

ANDHRAPRADESH PUBLIC SERVICE COMMISSION

Dated: 06-02-2017

TENDER FOR HIRING OF OFFICE SPACE

Sealed tenders are invited for hiring of office premises having a desirable carpet area and the places shown in the below given table for an initial period of 2 (Two) years which may be renewed for another year, if required by the Commission. **The net carpet area should be in a single independent building or in adjacent buildings in the same campus.**

Place where the area is required	Requirement of Carpet Area (in Sq Ft.)
VIJAYAWADA or GUNTUR (within city limits) (If suitable accommodation is not available, then accommodation within 8 km from the city limits would also be considered.)	45,000 to 50,000 SFT

2. Interested persons who are legal owners can obtain the tender documents from the **Office of Andhra Pradesh Public Service Commission, Pratibha Bhavan, Nampally, Hyderabad – 500 001 on all working days between (10:30 AM to 5:00 PM) between 08-02-2017 to 23-02--2017 or download the tender documents from the website “psc.ap.gov.in” and submit the same.** Contact No. : The detailed tender documents are enclosed as [Annexures “A” and “B”](#).

3. The tenders should be submitted in a single sealed envelope marked **“Tender for Hiring of Office Premises for the Office of Andhra Pradesh Public Service Commission** containing **TWO** separate sealed envelopes for **technical** and **financial bids** each and the envelope marked clearly as **“TECHNICAL BID for Office Accommodation for the Office of Andhra Pradesh Public Service Commission** and **“FINANCIAL BID for Office Accommodation for the Office of Andhra Pradesh Public Service Commission** to the **Secretary, Andhra Pradesh Public Service Commission, Pratibha Bhavan, Nampally, Hyderabad – 500 001** either by post or in person. For details please see annexure below.

4. The place should be centrally located, suitable for use as office and preferably be ready to be occupied with partitions, toilets, lifts etc. Sufficient parking space, water facility (drinking & non-drinking), should be made available according to the size of the building. The office premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road.

5. Finalization of rent, based on location and quality of construction and other amenities provided, is subject to certification by PWD/ hiring Committee and final approval/ sanction by the Government of AP as per the rules framed in this regard.

6. For any further details, the following persons may be contacted:
Sri S. Sairam, Assistant Secretary 040 24603595/24603596/8498098234

Issue of Tender Forms commences on : 08.02.2017

Last date for submission of Tender Forms : 23.02.2017

The Secretary, A.P. Public Service Commission, Hyderabad reserves the right to cancel this tender without giving any reason.

**Sd/-
SECRETARY**



**ANDHRAPRADESH PUBLIC SERVICE COMMISSION
PRATHIBHA BHAWAN, M J ROAD, NAMPALLY,
HYDERABAD – 500 001.**

TENDER OFFER DOCUMENT

Hiring of Office Accommodation

For

ANDHRA PRADESH PUBLIC SERVICE COMMISSION

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ANDHRAPRADESH PUBLIC SERVICE COMMISSION

**PRATHIBHA BHAWAN, M J ROAD, NAMPALLY,
HYDERABAD – 500 001.**

TENDER/OFFER DOCUMENT
(Terms & Conditions)

To,

All the intending Parties

.....
.....

Tender/Offer Document

**Subject: TENDER FOR HIRING OF OFFICE PREMISES FOR Andhra Pradesh
Public Service Commission in VIJAYAWADA/GUNTUR - REG.**

Dear
Sirs/Madams,

The A.P Public Service Commission intends to hire office space having a desirable carpet area as mentioned in the advertisement in Vijayawada/Guntur city (excluding covered/underground parking area, if any)

1. The premises having following minimum amenities/facilities and features will be preferred for consideration and will gain weighted:

- i. The Building offered should be a completed building and suitable for use as office
- ii. The Building offered should well connected with public transport;
- iii. There should be adequate natural lighting in the campus/compound
- iv. There should be provision of service water system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
- v. There should be adequate cross-ventilation
- vi. The building should have adequate fire safety measures and security measures as per legal requirement
- vii. The building should meet all other safety norms like earthquake resistance flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.

