

प्रधान महालेखाकार (लेखापरीक्षा)
का कार्यालय,
आंध्रप्रदेश, विजयवाड़ा - 520 002



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (AUDIT),
ANDHRA PRADESH, VIJAYAWADA – 520 002

No. PAG(Audit)/AP/Estate-13B/2025-26/01

Date: 22-08-2025

**NOTICE INVITING EXPRESSIONS OF INTEREST FOR HIRING OF RESIDENTIAL
ACCOMMODATION FOR OFFICE OF
THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT), AP**

The Office of the Principal Accountant General (Audit), Andhra Pradesh invites Expressions of Interest (EOI) for hiring of **One** residential unit with approximate plinth area of **186.5 Sq.m.(2007.5 Sq.ft.)** (area to be calculated as per CPWD norms) located in and around Vijayawada city, in less than 25kms radius from railway station or Bus station. Owners who have suitable units and willing to lease may send their EOIs.

The preferred suitability criteria are:

• Good residential locality	• Proximity to Railway and Bus stations
• Dedicated car parking	• Access to state and national highways
• 24 hour running water supply	• Pet friendly premises
• Separate electricity meter	• Recent construction with good sunlight and ventilation
• 3-phase electricity supply and power backup with inverter facility	• 24x7 Security
• Internal and external walls painted with good quality paint	

Owners/entities willing to lease their premises may fill-up proforma as given in Annexure-1 and Annexure-2 and submit the same in **separate sealed covers (superscribing clearly as technical and financial bids) by 3 PM on 02.09.2025.**

The lease shall be initially for three years and the rent for the premises will be inclusive of maintenance charges. All local taxes such as property tax shall be paid by the Owner of the property.

The technical bids submitted by property owners will be first evaluated by the office and financial bids of only those premises will be considered which are suitable.

If shortlisted, the Fair and Reasonable rent for the premises under offer will be assessed by Central Public Works Department (CPWD) and accordingly, the owners shall facilitate inspection of premises by CPWD when asked for.

Only those owners who are willing to accept **the lower of the two rates arrived** i.e., (i) rent quoted in EOI and (ii) the rent certified by CPWD as fair and reasonable may submit EOI.

The owner/entity shall enter into lease agreement with the Office in the format as given at Annexure-3.

The residential accommodation should be made ready for handing over to the Office within 30 days from the award of the order and rent shall be payable from the date of possession.

Any dispute related to shortlisting process, raised by one or more number of bidders, shall be subject to final decision by Senior Deputy Accountant General (Administration), O/o Principal Accountant General (Audit), Andhra Pradesh.

The office reserves the right to reject all or any EOIs at any stage, without assigning any reasons thereof.

Sd/-

Sr. Deputy Accountant General (Admn.)

ANNEXURE 1

TECHNICAL DETAILS OF PROPERTY UNDER OFFER

<i>S. No</i>	<i>Item</i>	<i>Response</i>	<i>Document Type</i>	<i>Page Number</i>
<i>Information of the property</i>				
1.	Name of the person/entity making the offer		Type of Identity Document (Aadhaar/Voter ID etc)	
2.	PAN		photocopy of PAN	
3.	GSTN (if available)		photocopy of GSTN	
4.	Correspondence Postal Address		Any Government Issued Address Document	
5.	Mobile Number		NA	NA
6.	Email ID		NA	NA
7.	Address of property		Any Government issued Address Document/ Previous Lease Agreement	
8.	Is the person/entity making the offer is/are legally authorised to make this offer? (Yes/ No)		Ownership proof (legally admissible document)	
9.	Category of person/entity making the offer(Individual/Proprietor/Partnership firm/Company/Society/any other).		Proof of entity type, if not individual.	

