

DEPARTMENT OF POSTS, INDIA

From
Superintendent of Post Offices
Arakkonam Division
Arakkonam 631 001

To
The Postmaster General
Chennai City Region
Chennai 600 002

No.D/51/DO-Dlgs dated at Arakkonam 631 001 the 29.07.2019

Sub: Repair work at Arakkonam HO ground floor / First floor – reg
Ref: This office letter no. D/51 dated 26.07.2019

Kindly refer to the letter cited above.

The advertisement for hiring of accommodation for the office of Superintendent of Post Offices, Arakkonam Division, Arakkonam on lease / rent basis is enclosed.

It is kindly requested to do needful to post the above advertisement in Indiapost and Tamilnadu Post website for information to the members of public.

Encl: As above


Superintendent of Post Offices
Arakkonam Division – 631 001

No.D/51/DO-Dlgs dated 29.07.2019

**ADVERTISEMENT FOR HIRING OF OFFICE ACCOMMODATION ON
LEASE/RENT BASIS**


Offers/bids are invited from the legal owners/Power of Attorney for hiring accommodation to the following offices:-

| Sl no | Name of the office | Area | Cycle shed/Generator shed outside the building |
|-------|---|---|--|
| 1 | O/o Superintendent of Post Offices, Arakkonam Division, Arakkonam – 631 001 | 1805 Sq.ft. Carpet Area (Approximately) | 50 sq. ft. |

The building offered should

- (i) be located in the postal delivery jurisdiction of Arakkonam Head Post Office.
- (ii) have carpet area as cited above.
- (iii) located in main road easily accessible to public, disabled friendly and easy for mail conveyance
- (iv) be ready for occupation with toilet facility and space for parking vehicles.
- (v) No advance will be paid at the time of occupation.
- (vi) Lease deed for five years is to be executed from the date of occupation.

The interested parties may submit the bid in a sealed cover addressed to **“Shri.N.Prakash, Superintendent of Post Offices, Arakkonam Division, Arakkonam 631 001”** The cover should be clearly super scribed as **“BID for O/o SPOs, Arakkonam Division, Arakkonam”** and it should reach this office through Speed Post/Registered Post within 21 days from the date of publication of this advertisement.


**/N.PRAKASH/
Superintendent of Post Offices
Arakkonam Division – 631 001**

DEPARTMENT OF POSTS, INDIA
OFFICE OF THE SUPERINTENDENT OF POST OFFICES,
ARAKKONAM DIVISION, ARAKKONAM 631 001

No.D/51/DO-Dlgs **dated at Arakkonam 631 001** **the** **29.07.2019**

TENDER NOTICE

1. Sealed Tenders in the prescribed form are invited from the owners of building at **Arakkonam** in the main road / nearer to main road preferably in the ground floor for leasing out a building for the use of **Office of Superintendent of Post Offices, Arakkonam Division, Arakkonam,** with an area as shown below excluding courtyard and open space in front of the office for a period of 5 years from the date of occupation.

| Sl no | Name of the office | Area | Cycle shed/Generator shed outside the building |
|-------|---|---|--|
| 1 | O/o Superintendent of Post Offices, Arakkonam Division, Arakkonam – 631 001 | 1805 Sq.ft. Carpet Area (Approximately) | 50 sq. ft. |

2. Tenderers should quote definite amount of rent per month in whole rupees required by them. No tender quoting as any rent deemed suitable for words to that effect will be considered.

3. The owner of the building whose tender, if it is finally decided to accept should be prepared to produce to the satisfaction of this Department, documentary evidence of his or her title to the building to be leased out. Failure on his or her part in this respect will render the tender liable to be summarily rejected. The Department being free thereafter to accept the offer of any tenderer or land owner.

