



Instructions to Offerors

1. The Notice Inviting Offer, Instructions to offerors, Offer Letter along with Carpet Definition and Strong room specifications will form part of the offer to be submitted offeror. The Offer Letter shall contain the terms and conditions of the offer to lease out the premises
2. The Offer Letter along with other documents as detailed above shall be placed in a sealed envelope and super scribed as " Offer for Hiring of premises at Mandrem, North Goa District" and to be submitted at the address given in the Notice Inviting offers on or before the last date and time stipulated for submission. The Name and address of the offeror to be mentioned on the cover without fall.
3. Offers received with delay for any reasons whatsoever, Including postal delay after the time and date fixed for submission of offer shall be termed as LATE and shall not be considered.
4. Copies of the following documents are to be submitted along with the "Offer" in support of the details furnished there in.
 - i. A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any width of the road/s and adjacent properties etc.
 - ii. A copy of the title of investigation and search report along with copies of title deeds.
 - iii. Documents related to conversion of land use for Nonagricultural purpose from the competent authority.
5. All columns of the "Offer Letter" must be duly filled in and no column should be left blank. All the pages of the "Offer Letter" are to be signed by the offeror/ authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the "Offer Letter". Any over writing or use of white ink is to be duly authenticated by the offeror. Incomplete offers / Offers with incorrect details are liable for rejection
6. In case the space in the "Offer Letter" is found insufficient, the offerors may attach separate sheets.
7. The "offer Letter submitted shall be in compliance to the terms conditions specified therein. However, any terms in deviation to the terms/conditions specified in the "Offer Letter", shall be furnished in a separate sheet marking list of deviations"
8. Canvassing in any form will disqualify the offeror.
9. Separate offers are to be submitted, if more than one property is offered.
10. The Offers will be opened on Date & Time stipulated in the Notice Inviting Offers in the presence of offerors at our above office.
 - i. All offerors are advised in their own interest to be present on that date, at the specified time.
 - ii. After the site visit and evaluation of the offers received most suitable and competitive offer will be selected.
11. The "offer" submitted should remain open for consideration for a minimum period of Three months from the date of opening of Offer.