- viii. The net carpet area should preferably be in a single independent building
- ix. It should have sufficient provision of lifts of reputed make if the premises offered is in upper floors
- x. The premises should have suitable power supply for Office operations
- xi. There should be uninterrupted power supply for essential services and common area lighting
- xii. There should be adequate open space for installation of generators and there should be provision for connecting them to the power supply lines
- xiii. The building/s should have **prescribed** parking space for each 1000Sq. Ft. of rented carpet area. Ear marked parking exclusively for the hirer will be desirable.
- xiv. All Building services such as Lifts, Power Supply, Plumbing, Sewage, Telephone Connectivity shall be fully operational at the time of submission of the office by the bidder
- xv. All internal and external wall should be painted with good quality paint at the time of handing over the premises to the Commission.
- xvi. The flooring should be vitrified tile/ marble flooring.
- xvii. The approximate size of Halls/Rooms required is attached an **Annexure-‘D’** to the tender document.

2. EMD : All Bidders shall submit DD/ Pay order from any Nationalized Bank/ Scheduled Commercial Bank for Rs.3,00,000 (Rupees Three lakhs only) as EMD with Technical Bid. Without EMD, the tenders would not be considered. EMD of unsuccessful bidders would be returned after finalization of tender.

3. Interested persons who are legal owners can obtain the tender documents from Office of A.P. Public Service Commission, M.J. Road, Nampally Hyderabad – 500 001 for further details and obtaining the Tender Forms and terms & conditions of the hiring, on all working days between 08.02.2017 and 23.02.2017 (11.00 AM to 4.30 PM). Contact No. : 040 – 24603595; e-mail: jothi.sappa@ap.gov.in. Alternatively, Tenders Forms can be downloaded from the website – psc.ap.gov.in

The interested parties should send their proposal/bid addressed to the Secretary, A.P. Public Service Commission, M.J. Road, Nampally, Hyderabad. The bid is to be submitted in two parts-Technical and Financial bid. The Technical and Financial bid proforma have been placed as **Annexure-“A”** and **“B”** respectively to this tender document.

- 4. Following documents are essential and must be submitted as part of Technical Bid:-
 - a. Offer Letter (duly signed and stamped)
 - b. Tender / Offer document (duly signed and stamped on each page) in token of acceptance of Terms & Conditions mentioned there in.
 - c. Technical Bid in Annexure “A” (duly signed and stamped on each page) along with DD/Pay order for EMD
 - d. Other documents as detailed in the Technical bid i.e. Annexure-“A” (duly signed and stamped on each page)

Tender applications /documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected.

5. The procedure for submitting Bids, is mentioned below:

- a. **For technical bid, documents at a) to d) of Para 3 above with all other**

required documents (duly signed) should be submitted in a sealed envelope (Envelope-I), superscripted as "TECHNICAL BID for Office Accommodation for Andhra Pradesh Public Service Commission, Vijayawada/Guntur.

- b. Financial bid should be submitted in another separate sealed envelope (Envelope-II), superscripted as "FINANCIAL BID for Office Accommodation for Andhra Pradesh Public Service Commission, Vijayawada/Guntur.**
- c. Both the aforesaid sealed envelopes (I&II) should be placed in another larger envelope which should also be properly sealed. This envelope should be superscripted as: "Tender for Hiring of Office Premises for Andhra Pradesh Public Service Commission, Vijayawada/Guntur**

Important Note:-

(a) The bidder should refrain from indicating the rents and other financial details in the technical bid and if they do so, the bid will be rejected in as much as the envelope containing the financial bid shall not be opened.

