

مولانا آزاد نیشنل اردو یونیورسٹی  
مؤلانا آزاد نیشنل اردو یونیورسٹی

## MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad - 500 032



Dated: 5th February 2018

### **EXPRESSION OF INTEREST FOR SPACE FOR SUB-REGIONAL OFFICE (SRO) AT HYDERABAD**

The University is looking for a suitable space on lease basis with ample parking space within the radius of about 1 km. of Old city, preferably near Charminar area, Hyderabad, with good connectivity on a main approach road/Lane. The requirement is for 1000 to 1200 sq.ft covered space to locate the SRO, in an Institution of Higher learning/College/Institution being run by a Nonprofit Trust/society. The SRO Hyderabad will be catering to the needs of students (male/female) registered under various Distance Education programmes under the Directorate of Distance Education (DDE) of MANUU.

#### **Terms and conditions:**

- i. The building should project a professional and aesthetically pleasing appearance and should be fit for the Office/Institutional use for the DDE.
- ii. The initial lease/license agreement will be for 3 years and renewable on fresh terms and conditions at the end of 3 years.
- iii. The selection of the office premise shall be made on the following criteria:-
  - (a) Suitability of the location of the premise for the use of Distance Education students
  - (b) Better amenities with approved plans of the building by the local bodies.
  - (c) Ready for occupation with all necessary permission and approvals in place.
- iv. The EoI should be complete in all respects and signed on all pages.
- v. The EoI should be delivered in a sealed envelope and the envelope shall be super scribed with **'EoI for Space for Sub-Regional Centre, Hyderabad' and may be submitted either by the authorized representative of the Institution/Trust/Society concerned.**
- vi. The University will not pay any brokerage for hiring of the space.
- vii. The University may consider properties other than those offered in response to this advertisement.
- viii. The University reserves its right to accept or reject the offer.

Interested parties, fulfilling above criteria and having clear legal title, are invited to send their Expression of Interest (EoI) to the Director, Directorate of Distance Education, Maulana Azad National Urdu University, Gachibowli, Hyderabad 500 032 (email: [directorddemanuu@gmail.com](mailto:directorddemanuu@gmail.com)) latest by **16.02.2017** by hand/post.

**Registrar**

## EXPRESSION OF INTEREST FORM

To

The Director  
Directorate of Distance Education (DDE)  
Maulana Azad National Urdu University  
Gachibowli,  
Hyderabad 500 032.

**Sub: Expression of Interest offering the Premises on Lease/ Rent basis for Sub-Regional Centre (SRC) at Hyderabad.**

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Dear Sir,

This offer is with reference to the advertisement released in the press / put up in the Tenders section of Maulana Azad National Urdu University (MANUU) website [www.manuu.ac.in](http://www.manuu.ac.in) for hiring suitable space on Lease/Rent basis at Hyderabad.

The details of the premise offered are as under:

### DETAILS OF THE PREMISES OFFERED

Sl. No.	Particulars	Details
<b>1</b>	<b>DETAILS OF INSTITUTION/COLLEGE</b>	
1.1	Name	
1.2	Address & Phone No.  Fax No. & email address:	
1.3	Whether it is owned by the Registered Society/Trust/Affiliated Institution to any University (please give details and attach a copy of registration certificate as a proof)	
1.4	Date of Establishment of the Institution	
1.5	Permanent Account Number (PAN) & TAN	
1.6	Details of Courses being run by the Institution with approximate number of students	
1.7	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
<b>2</b>	<b>DETAILS OF PROPERTY</b>	
2.1	Location & Address of the property	
<b>3.</b>	<b>BUILDING</b>	
3.1	Type of Construction: (Load Bearing/RCC/Steel framed)	

3.2	Clear floor height from floor to ceiling (if available)	
3.4	Floor on which the offered premises is located	
3.5	Area of premises offered per unit a) Super built up Area b) Built- up Area c) Carpet Area	Sq. ft. Sq. ft. Sq. ft.
<b>4</b>	<b>AGE/CONDITION OF THE CONSTRUCTION / BUILDING</b>	
4.1	Newly constructed (within 2 years)	
4.2	Old construction – mention year of completion	
4.3	Under-construction – mention date of possession	
<b>4.4.</b>	<b>Whether is a floor or flat</b>	
<b>5</b>	<b>AVAILABILITY OF PARKING SPACE</b>	Reserved / Open
5.1	(A) No. of Car parking (B) No. of Two Wheeler Parking	
<b>7.</b>	<b>ANY OTHER INFORMATION</b>	

### **Undertaking**

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 the MANUU. I am aware that MANUU 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 Institution/College/Trust/Society and am, therefore, competent to submit the details towards this Expression of Interest.

Yours sincerely,

*(Signature of the Offeror)*  
**Name, Designation & Address**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

## **PRICE QUOTE – 1**

(To be submitted separately in a sealed cover)

**EOI Inviting Authority:** MAULANA AZAD NATIONAL URDU UNIVERSITY

**Sub: Expression of Interest offering the Premises on Lease / rent basis for Sub-Regional Centre of MANUU at Hyderabad**

1. Name of the Institution : \_\_\_\_\_
2. Premises Address : \_\_\_\_\_
3. Rate per Sq. ft. (per month) : \_\_\_\_\_ (In Rupees)
4. Rate per Sq.ft. (per month) : \_\_\_\_\_ ( In Words)
5. Area in Sq. ft : \_\_\_\_\_
6. Floor : \_\_\_\_\_
7. Agreement Period (offered) : \_\_\_\_\_ (Minimum 3 Years)
8. Advance rent/license fee required (in Months) : \_\_\_\_\_ (Advance rent)
9. Annual Increase of Rent/License fee (if demanded) : \_\_\_\_\_ (Percentage)

**Date:**

**Signature & Seal of the Institution**