

NO. HUDCO/HRO/VALUATION WORKS/**86-B/**
January 16, 2025

Sir,

**Sub: Assessment of Rental Income - Office Space at HUDCO
Regional Office HACA Bhawan located in Hyderabad -
Quotation requested for carrying out of the work – Reg.**

HUDCO intends to assess the rental income for the office spaces at HACA Bhawan HUDCO Regional Office at Hyderabad , the details as per the terms and conditions mentioned below:

Name of the Agency	:	Housing and Urban Development Corporation Ltd.
Location	:	Hyderabad
Job	:	Assessment of Rental Income for part of HUDCO office space (276.30 SQM) at D.No. 5-10-193, 1st Floor, HACA Bhawan, Opp. to Public Gardens , Saifabad, Hyderabad -500004 (details available at Annexure-I)

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Terms and Conditions:

The details of schedule of property along with map for which rent assessment has been intended is enclosed as **Annexure-I**.

The jobs include valuation of rental income of the above mentioned scheduled property with due consideration of various essential parameters and to submit the **report in a descriptive form bringing out all the required details as per the HUDCO guidelines / format forwarded to you along with empanelment letter.**

Valuer may please note the following:

- 1) The work will be assigned to the empanelled valuer who has quoted lowest valuation fee.
- 2) Valuer has to make his own arrangements for conveyance, lodging, boarding, apart from other logistic support for carrying out the valuation.
- 3) Valuer is expected to acquaint himself about the nature of works involved etc before submitting the quotation and visit the site before quoting the work. No amount will be given for such visits before quoting. If valuer desires to have any further information regarding details of plans, etc, on the subject matter, can visit our Office at the above address for the same.
- 4) The rate quoted should be all inclusive to complete the job in full including conveyance, lodging and boarding charges during their period of stay at respective places including secretarial charges and other incidental expenses for valuation of the said properties. Further, in case of failure to submit valuation report due to whatsoever reasons, no charges of any kind shall be paid under any circumstances.

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- 5) The valuer has to acquaint himself about the nature/quantum of work involved in locating / identifying the enclosed scheduled property to be valued before submission of the quotation.
- 6) Payment will be released through e-transfer only after submission of the Report in full, satisfactory to HUDCO.
- 7) Valuer is required to submit the final rent assessment report **in duplicate** as per the HUDCO guidelines within **seven days** from the date of issue of offer letter.

Accordingly, you are requested to submit the quotation towards the valuation fees for carrying out the rent assessment of the above said property as per the enclosed format at **Annexure-II** in a sealed cover with the envelope super scribed as **“Quotation for Rent Assessment Report of HUDCO property, Hyderabad”** duly addressed to the **Executive Director, HUDCO, Hyderabad** and the same should reach our Office **on or before 27-01-2025 before 3.00 PM.** Quotations will be opened on the same day i.e., **28-01-2025 at 4.00 PM.**

Executive Director, HUDCO Hyderabad reserves the right to award the work in full or part of it to the successful bidder and also reserves the right to accept / reject any proposal without assigning any reason and no claims whatsoever on this matter will be entertained. The decision of Regional chief, HRO shall be binding and final.

Thanking you,

Yours faithfully,
for Housing & Urban Development Corporation Ltd

Authorised Signatory

Encl: Annexure I & II

ANNEXURE - I

SCHEDULE OF PROPERTIES

(Description of immovable properties)

- I) 276.30 Sq meters of office space located at 5-10-193, 1st Floor,
HACA Bhawan, Saifabad, Hyderabad, 500 004 (Map Enclosed)

ON THE NORTH : Open Space and Wall of Hermitage Building

ON THE EAST : Built Up area Purchased by Central
Administrative Tribunal 25 Feet Road.

ON THE SOUTH : Built Up Purchased by Port Trust, Visakhapatnam

ON THE WEST : Open Space and wall of All India Radio

Annexure-II**QUOTATION****Name of the valuer :**

Sub: Quotation for valuation

Ref: HUDCO letter dt _____

Property No	Name of the property to be valued	Valuation fees	Applicable GST	Total valuation fees
		1	2	(1+2)
1	Rent Assessment of 276.30 Sq meters of office space located at 5-10-193, 1 st Floor, HACA Bhawan, Saifabad, Hyderabad, 500 004			

DECLARATION

The above mentioned valuation fee is all inclusive, like

- i) Traveling expenses, boarding expenses and lodging expenses
- ii) Visiting charges
- iii) Expenses on photo print
- iv) Incidental and other expenses of whatever nature

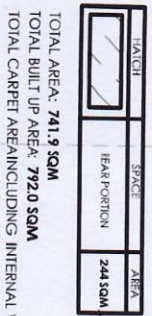
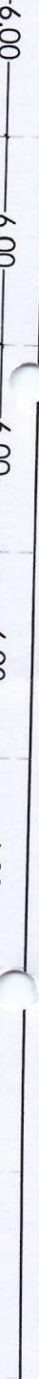
I hereby declare and undertake that I will not claim any other charges other than the above mentioned valuation fees and applicable Service Tax.

I further declare and undertake to do valuation of above mentioned properties as per HUDCO guidelines, if assigned by HUDCO.

(Signature of valuer along with seal)

Place :

Date :



Proposed for
Letting out

HUDCO HYDERABAD- REGIONAL OFFICE
SCALE- 1:100