

**EXPRESSION OF INTEREST FORM**

To,

The Regional Director  
Regional Centre Delhi  
Maulana Azad National Urdu University  
164, First Floor, Sukhdev Vihar  
New Delhi – 110025

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

Dear Sir/Madam,

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.edu.in](http://www.manuu.edu.in) for taking office space for Regional Office on Lease/Rent basis at Delhi.

The details of the premises are as under :

**DETAILS OF THE PREMISES OFFERED**

Sl. No.	Particulars	Details
1	<b>DETAILS OF VENDOR/FIRM / BUILDER/OWNER/REPRESENTATIVE</b>	
1.1	Name	
1.2	Address & Phone No. Mob & Email address	
1.3	Constitution of vendor/firm (whether Proprietary/Partnership/Pvt. Ltd/Public Ltd/PSU/Individual etc.	
1.4	In case of 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.	
1.7	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
2	<b>DETAILS OF PROPERTY</b>	
2.1	Location & Address of the property	
2.2	Status of the land a. Freehold b. Leasehold c. C. If leasehold give residual period of leases and name of the title holder	
3.	<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 of offered per unit a) Super built up area  b) Built up area  c) Carpet Area	
4.	<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	
4.4	<b>Whether the floor or flat</b>	
5	<b>CAR PARKING SPACE</b>	
5.1	a. Car parking spaces b. No. of Car parking c. No. of Two Wheeler Parking	
6	<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	
7.	<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 figures)
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 Months) : \_\_\_\_\_ (Advance Rent)
9. Annual Increment of Rent (if demanded) : \_\_\_\_\_ (Percentage)

**Date :**

**Signature & Seal of the Bidder**

**Place :**