

ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

(A Statutory body of the Government of West Bengal)

Durgapur Office :

1st Administrative Building
City Centre, Durgapur 713216
Phone: 0343 2546815, 2546716, 2546889
Fax: 0343 2546665
E-mail: adda_durgapur@yahoo.com

Asansol Office :

Sahara Apartment, Kumarpur
G. T. Road, Asansol 04
Phone: 0341 2257377-78
Fax: 0341 2257379

Ref. No. ADDA/DGP/EST/03/15-16

Date 22.05.2015

Notice for allotment of office space at EPIP Administrative Building, EPIP, Durgapur-12 for a license period of five (5) years

Notice is hereby given by Asansol Durgapur Development Authority herein after referred to as "ADDA" for inviting applications from different Government/ Government Undertaking/ Semi-Government/ Non Government Organisation(s) for allotment of office space at EPIP Administrative Building, EPIP, Durgapur-12 for a license period of five (5) years for setting up of office/ ware house.

The Administrative Building is three storied and the following spaces will be allotted:-

- Ground floor: 3034.80 sq.ft (Approx.) with service area of 686.30 sq.ft (Approx.)
- First floor : 4769.75 sq.ft (Approx.) including Service area and common passage

The allotment of office space at EPIP Administrative Building shall abide by the following terms and conditions:-

1. The Authority reserves the right to allot the entire 1st floor area to a single organisation.
2. The Ground floor may be allotted partially to more than one organisation.
3. For Government/ Government Undertaking/ Semi-Government offices, no non-refundable premium needs to be deposited.
4. For Non Government Organisation a non-refundable premium @Rs.50/- per sq. ft for the proposed space is required to be deposited.
5. A joint visit may be conducted, if fixed by prior appointment during working hours on any office day.
6. The rate of license fee for the Government Organisation will be fixed @Rs.5/-per sq.ft. per month.
7. The rate of license fee for the Government Undertaking/ Semi-Government/ Non Government Organisation will be fixed @ Rs.7/- per sq.ft. per month.
8. The Authority has discretionary power to select the organisation among the applicants for allotment of office space.
9. The proposed allottee will be bound to deposit the entire non-refundable premium (if applicable) to the Authority before taking over the possession of the office space at EPIP Administrative Building.
10. A license agreement of the allotted premises has to be executed after making payment of entire Non-refundable Premium and the cost thereof will be borne by the respective organisation.
11. Other terms and conditions shall be mentioned in the Deed of License and the licensee shall be bound to ensure compliance with such terms and conditions.
12. Subsequent to the date of handing over of possession of the premises license fee for the English Calendar month has to be deposited within the month. An interest of 10% per annum on license fee in default will be charged for delayed payment
13. **The spaces cannot be utilised for commercial purpose, no retail outlets shall be allowed. The spaces will be allotted for only office purpose.**
14. **The allottees shall not be allowed to sub-let the space(s) allotted to them to anybody on any condition, subject to prior approval of the Asansol Durgapur Development Authority.**
15. This Authority shall not be responsible in any way for causing any minor repair of the office space that may involves any kind of refurbishment, installation / re-installation, overhauling of wires, electrical equipments unless they are necessitated on account of any structural defect or damage and are recommended by the Engineering Section of this Authority.

The intending organisation(s) may submit their application on their respective letter head(s) mentioning the quantum of area sought with floor. The date of submission of such application is from 01.06.2015 to 30.06.2015. The application has to be submitted at the Office of the undersigned at Asansol Durgapur Development Authority, City Centre, Durgapur-16 located at 1st Administrative Building.

The Authority reserves the right to accept or reject all or any application(s) without assigning any reason whatsoever. The decision of the Authority in this regard shall be final and conclusive.


Chief Executive Officer,
Asansol Durgapur Development Authority. 