



**GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE JOINT COMMISSIONER OF INCOME-TAX, NAMAKKAL RANGE  
No.138/3, LMR SHOPPING ARCADE, SALEM ROAD, NAMAKKAL – 637 001  
PHONE No.04286 - 275080, 275082**

**For Hiring of Ready Built Office Space  
PROSPECTUS**

The Income Tax Department, Namakkal invites tenders from property owners/ Realtors/ Central and State Government Undertakings/ Banks/ Insurance Companies for hiring a building for office use at prime area within the vicinity of 2 Kms radius from Tiruchengode Bus stand to locate its Tiruchengode office.

The Carpet area of the office building should be around 3500 Sq. ft preferably on a single floor or evenly spread in a minimum two continuous floors. The location of the property should be well supported by Public Transport System. The property should have adequate parking space.

The property should have clear title without any encumbrance and proof of approval of construction from the local authority should be enclosed.

The property shall be offered as a ready to occupy space or with necessary partitions, furniture and fittings according to our requirements and quotes for each of them may be provided separately. The minimum period for hire/lease may also be specified. If the building is under construction, the probable date of completion may be mentioned.

The quotations should be sent in two separate parts viz. **two bid system of technical bid and financial bid.** Quotations in two separate sealed covers as detailed below may be sent containing the following details.

**PART 'A' TECHNICAL BID**

- A. Location
- B. Carpet area of the space to be made available.
- C. Number of floors in which the carpet area as required is distributed (Carpet area of each floor should be specified).
- D. Nature of public transport facility available in the vicinity.
- E. Availability of quantity of common facilities like lifts, generators, adequate lighting, toilets and parking area.
- F. Copies of documents in evidence of clear title and copy of approval obtained from local authority.
- G. Details of extra amenities provided if any like centralized air-conditioning, common dining/pantry facility, common security etc.
- H. Time frame for handing over possession of the building.
- I. Minimum period of hire or lease.
- J. Any of other vital information

**PART 'B' FINANCIAL BID**

- A. The rent per Sq.ft of Carpet Area.
  1. If provided as a warm-shell
  2. If provided with partitions, false ceiling, furniture & fittings
- B. Lease amount
- C. Terms of payment

Quotations containing **PART 'A'** and **PART 'B'** as stated above with complete particulars should be sent to the address of **THE JOINT COMMISSIONER OF INCOME-TAX, NAMAKKAL RANGE, No.138/3, LMR SHOPPING ARCADE, SALEM ROAD, NAMAKKAL – 637 001** on or before **15<sup>th</sup> of December 2017** and quotations will be opened on **18<sup>th</sup> December 2017 at 11:00 AM.**

**Sd/-**

**(B. LAKSHMINARAYANAN, I.R.S.,)**

Joint Commissioner of Income-Tax, Namakkal Range, Namakkal