(b) Any deviation from the above procedure (e.g. putting together of Technical and Financial bids in the same cover, non submission of requisite documents, non sealing of envelopes) shall lead to rejection of bid document ab-initio.

6. The bid documents should be submitted in the Office of **Andhra Pradesh Public Service Commission, Hyderabad by 23/02/2017.**

7 After opening the Technical Bids and before opening of the Financial Bids, physical inspection of the premises, covered by the tendered bids, will be carried out to verify whether the offer complies with the technical specifications or otherwise.

8. In case the technical bid is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before the financial bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.

9. The opening of financial bids shall be done at a later date. The financial bids of only those offers will be opened which are shortlisted after assessing the suitability of the accommodation, terms and conditions offered, compliance to technical specifications, verification of their credentials and other liabilities. This will be done by the „Hiring Committee“ constituted for the purpose... The shortlisted bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.

10. The internal wall partitions and other finishing/interior work as per the requirements should be completed within a maximum a period of 60 days from the date of award of tender.

11. All other civil work not specifically mentioned here but required to make the system complete should be completed within a maximum period of 60 days from the date of award of tender.

12. The rent proposed to be charged per square feet per month on the carpet area which should be inclusive of all services and taxes and duties to be paid to various authorities should be indicated in the financial bid only. No rent will be paid for parking space.

13. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within fifteen days of acceptance of the offer by the Hiring Committee.

14. The offer should be valid for a minimum period of 3(three) months from the due date of opening of tender.

15. It should be noted that no negotiations will be carried out except and therefore, most competitive rates should be offered.

16. No rent of Deposit or advance rent would be paid by the commission to the owner offering the premises.

17. Tenders received after the due date and time for whatever reason, shall not be entertained and the Commission shall not be responsible for any loss or delay in delivery of tender documents.

18. The premises offered should have construction approval/clearances from all Central/State Government Commissions as may be necessary by the local authorities and should be legally free from all encumbrances.

19. The tender is for hiring for an initial period of 2 (Two) years. Within two years, **there will not be any revision of rent.** In case required, the hiring period may extend beyond 2 years . The revision of rent beyond 2 years, if required would be as per conditions mentioned in SLA signed . If lease is extended beyond 2 (Two) years, percentage increase in rent would be at a rate mutually agreed upon between the parties. **The percentage increase however shall not exceed 10%p.a.**

Renewal of lease agreement is also subject to final approval/sanction by Government of AP as per rules framed in this regard.

20. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/documents is liable to be rejected. However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Hiring Committee may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the tender form invalid.

21. Monthly rent should be quoted on lump-sum basis for the carpet area for the entire agreement period of 2 (Two) years in the Financial Bid. No rent will be paid for other areas including parking space.

22. The monthly rent will start as and when possession of the building is taken over by the Commission. The rent shall be paid as per the lease agreement. Advance payment of

rent should not be made.

23. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.

24. The Commission shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates. For electricity supply through generator set, a separate meter should be installed.

25. The cost of repair and maintenance of civil/electrical installations including Air Conditioning plant, power backup (generator sets), lifts and common areas etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the Commission. The scope of maintenance is enclosed as per **Annexure-“C”**.

26. The security of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The bidder should make sure that the Lifts work smoothly during the period of contract. **The owner will also be required to install and maintain CCTV cameras with a backup of minimum 72 hours at all strategic locations like main gate, in front of lifts, backyard, in and exit gates etc.**

27. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of Commission. If the bidder fails to do so, Rs.500/-per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs.500/-per minor complaint.

28. The Commission at any time during the Lease Period/extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirement.

29. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/tender. In case of any conflict in terms and conditions of Tender Documents, the conditions stipulated in the Tender Documents shall take precedence.

30. The Commission reserves the right to amend any/all terms and conditions, as it deems necessary.

31. The market rate for the areas at which the property will be available shall be assessed before opening the Financial Bid.

32. Participation in the tender process does not entail the bidders any commitment from the Commission. The Commission will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract. The Commission reserves the right to reject any/all offers without assigning any reasons.

