

EXPRESSION OF INTEREST FORM

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To

**The Member Secretary**  
GOA COASTAL ZONE MANAGEMENT AUTHORITY  
C/o Deptt. Of Science, Technology and Environment,  
Saligao, Bardez – Goa

Dear Sir,

RE: Expression of Interest for offering the office Premises on RENT/ LEASE. At

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(Write the name of building/location/LR No. where office premises is proposed to be given)

This offer is with references to the advertisement in the Daily \_\_\_\_\_ put up on the website on \_\_\_\_\_ for taking premises on **RENT/ LEASE for office space.**

We understand that:

- a) No brokerage is payable by **GCZMA** to us our representative in this transaction.
- b) All payments would be made through banker's cheque.
- c) Preference would be given to the premises offered by Government Entities/ Departments
- d) Preference would be given to the suitability of location of the premises.
- e) The premises with better amenities would be preferred. Similarly, the premises in good locations and better FINISHES /MAINTANANCE FACILITIES OF buildings would be preferred to others.
- f) The premises should be ready for possession OR likely to be completed by \_\_\_\_\_.
- g) The owners of the short listed offers would be asked to give a certificate to the extent that the property could be given on rent/ lease for office purpose legally
- h) The Built-up area of the premises should be around 150 SQMT. However, this area is approximate and GCZMA reserves the right to take somewhat more or somewhat less area.
- i) The advertisement released in this context will form part of the contract.

- j) By submitting this offer the owner has permitted GCZMA or their representatives with prior appointment to inspect the property offered as well as property documents and to carry out the measurements, valuations thereof.

The details of the premises are as under:-

Nos	Description	Details
1	<b>Name of the Owner</b> (in case of the joint ownership, please specify all the names, with whom the agreement would be signed and month rental payment would be made)	
2	<b>Address of the Owner.</b> Who is giving premises on lease, where the correspondence will have to be made.	
3	<b>Contact Details:</b> a) Telephone No. b) Mobile No. c) Fax No. d) E-mail address	
4	PIN No. of the owners of commercial premises	
5	<b>Physical Address of the premises offered</b>	
6	<b>Floor</b> on which the premises offered is located.	
7	<b>Details of the Building:</b> a) Year of construction: b) Total number of floors: c) Total number of lifts d) Any other details e) Nearby landmark	
8	Built up area of the premises offered in sq.mtrs. For the purpose of this expression of interest form the built up area would mean the area as under:- a) The internal area within the external walls. b) Area of the external walls will be considered. c) Exclusive toilet area would be considered if the toilet is inside the premises. d) Internal walls and columns will be considered. e) Balcony will be considered only if it	

	<p>is for exclusive use and is covered from all sides</p> <p>f) No common area would be considered.</p> <p>g) Car parking area whether covered or open will not considered.</p>	
9	<b>Municipal approved plan</b> to be Enclosed/provided on demand	
10	<b>Completion/Occupation certificate</b> to be Enclosed/provided on demand.	
11	<b>Structural Stability certificate</b> from a Structural engineer would have to be Enclosed /provide on demand.	
12	No of car parks provided	
13	<b>Other remarks, if any</b>	

**Procedure:**

- a) The premises which are not as per the location indicated would be not be considered.
- b) The premises will be visited for short listing and a preliminary list will be prepared to limit the premises to the suitably best premises.
- c) The owners of such shortlisted offers would be required to get their property documents examined by GCZMA to the extent that the property could be given on outright purchase, and the decision of GCZMA in this matter would be final.
- d) A list of premises qualifying legally would be prepared from the premises selected in (b| above after step (c).
- e) The financial bids would be invited from the properties which are shortlisted and found to have met all the eligibility and qualification criteria set out in this expression of interest and the instructions in the advertisement.

**I/We further declare, confirm and undertake:**

- a. I/we declare that the owner has a clear right to give the premises on outright purchase.
- b. I/we also declare that the property, if mortgaged, required NOC would be provided to the satisfaction of GCZMA / solicitors on demand by GCZMA
- c. The drafts of all documentation that may be finalized by GCZMA and/ or its lawyer shall be final and binding on me/ us.
- d. I/we am/are aware that GCZMA is not bound to accept any or all the Expression of Interest Forms and will not be required to give any reason for rejecting **any** Expression of Interest Form.
- e. No financial aspects of the premises have been given. If our premise is shortlisted then the financial proposal will be called for from us.
- f. The amenities to be provided by the owner/builder are as under
  - I. \_\_\_\_\_.

- II. \_\_\_\_\_.
  - III. \_\_\_\_\_.
  - IV. \_\_\_\_\_.
  - V. \_\_\_\_\_.
  - VI. \_\_\_\_\_.
- g. The form which is downloaded from the website has not been changed or corrected in any manner. I understand that only the conditions as appearing in the original will be treated as valid. For checking the form used by me will be compared and confirmed with the original available with GCZMA. If there are any changes/ corrections in the form my Expression of interest Form is liable to be rejected at as per the discretion of GCZMA.
  - h. My/Our offer is open for inspection for a period up to date.
  - i. I/ We hereby confirm that, all the terms and conditions specified in this Expression of interest form are acceptable to me/us. I/ We further confirm that all the required details have been furnished in the appropriate blank places and if this Expression of Interest Form is incomplete in any respect on my/our part then the same is liable to be rejected at the discretion of GCZMA
  - j. I/ We, the undersigned am/ are submitting this offer in a sealed envelope duly superscribed " \_\_\_\_\_ FOR PROVISION OF OFFICE SPACE"
  - k. I/ We understand that this Expression of Interest Form for lease of our premises is to be dropped in the Tender Box kept for the purpose at the reception of your above office address before \_\_\_\_\_ or it has to be sent by post so as to reach on the stipulated date by the stipulated time.
  - l. I/ We are aware that, the offers will be opened at 3.30 p.m. **on** \_\_\_\_\_ in the office of Goa Coastal Zone Management Authority, C/o Deptt. Of Science, Technology and Environment, Saligao, Bardez-GOA. and I am invited to be present at the time of the opening.
  - m. All the over writings have been duly authenticated by signing beside such over writings.
  - n. There are \_\_\_\_\_ Nos of pages in this complete offer and I have signed on each page.

Name :- \_\_\_\_\_

Signature:- \_\_\_\_\_

Date:- \_\_\_\_\_