<i>S. No</i>	<i>Item</i>	<i>Response</i>	<i>Document Type</i>	<i>Page Number</i>
10.	Year of construction of property (01.01.2018 to 31.12.2024 is desirable)		Completion Certificate/ Occupancy Certificate	
11.	Municipal limits under which the property located		Property Tax Receipt	
12.	Carpet area of property		Proof of carpet area	
13.	Built Up area of property Note: Built-up area not to be considered for determining the Rent as per CPWD norms		Proof of Built-Up area	
14.	Does sketch and site plan of property enclosed? (Yes/ No)		Copy of sketch and site plan be enclosed	
15.	Distance of property from the Railway Station		NA	NA
16.	Number of Bedrooms in the property		Please enter no. of room with attached washrooms	
17.	Number of Bathrooms in the property		(i) Attached (ii) common	____ _____
18.	Number of balconies in the property		-	
19.	Number of light/LEDs & fans provided		Please enter number	
20.	Whether any security system installed		Specify the model & features	
21.	Is the premises pet friendly?		NA	NA

<i>S. No</i>	<i>Item</i>	<i>Response</i>	<i>Document Type</i>	<i>Page Number</i>
22.	Is 24x7 security provided?		Details	
<i>Mandatory information to be furnished</i>				
23.	Provision for running tap/ drinking water (Yes/ No)		Please enter Service No (enclose latest water bill)	
24.	Whether 3-phase supply and adequate power load provisioned? (Yes/ No)		Please enter current load details (enclose latest electricity bill)	
25.	Whether the property insured?		Attach a copy of insurance policy	
26.	Whether dedicated parking for four-wheeler provisioned?		Point out in sketch	
27.	Whether any power backup (inverter) facility provisioned? (Yes/ No)		Please specify capacity of inverter provisioned	
28.	Whether air conditioners provided		Please enter number, if yes	
29.	Is the property free from liability/litigation/ encumbrances? (Yes/ No)		Self-attested undertaking to that effect may be enclosed	
30.	5 to 6 photographs (8" x 8" size) of the premises taken from different angles showing complete view		Inside and outside including road view to be enclosed	

<i>S. No</i>	<i>Item</i>	<i>Response</i>	<i>Document Type</i>	<i>Page Number</i>
31.	Whether willing to bear the maintenance charges (for common amenities like lift etc) from Basic rent quoted?		-	
<i>Desirable information</i>				
32.	Whether fire safety and alarm system installed?			
33.	Any other salient aspect of the building, which the party may like to mention			

Declaration:

- i) I/We have read and understood the detailed terms and conditions in the Notice Inviting EOIs,.
- ii) I/ We hereby declared that the above particulars of the residential accommodation offered are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be false, I/ We shall be liable to disqualification from tender process and/ or such lawful action as the Office may wish to initiate.
- iii) I/We undertake that my/ our legal entity has not been blacklisted by any Govt. Department/ Public Sector Undertaking / Autonomous Body.
- iv) The information/documents furnished along with the above Technical Details are true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document shall lead to disqualification and/ or such lawful action as the Office may wish to initiate.
- v) I understand that in case any deviation is found in the above statement at any stage, my/our legal entity may be blacklisted and may be barred from any dealing with Office of AG (Audit), Andhra Pradesh or other Central Government Departments in future.

Name & signature with stamp (if any)

ANNEXURE 2
FINANCIAL DETAILS

1. Address of offered residential accommodation:
2. Name (person/entity):
3. Address (Office):
4. Address (Residence):
5. Mobile Number & E-mail ID:
6. If not Owner, relationship with Owner of offered space (enclose authorisation):
7. Number of units offered:
8. Area of offered space (subject to physical verification by Central Public Works Department):
 - a. Carpet area: _____ square feet
 - b. Plinth area: _____ square feet
9. Basic Rent per unit per month inclusive of all applicable taxes
10. Basic Rent shall be the monthly amount payable by the lessee to the owner. There shall be no additional charges. The above Basic Rent includes cost of providing Maintenance services.
11. TDS shall be deducted, as applicable
12. The lessee shall make payments towards electricity and water supply to the concerned authorities directly, based on actual consumption.
13. Annual upward revision in basic rent shall be carried out after three years as per CPWD norms.
14. I/We have read through the terms and conditions in the Notice Inviting Tender and the draft lease agreement and have understood the same. I/ We undertake to abide by the prescribed terms and conditions.

