	Area of premises offered per unit a) Super built up area (sq ft) b) Built-up area (sq ft) c) Carpet area (sq ft)	
3.7	Year of completion of Construction	
4.0	DETAILS OF BOUNDARIES AND ADJACENT BUILDING	
	a. North	
	b. East	
	c. South	
	d. West	
5.0	Amenities provided (on the premises) Water supply, Electricity, A C Duct/ Fire fighting etc.	
6.0	CAR PARKING	
	a. Car parking space	
	b. No. of Car parking	
	COMPLETION / OCCUPATION CERTIFICATE	
	Whether completion / occupation certificate is issued by the competent authority	
	Designation of the authority which has issued the completion / occupation certificate	
	OTHER INFORMATION	
	Solicitor's / Advocate's name and address, Phone/ Fax Nos.	
	Details of encumbrances, if any	
7.0	Rent per month / per sq. ft. of carpet area	

I hereby confirm that all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of Assam State Election Commission.

I am aware that Assam State Election Commission is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

Signature of the self/ authorised signatory)

Name:

Designation: