

## FORMATION OF FACILITATION CENTRE

The idea behind the theme for constitution of Facilitation Centre is that the scope of work of Housing Foundation has been enhanced manifold. There are five housing schemes which have been launch successfully i.e. Phase-I, Phase-II, Phase-II, Phase-IV and Phase-V. Whereas, there are also five ongoing schemes which are under process of allotment as well as acquisition of land and development of infrastructure. In this connection, it has been observed that allottees / owners of plots have to complete different nature of paper works and arrangements regarding allotment of plots as well as transfer of plots. In that case they face a lot of problems in preparation / documentation of the cases being not having such type of experience before. Therefore, we offer service of our firm being specialist in this filed and the following proposals are place before the Housing Foundation for consideration / facilitation of the public.

i. **Computer Setup:-**

In this regard, a computer setup will be installed equipped with latest technology, which will help in all the typing work of different type of documentation as pr specified specimen of the Housing Foundation.

ii. **Stamp vendor:-**

A stamp vendor duly having authorized license from the district administration will be available for issuance of all type of stamp papers as per requirement of the Housing Foundation.

iii. **Notary public / Oath Commissioner Facility:-**

A duly authorize notary public / oath commissioner will be available for attestation of legal documents as well as legal advice.

iv. **Information Technology (I.T) facility:-**

All the time internet, telephone, computer system, scanner, Photostat machine (black & white and colored) will also be available in the said facilitation centre.

v. **Picture / Snapshot facility:-**

A setup will also be installed for taking picture/ snapshot on urgent basis.

vi. **Architectural and Map facility:-**

A facility of all type of architectural advice and maps through a certified and authorize architect will also be available.

**Proposal:-**

In view of the all above facts, it is submitted that our firm is having specialization in providing the above referred services with the request to give us a chance and allocate a reasonable\_space in the premises of Housing Foundation for setup of facilitation centre in the best interest of public. However, all the expenditure on the setup will be incurred by our firm and FGE Housing Foundation shall evaluate the proposals on least cost basis. Bidders shall provide rates on prescribe rates format for evaluation quoted price.

Sr. No	Description Minimum	Minimum Required	Quoted Cost
1	Computer setup	Core i-5 6 <sup>th</sup> Gen 02.No	Photo copy charges? One side / ID Card
2	Stamp vendor, Notary republic	02 No. heavy duty printer 01 No. color printer	?
3	Picture	DSL R D300 Minimum	?
4	Architect & Map	Draftsman civil and Auto cad	

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