

NIJ No. 21/23/2025-NJB/A&E

Kolkata, the 23 July 2025

NOTICE INVITING QUOTATION

1. The National Jute Board, a Statutory Body under the Central Government based in Kolkata intends to seek proposal for leasing 2 (Two) Furnished or Semi-Furnished Apartments, each admeasuring a Plinth Area of about 186.50 Sq. mtr. to 254 Sq. mtr. or so for a period of 2-Years and extendable up to 1 + 1 Years on mutually agreed terms and conditions for using as a Guest House for the Officials/Official Guests, preferably, in and around Parama Island in Eastern Metropolitan Bypass, Kolkata. The Lessor or Lessee may opt out of the Lease Agreement at any point of time during the Agreement Period by giving a Notice of 1 (One) Month.

2. Each Apartment must comprise of a Drawing Room, a Dining Room, 3 to 4 Bed Rooms, a Kitchen, a Store, an Attendant's Unit, 2 Utility Balconies, 3 Toilets and Parking Space with access to Community Facilities & Amenities.

3. Furthermore, the Apartment must be equipped with Uninterruptible Power Systems Water Supply, Lifts, Air-Conditioning Systems, Fire-Alarm & Fire-Fighting Systems, adequate Ventilation System, Lightning Protection System and Disabled-Friendly Infrastructure.

4. Interested Owners or Power of Attorney Holder of the offered Property may drop their Technical and Financial Bids duly supported with requisite records in the Tender Box kept at the National Jute Board, 5th Floor, Patsan Bhawan, CF 6/1, Street No. 175, Action Area IC, New Town, Kolkata 700 156 within 15 days from the date of publication of this Advertisement. The Bidder shall submit 2 Sealed Envelopes superscribing Technical Bid and Financial Bid and enclosed together in an Outer Envelope. The Technical Bid will be opened on the next Working Day.

5. The **Technical Bid** must contain self-attested copies of following records:

- Registration Certificate (Building as well as Land) or Copy of Registered Deed showing Proof of Ownership,
- Power of Attorney, if applicable,
- PAN or TAN, as applicable,
- GST Certificate, if applicable,
- Building Sanction Plan,
- Layout of the proposed Apartment detailing the Plinth as well as Carpet Area duly certified by an Architect,
- Property Tax Receipts of last 3-Years,
- Municipal Tax Receipts of last 3-Years,
- Undertaking from the authorised Signatory certifying availability of Services stated at par. 3,
- Undertaking by the authorised Signatory certifying the genuineness of the information furnished against this Notice Inviting Quotation.

(Signature)
23-07/2025

6. The **Financial Bid** must contain the rates of rent per Month per Sq. mtr. quoted by the Bidder on the basis of the Plinth Area as well as Special Terms and Conditions, if any, in the following Proforma. The rate of rent quoted shall include the costs of Community Facilities and Amenities, Rent for Furniture and Equipment, Statutory Levies and Taxes, Direct & Indirect, including without limitation to Land, Sewage, Property, Commercial Tax, Society, Maintenance, Vehicle Parking, etc. excluding the Electricity Costs.

Sl. No.	Particulars	Quantity	Unit	Rate		GST	Total Amount excluding Taxes	Total Amount including Taxes
				Per Sq. mtr.	Total Plinth Area			
1.	Rent for Leased Premises per Month for Two Years	1	Month					

7. A designated Committee shall evaluate the Technical and Financial Bids. The Technical Bid will be evaluated based on eligibility criteria and scrutiny of the supporting documents specified hereinabove. The Committee may inspect the offered Property in the presence of an authorized representative of the Bidder. The Financial Bid of the Technically qualified Bidder shall be opened and evaluated on the basis of rates quoted in accordance with par. 6. The evaluation of the Committee shall be final and binding for acceptance or non-acceptance of the Bid.

8. The National Jute Board reserves the right to reject any or all the offer(s) or cancel the Tender without assigning any reason(s).


 Section Officer (A&E)
 National Jute Board

2307/2025