

No. 21/23/2025-NJB/A&E

Kolkata, the 29<sup>th</sup> August 2025

**INVITATION TO OFFER**

1. The National Jute Board, a Statutory Body under the Central Government based in Kolkata intends to seek offer for leasing 2 (Two) Furnished or Semi-Furnished Apartments for a period of 2-Years and extendable up to 1+1 Years on mutually agreed terms and conditions for using as a Guest House for the Officials/Official Guests, preferably, in and around Parama Island in Eastern Metropolitan Bypass, Kolkata. The Lessor or Lessee may opt out of the Lease Agreement at any point of time during the Agreement Period by giving a Notice of 1 (One) Month.
2. Each Apartment must comprise of a Drawing Room, a Dining Room, 3 to 4 Bed Rooms, a Kitchen, a Store, an Attendant's Unit, 2 Utility Balconies, 3 Toilets and Parking Space with access to Community Facilities & Amenities.
3. Furthermore, the Apartment must be equipped with Uninterruptible Power Systems Water Supply, Lifts, Air-Conditioning Systems, Fire-Alarm & Fire-Fighting Systems, adequate Ventilation System, Lightning Protection System and Disabled-Friendly Infrastructure.
- 4.1. Interested Owners or Power of Attorney Holder of the Property may drop their Offer duly supported with requisite records in the Drop Box kept at the National Jute Board, 5th Floor, Patsan Bhawan, CF 6/1 Street No. 175, Action Area IC, New Town, Kolkata 700 156 within 21 (Twenty-One) days from the date of publication of this Advertisement in the Newspapers. The Offeror shall submit all the records in a Sealed Envelopes superscribing Submission of Proposal against Invitation to Offer for Leasing of Property by the National Jute Board at Kolkata.
- 4.2. The Fair Rent Assessment Certificate issued by the CPWD shall be considered for determining the rent of the offered property. The matters connected therewith and

incidental thereto as decided by the National Jute Board shall be binding upon the Offeror.

5. The Offer shall be valid for a period of 90 (Ninety) days from the date of issue of advertisement in the Newspaper.
6. The Offeror shall submit self-attested copies of following records:
  - a. Registration Certificate (Building as well as Land) or Copy of Registered Deed showing Proof of Ownership,
  - b. Power of Attorney, if applicable,
  - c. PAN or TAN, as applicable,
  - d. GST Certificate, if applicable,
  - e. Building Sanction Plan,
  - f. Layout of the proposed Apartment measuring the Built-up as well as Carpet Area duly certified by an Architect,
  - g. Property Tax Receipts of last 3-Years,
  - h. Municipal Tax Receipts of last 3-Years,
  - i. Undertaking from the authorised Signatory certifying availability of Services stated at par. 3,
  - j. Undertaking by the authorised Signatory certifying the genuineness of the information furnished against this Invitation to Offer.
7. A designated Committee shall evaluate the proposals received against this Invitation to Offer. The proposals will be evaluated based on eligibility criteria and scrutiny of the supporting documents specified hereinabove. The Committee may inspect the offered property in the presence of an authorized representative of the Offeror. The evaluation of the Committee shall be final and binding for acceptance or non-acceptance of the Offer.

8. The National Jute Board reserves the right to reject any or all the Offer(s) or cancel the Invitation to Offer without assigning any reason(s).

**UNDERTAKING**

**(To be filled by the Offeror)**

I/We, have carefully read the aforementioned Terms and Conditions and undertake to abide by the same.

Place:

Date:

**Signature of the Offeror/Authorised Signatory**