**Sd/-
SECRETARY**

OFFERLETTER

To,

The Secretary,
A.P.P.S.C.,
Hyderabad.
Sir,

Subject: HIRING OF OFFICE PREMISES FOR Andhra Pradesh Public Service Commission. at Vijayawada / Guntur-Reg

Ref.No.: Advt.

With reference to your Tender Notice calling for offers for hiring of Office accommodation for **Andhra Pradesh Public Service Commission, Vijayawada/Guntur**, I/We hereby submit my/our offer as follows:-

- a) Technical Bid : Annexure-A(in separate sealed cover)
- b) Financial Bid : Annexure-B(in separate sealed cover)

The two sealed envelopes containing technical bids and financial bids referred to above have been put in main envelope as required.

2. I hereby undertake to abide by various terms and conditions contained in your letter F. No.....dated:.....calling for offers. (Copy, duly signed, enclosed)

3. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Date

Yours sincerely,

Signature and stamp of the Owner/
bidder/ authorized Signatory with
complete Name, Address, Contact No.
(s),Including Mobile No.(s).(also
Indicate the category in which signing,
whether on his own behalf of as Power
of Attorney/ Authorized signatory of the
owner

Annexure-“A”

REF No: C.No.....dated:.....published in
newspapers/web sites .

**Subject:-TENDER FOR HIRING OFFICE PREMISES FOR Andhra Pradesh Public
Service Commission – Reg.**

TECHNICAL BID

Attach extra sheets, if required, which should also be signed)

Sl. No.	Particulars	Details (Please tick/ fill up with relevant answers, wherever required)
1.	Name of person /party submitting the Bid (hereinafter referred to as the bidder);Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	
2	Status of the bidder(Individual/ Partnership Firm/Company/Society/ Any other (specify)	
3	Name of the person/ party holding Title to the property (hereinafter referred to as the owner) Permanent Account Number(PAN);whether assessed to tax and if so, particulars thereof.	
4	Status of the owner(Individual/ Partnership Firm/Company/Society/ Any other (specify)	
5	Whether the bidder is himself the Owner of property offered on rent or Power of Attorney/ duly Authorized	

6	Contact details of the bidder	
6.1	Name	
6.2	Complete Postal Address	
6.3	Telephone Nos. With STD code, Including Mobile Number	
6.4	Fax Nos. With STD code	
7	Contact details of the owner (if Different from bidder)	
7.1	Name	
7.2	Complete Postal Address	
7.3	Telephone Nos. With STD code, Including Mobile Number	
7.4	Fax Nos. With STD code	
8	Details of property offered	
8.1	Location & Address of the property	
8.2	Is property having „Office Use“ as permissible use by competent authority	
8.3	Whether it is an independent Property for exclusive use by the APPSC without sharing with any other user, if	
8.4	Whether the space offered for hire is Situated in more than one floor of a property, if Yes, specify floors	
8.5	Total plot area of the property where Office is offered (complete land area including open spaces, constructed are within the boundary of property offered on rent) (in sq.ft.)	
8.6	Total carpet area on each floor Offered for rent (in sq. ft.)	
8.7	Total carpet area (total of all floors) offered(excluding underground/ covered parking areas) (in sq. ft.)	
8.8	Open area (open parking space, Inner roads, garden etc.)(Sl. No. 8.02-Sl.No.8.03)	
8.9	Covered parking area (garages, Underground parking etc.),ifany.	
8.10	Approximate distance of the property from the city centre	

