

**[OFFICE OF THE INCOME TAX OFFICER, WARD-1, ADILABAD]
TENDER DOCUMENT FOR HIRING OF OFFICE PREMISES**

Tender Reference Number: 1/2026-27

Date of Issue: 24-08-2026

Property Requirement: 2,000 Sq. Ft. Office
Space

Submission Deadline: 07-09-2026 ,4:30PM

1. Invitation to Bid

Sealed tenders are hereby invited under the Two-Bid System (Technical Bid and Financial Bid) from bona fide legal owners, authorized power of attorney holders, or legally constituted entities for leasing commercial office premises to **Office of the Income tax Officer Ward-1 , Adilabad** (hereinafter referred to as 'the Organisation') in **Adilabad** for an initial lease period of 3 years.

2. Technical & Space Specifications

The offered space must strictly conform to the structural and space parameters outlined in the matrix below. Bids failing to comply with these baseline thresholds shall be summarily rejected.

S.No.	Parameter / Feature	Minimum Technical Requirement
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1	Carpet Area	Approximately 2,000 Sq. Ft. (Preferably ➤ continuous layout on a single floor floor plate) ➤ Ground Floor ➤ In case of upper level Flooring, Lift support is mandatory
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2	Four-Wheeler Parking	Dedicated, secure parking slots for 3 cars
3	Two-Wheeler Parking	Dedicated, secure parking slots for 10 two-wheelers

3. Mandatory Terms & Conditions

- **Legal Compliance:** The property must possess clear, marketable title deeds completely free from encumbrances, litigation, or statutory violations. The property must be formally approved for commercial usage by the relevant municipal and local government authorities.
- **Infrastructure Requirements:** The premises must be equipped with modern structural infrastructure, including proper cross-ventilation, dynamic electrical fixtures, continuous dual water supply (municipal/borewell), and a minimum of two separate, fully operational washrooms (segregated for male and female staff).
- **Power Infrastructure:** Provision for 100% uninterrupted power backup capabilities along with space for installing a dedicated electrical sub-meter and distribution board must be available.
- **Lease & Escalation:** The formal lease agreement will remain valid for an initial block of 3 years. Any rent escalation terms must follow a predictable, mutually agreed percentage matrix after the expiry of each block.
- **Submission Methodology:** Bidders must submit their proposals simultaneously but in separate, individual sealed envelopes. Envelope 1 must be super-scribed as 'Technical Bid' and Envelope 2 as 'Financial Bid'. Both units must be placed inside a master sealed envelope addressed to the tender evaluation authority.

4. Key Tender Schedule & Milestones

Milestone Event / Activity	Target Date & Deadline
Date of Tender Publication & Floating	28-08-2026
Pre-Bid Clarification Meeting (if requested)	28-08-2026 upto 4:30 PM
Final Deadline for Tender Proposal Submission	07-09-2026 upto 4:30 PM
Opening and Review of Technical Envelopes	08-09-2026 by 3:00 PM

ANNEXURE A

TECHNICAL BID LAYOUT

(To be completed in full and placed inside Envelope 1)

1. Full Corporate / Individual Name of Property Owner:
2. PAN details
3. Permanent Registered Address & Contact Information:
4. Exact Geographical / Postal Address of Offered Premise:
5. Total Net Carpet Area Offered for Lease (in Sq. Ft.):
6. Dedicated Parking Capacity Offered: Four-Wheelers (Cars): []
Two-Wheelers: []
7. Exact Year of Building Structural Construction Completion:
8. Operational Lift / Elevator Infrastructure Availability (Yes / No):
9. Operational Power Backup Facility Setup Availability (Yes / No):
10. Confirmed Availability of Clear Title Deeds & Commercial NOCs (Yes / No):

Authorized Signatory Signature: _____

Full Name & Seal of Bidder: _____

ANNEXURE B

FINANCIAL BID LAYOUT

(To be completed in full and placed inside Envelope 2)

1. Full Name of Property Owner / Legal Bidder:
2. Exact Complete Address of the Offered Commercial Space:
3. Quoted Monthly Lease Rental Value per Sq. Ft. of Net Carpet Area:
(In Figures): Rs. _____ (In Words):

4. Consolidated Gross Monthly Rent (Excluding Statutory Taxes):
(In Figures): Rs. _____ (In Words):

5. Applicable Statutory Taxes (GST, Municipal Taxes, Cess, etc.):
(In Figures): Rs. _____ (In Words):

6. Recurring Monthly Maintenance Outlays / Charges (If applicable):
(In Figures): Rs. _____ (In Words):

Authorized Signatory Signature: _____

Full Name & Seal of Bidder: _____