Yours faithfully

Name & signature with stamp (if any)

ANNEXURE 3

TENTATIVE FORMAT OF LEASE AGREEMENT

AN AGREEMENT MADE THIS ___DAY___OF Two Thousand and Twenty-Five between _____hereinafter called the Lessor (which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the PRESIDENT OF INDIA (hereinafter referred as THE GOVERNMENT OF INDIA or Lessee) of the other part.

WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:-

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the lessor agrees to let out and Lessee agrees to take on lease the land, hereditaments and premises known as _____together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in SCHEDULE 'A'.
2. The lease shall commence/shall be deemed to have been commenced* on the _____ day of _____ one thousand nine hundred and _____ and shall, subject to the terms hereof, continue for a term of ___year with an option to extend the period of lease for a further term as set out in Clause 14 hereof.
3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs. _____per month, which also includes a sum of Rs. _____ towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.
4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule 'B' and the Government of India shall upon the expiration of the term hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India excepted, PROVIDED THAT THE GOVERNMENT OF INDIA shall not be responsible for any structural damage which may occur to the same during the term hereby created or any renewal thereof.
5. The Government of India shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the landlord. The Government of India shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.

6. All existing and future rates, taxes including property tax, assessment charges and other out- goings whatsoever of every description in respect of the said premises payable by the owner thereof, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Government of India and such recovery shall be proportionate to the amount of taxes payable during the pendency lease. In case the said premises is portion of a building subject to payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessor, additional tax payable by the Government of India shall be as determined by the Central Public Works Department of the Government of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.

7. The Government of India shall pay all charges in respect of electric power, light and water used on the said premises during the continuance of these presents.

8. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Government of India in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Government of India may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.

9. The Government of India may, at any time during the terms hereby created and any renewal thereof make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable. **PROVIDED ALWAYS THAT** such installations or other works, fittings and fixtures shall remain the property of the Government of India who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof provided further that the Government of India shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the Government of India excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.

10. The Government of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Government of India shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof. The Government of India shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.

11. The Lessor agree with the Government of India that the latter paying the rent hereby reserved

observing and performing the conditions and stipulations herein contained on the Government of India's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.

12. If the Government of India shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Government of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present covenant for renewal.

“Provided that in the event of expiry of the term of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to the lessee.”

“Provided further that the lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted.”

13. The Government of India shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.

14. Any notice to be made or given to the Government of India under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the _____ on behalf of the Government of India, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of post.

15. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitration. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communication select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such/other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Government of India, Delhi.

The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed thereunder shall be applicable to such arbitration proceedings which shall be held at _____. The arbitration proceedings shall be conducted in Hindi/English _____. The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purpose of this clause, the officer mentioned in clause 16 shall be authorised to act and nominate arbitrator on behalf of the Government of India.

16. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

THE SCHEDULE 'A' REFERRED TO ABOVE

All that the _____ The _____ floor of the building known as _____ in the city of _____ on plot/land bearing Survey Nos. _____ and is bounded on or towards _____ on or towards North by _____ on or towards South by _____

THE SCHEDULE 'B' REFERRED TO ABOVE

Details of fixtures and fittings

IN WITNESS WHEREOF THE OFFICIAL SEAL OF _____

has been affixed in the manner herein after mentioned and the lease agreement has been signed for and on behalf of the President of India on the day and year first above written by

(Signature)

For and on behalf of the President of India

In the presence of

Witnesses: 1. _____

2. _____

(Signature)

Name & address of the Lessor

and by the Lessor in presence of

Witnesses: 1. _____

2. _____

(In case the Lessor is a Company,

Firm or Society Add: _____

For and on behalf of _____ having authority to sign on behalf of the Lessor

_____ Vide resolution dated _____ of)

* Portions which are not applicable may be scored off at the time of filing up of the Standing Lease Agreement (SLA) format.