8.11	Width of road on which the property is located	
8.12	Whether proper access from roads is Available	
8.13	Details regarding natural light and Proper ventilation	
8.14	Whether the property is free from all encumbrances, claims, litigations etc. If not give details	
8.15	Whether all Govt. Dues including Property tax, electricity, telephone, water bills etc. Have been duly paid up to date.(enclose documentary proof for the same.)	
8.16	Whether the property is physically Vacant and available for possession	
8.17	Parking space for car/vehicles available. Public parking places on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space (if any) and open parking space may be indicated separately.	
8.18	Details of the toilet facilities available On each floor (give details of common toilet facilities as well as attached toilet facilities, if any.	
8.19	Details of lifts- capacity and number	
8.20	Details of available fire safety and Security measures	
8.21	Whether suitable power supply for Commercial operation is available	
8.22	Whether adequate open space for Installation of generator is available	
8.23	Details of the power backup, whether available or not	
8.24	Any other facility which the owner/bidder may provide to the Commission in the proposed property such as Conference Room, Business Centre, Food Court, Gymnasium and other recreational Facilities etc. without charging extra rent	

9	Have you enclosed following Documents along with this offer	
9.01	Copy of property plan, duly approved By the competent authority/ Govt. as the case may be	
9.02	If bidding as Power of Attorney of owner, copy of duly constituted Power of Attorney. If bidding as authorised signatory of company /partnership firm, copy of requisite Board Resolution/ Authority Letter etc.	
9.03	If the owner or the Power of Attorney Of the owner is a partnership firm or a company/ society etc. Copy of partnership deed or Memorandum/ Articles of Association of the Company/ Registration Certificate/ Bye Laws etc. Of the society, Board Resolution (If bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted)	
9.04	If bidder is Power of Attorney Holder of the owner, copy of duly constituted Power of Attorney. If bidder is authorized signatory of company/ partnership firm, copy of requisite Board Resolution/Authority Letter, etc.	
9.05	If the bidder or the owner is a Partnership firm or a company / society etc, copy of the partnership deed of the firm, or Memorandum / Articles of Association of the Company, Registration Certificate/ Byelaws etc. Of the society, along with Board Resolution(If bidding as Power of Attorney, copies of these documents of both the owner And Power of Attorney need to be submitted).	

9.6	Any other relevant documents (Please specify)	
10	Maximum time required for Completing the internal wall partition and other finishing works as per user requirements	
11	Further general details relating to the Building/Location.	
11.1	Whether the proposed property/ building is free from all encumbrances, claims, litigations etc.? If yes, attach copies of relevant certificates. If not, give details of the Nature and status of the encumbrances, claims, litigations etc.	
11.2	Whether the proposed building/ property is physically vacant and available-“Ready To occupy?”	
11.3	Whether it is an independent building for exclusive use by the Commission without sharing with any other user? If not, give details of tenants/proposed tenants.(The bidder may be required to furnish copy of lease agreement with other tenants, if called for)	
11.4	Year of construction. Specify whether the said building was given on lease/ hire or occupied earlier? If yes furnish details along with last Rent charged and date of vacation by the earlier lessee.	
11.5	Please specify the details of public transport facilities available to and from the premises.	
11.6	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been Imposed by govt. Or other authorities	

	If any	
11.7	Mention specifically any hazards associated with the building or surroundings which are harmful for Human occupation.	
11.8	Whether the premise has extra storage facility? If yes, give details. If not, specify whether such facilities are available in the vicinity.	
11.9	Whether all Govt. Dues including Property tax, electricity, telephone, water bills, etc., if any, have been duly paid up to date (enclose documentary proof for the same)	
12.	Building Management-Please Provide full details of the building management company including its ownership structure and whether the management service is in house or outsourced.	
13.	Electricity-1.5KVA/100sq.ft Would be the minimum electrical load for internal office consumption, Which would be procured by the Owner/bidder.	
14.	the Requires the option of installing a Satellite Dish, Microwave Tower on the roof top/ terrace of the building, at no extra cost, subject to government regulations, size, load of the Satellite antenna/ Microwave tower, at any time during the term of the lease at no extra rental or similar expense. The Commission will be responsible for installing and removing the equipment at its own cost and expense.	