4. The building leased out shall during its occupation by this Department be accessible to all members of the public.

5. Tenders must reach the undersigned **on or before 19.08.2019 (Monday)** addressed by name to **Shri.N.Prakash, Superintendent of Post Offices, Arakkonam Division, Arakkonam 631 001** clearly superscribed as **“TENDER FOR THE BUILDING TO BE LEASED OUT FOR O/o SPOs, Arakkonam Division, Arakkonam. Tenders should be sent by Registered/Speed post only in a sealed cover.**

6. The tenders received will be opened by the undersigned at this office on **21.08.2019 (Wednesday)** at 1100 hours in the presence of such of the Tenderers as may wish to be present.

7. Any attempt of negotiation direct or indirect on the part of a tenderer with the undersigned after he or she has submitted his or her tender or any endeavor to secure any interest for an actual or prospective tenderer, or to influence by any means for acceptance of a particular tender, will render the tender liable for exclusion from consideration.


8. The undersigned does not bind himself to accept the lowest tender and he reserves the right to accept or reject any tender without the assignment of any reason.

9. The successful tenderer will be called upon immediately to execute a lease in the prescribed form and get it registered at his/her own cost, after completion of additions and alterations suggested by the Department.

10. The tenderers should be prepared to provide separate latrine and urinal facilities to the staff, tube lights / ceiling fans, drinking / salt water, separate EB connection with proper earthing in the building, embed the cash chest / cash safe, provisions of bed/roof for keeping the generator and fix the letter box at their own cost. This should be specifically mentioned in the schedule of repairs to be attached to the tender.

11. The rent of the building offered will be fixed by the Competent Authority after inspecting the building. The rent will be calculated based on the plinth area rates fixed by the Central Public Works Department and prevailing market rate.

12. The tender forms can be obtained free of cost from Arakkonam Head Post Office or from the office of the undersigned during working hours.


/N.PRAKASH/
Superintendent of Post Offices
Arakkonam Division – 631 001

A copy of this memo is issued to:

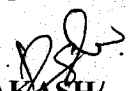
1. The Postmaster General, Chennai City Region, Chennai 600 002 for favour of information with request to needful for its posting in website.

2. All SSPOs/SPOs in Tamilnadu Circle for information and exhibiting the tender notice on the Notice Board.

3. All ASPs/IP/PMs/SPMs in Arakkonam Division for exhibiting the tender notice on the Notice Board of their offices.

4. **REGD:** The Asst. Supdt Posts, Arakkonam Sub Division, Arakkonam 631 001. He will please arrange to ascertain whether any Municipal vacant building/other Government/Government Undertakings vacant building is available at Arakkonam area to house the office cited in this tender and report compliance to this office.

5. **REGD:** The Head Postmaster, Arakkonam HO 631 001. Tender forms are enclosed for necessary action. The HPM will meet the President/Councilors/Ward members/local VIPs etc to secure accommodation. The tender notice may please be delivered to the owners of the buildings at Arakkonam locality. The HPM will forward the list of owners of the buildings to whom the tender notice was delivered, to reach this office by 17.08.2019 positively.


/N.PRAKASH/
Superintendent of Post Offices
Arakkonam Division – 631 001

TENDER

From

To
The Superintendent of Post Offices,
Arakkonam Division,
Arakkonam 631 001.

Sir,

With reference to your notice dated _____ to let my house situated in _____ Street and bearing no. _____ in _____ ward for the use of Post Office at _____ (Name of the PO) on a rent of Rs. _____ (Rupees _____) a month, free of rates and taxes for a period of _____ years and within days of acceptance of this my offer, by you or in your behalf to execute a lease deed for such period and standard form in use in the Postal Department and bear all the expenses in connection there with inclusive of the charges of stamps, registration etc. I have read and understood the terms in the standard form of the lease were read and explained to me.

2. I also agree to carry out within _____ months from the date of your acceptance of this my offer as aforesaid the repairs and improvements as defined in attached schedule, to make the building to suitable to your requirements and to accept rent if the above said rate from the date the post office is moved into the said building.

3. A ground plan, survey no. and elevation plan of the said building showing the accommodation available and the reasons of the rooms and also showing the improvements suggested is enclosed.

SCHEDULE OF REPAIRS AND IMPROVEMENTS

Dated _____

Signature of the landlord _____

Witnesses _____

Address: _____

Address _____