

مؤلانا آزاؑاؑ نؤشنل اردؤ یونیورسٹی

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**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
(A Central University established by an Act of Parliament in 1998)  
Gachibowli, Hyderabad

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**Office Space required for MANUU Regional Centre at New Delhi**

The University is looking for a suitable office space of about 2500-3000 sqft (covered area) with ample parking space within the radius of about 2 km. of Jamia Millia Islamia, preferably at Sukhdev Vihar at Ground floor/First Floor.

Interested parties may send the details of the space along with the offer, addressed to the Regional Director, MANUU, D-1/279, Zaidi Apartments, Jamia Nagar, New Delhi 110 025 latest by **15.12.2017** by hand/post. The University reserves its right to accept or reject the offer. For further details, please visit [www.manuu.ac.in](http://www.manuu.ac.in)

Registrar

مولانا آزاد نیشنل اردو یونیورسٹی  
مؤلانا آزاڈ نیشنل اردو یونیورسٹی

**MAULANA AZAD NATIONAL URDU UNIVERSITY**

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

Gachibowli, Hyderabad - 500 032



Dated: 7th December 2017

**EXPRESSION OF INTEREST FOR OFFICE SPACE FOR  
REGIONAL OFFICE AT NEW DELHI**

The University is looking for a suitable office space on lease basis with ample parking space within the radius of about 2 km. of Jamia Millia Islamia (JMI) Campus, preferably at Sukhdev Vihar with good connectivity on a main approach road. The requirement is for 2500 to 3000 sq.ft covered space, preferably on a plot either on ground or first floor.

**Terms and conditions:**

- i. The building should project a professional and aesthetically pleasing appearance and should be fit for office use.
- ii. The initial lease agreement will be for 3-5 years and renewable on fresh terms and conditions at the end of 3/5 years.
- iii. The selection of the office premise shall be made on the following criteria:-
  - (a) Suitability of the location of the premise
  - (b) Better amenities with approved plans of the building by the local bodies/DDA/MCD.
  - (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 Office Space' and may be submitted either by the owner of the building or his authorized representative.**
- 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 Regional Director, MANUU, D-1/279, Zaidi Apartments, Jamia Nagar, New Delhi 110 025 latest by **15.12.2017** by hand/post.

**Registrar**

## EXPRESSION OF INTEREST FORM

To

The Regional Director  
Maulana Azad National Urdu University  
Regional Centre  
D-1/279, Zaidi Apartments,  
Jamia Nagar,  
New Delhi – 110 025.

**Sub: Expression of Interest offering the Office Premises on Lease/ Rent basis at Delhi.**

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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 taking office space on Lease/Rent basis at Delhi.

The details of the premise offered are as under:

### DETAILS OF THE PREMISES OFFERED

Sl. No.	Particulars	Details
<b>1</b>	<b>DETAILS OF VENDOR / FIRM / BUILDER / OWNER / REPRESENTATIVE</b>	
1.1	Name	
1.2	Address & Phone No.  Fax No. & email address:	
1.3	Constitution of vendor / firm (Whether Proprietary / partnership / Pvt. Ltd. /Public Ltd. / PSU / Individual etc.):	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business	Incorporation Date:                      Ref: Commencement Date:                      Ref:
1.5	Permanent Account Number (PAN) & TAN	
1.6	Valid GST registration No. (applicable for Companies)	
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	
2.2	Status of the land a. Freehold b. Leasehold c. If leasehold give residual period of leases and name of the title holder	

<b>3.</b>	<b>BUILDING</b>	
3.1	Type of Building: (Commercial / Non-Commercial)	
3.2	Type of Construction: (Load Bearing/RCC/Steel framed)	
3.3	Clear floor height from floor to ceiling	
3.4	Floor on which the offered premises is located	
3.5	Area of premises offered per unit	
	a) Super built up Area	Sq. ft.
	b) Built- up Area	Sq. ft.
	c) Carpet Area	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>CAR PARKING SPACE</b>	Reserved / Open
5.1	a. Car parking spaces b. No. of Car parking c. No. of Two Wheeler Parking	
<b>6</b>	<b>COMPLETION / OCCUPATION CERTIFICATE (Only for ready premises)</b>	
6.1	Whether completion / occupation certificate is issued by the competent authority	
6.2	Designation of the authority which has issued the completion /occupation certificate	
<b>7.</b>	<b>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 company 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 BID – 1**

(To be submitted separately in a sealed cover)

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

**Sub: Expression of Interest offering the Office Premises on Lease / rent basis for Regional Centre of MANUU at New Delhi**

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

**Date:**

**Signature & Seal of the Bidder**