15.	Signage- APPSC requires the right to use its logos and graphics at the entrance to its premises and within the premises. The Commission shall also be provided signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building façade.	
16.	Details of EMD (DD/Pay order number date etc., for Rs. 3,00,000/- (Rupees Three Lakhs only)	

*Enclose documents wherever required.

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I*..... son/ daughter of **.....solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it, is correct, complete and truly stated.

Yours faithfully,

Signature.....

Name.....

Designation.....

Place:

Date:

*Name in full and block letters** Name in full and block letters

ANNEXURE-“B”

REF No: C. No.....dated:.....published in
newspapers/web sites.

**Subject:-TENDER FOR HIRING OF OFFICE PREMISES FOR Andhra Pradesh
Public Service Commission – REG.**

FINANCIAL BID

1. Name of the party
2. Address(with Tel. No. & Fax No.)
3. PAN
4. Name & Address of the proprietor, Partners/ Directors(with Mobile Number)

i) Name and address of :
the Premises

ii) Net Carpet Area offered : in Sq. Ft.

iii) Monthly rent Rs. per Sq. Ft. :

iv) Total monthly rent quoted for : Rs.
the net carpet area

v) Any other expenses : Rs.

NOTE

1 No separate rent would be paid for (a) underground/ covered parking areas (b) open parking space, inner roads, garden etc. within the compound. The rate quoted shall be inclusive of usage by tenant of all these areas.

2. If it is independent building in a plot, then the rent quoted shall give right for the tenant for usage of the total plot area of the property i.e complete land area including open spaces and constructed area that are within the boundary of property being offered on rent.

3 *Net carpet area" means area of premises less toilets, passage, walls/columns, stair cases, verandah, lobby, balcony, kitchen etc.

4. The rent quoted shall include the property tax, or any other Municipal

5 The rate quoted shall be exclusive of Service tax.

6 The tender is for hiring for an initial period of 2 (Two) years. Within two years, there **will not be any revision** of rent. In case required, the hiring period may extend beyond 2 years. The revision of rent beyond 2 years, if required would be as per conditions mentioned in Standard Lease Agreement (SLA) signed.

7 No advance would be given by the Commission as deposit for rent.

Date

Signature and stamp of the
Owner/ bidder

ANNEXURE-C

SCOPE OF MAINTENANCE

The land lord / bidder would bear the cost of maintenance of the following

-
- Periodical Civil, Electrical, fire fighting maintenance. Preventive maintenance drill for fire fighting equipment would be responsibility of bidder.
 - Periodical maintenance of the building, which includes painting of walls doors & windows and all the exteriors and all the common areas of the building.
 - Maintenance of all Elevators including payment of AMC.
 - maintenance of Lighting posts etc of common area and
 - Maintenance of Water supply system.
 - Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines
 - Provision of signage pertaining to common services
 - Insurance of building
 - Maintenance and running of motors and water pumps installed at the premises
 - Maintenance and running of common power backup generator/DG sets, payment of their insurance and AMC

The tenant would bear the cost of

- Provision of consumables for Electrical set us such as Bulbs etc..
- Fuel for the generator set of any would be borne by the tenant

Annexure-“D”

APPROXIMATELY SIZE OF ROOMS/HALLS

DESCRIPTION	AREA IN SFT	NUMBER ROOMS /HALLS	TOTAL IN SFT
HALL/ROOMS	2000	1	2000
HALL/ROOMS	1000	4	4000
HALL/ROOMS	1500	1	1500
HALL/ROOMS	650	1	650
HALL/ROOMS	600	1	600
HALL/ROOMS	500	12	6000
HALL/ROOMS	350	1	350
HALL/ROOMS	300	55	16500
HALL/ROOMS	250	4	1000
HALL/ROOMS	150	28	4200
RESERVE FOR FUTURE NEEDS			13200
GRAND TOTAL			50,000

**Sd/-
SECRETARY**