



भारत सरकार Government Of India

वित्त मंत्रालय Ministry Of Finance

राजस्व विभाग Department Of Revenue

काय उपाय शुक एवं सेवाकर आयुत का कायालय

O/O The Commissioner Of Central Excise & Service Tax

मोरेलो कपाउड, एम.जी.रोड, शिलांग 793001-

Morello Compound, M.G. Road, Shillong 793001

Tel. + 91-0364-2223317/ 2223030/Fax-2211545

E-Mail:cexshill@excise.nic.in

TENDER NOTICE

TENDER NOTICE FOR HIRING OF READY BUILT OFFICE ACCOMODATION

The Office of the Commissioner, Central Excise & Service Tax, Agartala, invites offers / bids from legal owners in the form of two bid system i.e. Technical Bid and Financial Bid for hiring of office premises at Agartala for an initial period of 3(three) years which may be renewed from time to time, if required by the Department. The Net Carpet Areas should preferably be in a single independent building.

Sl. No.	Name of the Office	Place	Net Carpet Area (in sq. ft)	Preferred location
1	GST SUB COMMISSIONERATE AGARTALA including Agartala GST Division, Agartala-I & Agartala-II Ranges	Agartala	8752	The place should be centrally located, suitable for use as office and should be well connected by public transport like buses, taxis etc. and should have wide approach road with car parking facility.

Net Carpet Area means area of premises less toilets, passage, walls / columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary shafts, lift arches, air conditioner ducts, lofts.

2. Interested persons / parties (PSUs, Govt. or Non-Govt) who are legal owners can obtain the tender documents downloaded from the official website www.cexstshillong.gov.in or it can be collected from the Assistant Commissioner, Central Excise & Service Tax, Agartala, on any working day between 10.00 AM to 5 PM. The detailed tender documents are enclosed as **Appendix**.

3. The Tenders should be submitted in sealed envelope with distinct marking "Tender For Hiring of Office Premises for "GST SUB COMMISSIONERATE AGARTALA" containing two separate sealed envelopes for "Technical Bid" and "Financial Bid". The Tender / Bid should be submitted directly or through Registered Post to the Assistant Commissioner, Central Excise & Service Tax, Agartala. **The Tenders / Bids will be opened at 1200 hrs. on -----.** No Tenders/Bids submitted after the last date would be entertained.

4. The premises should be centrally located, suitable for use as office and preferably be ready to be occupied with partitions, cupboards, toilets, lifts etc. sufficient parking space, water facility (drinking & non drinking), standby power facility, fire fighting equipments etc. should be made available according to the size of the building. The location of the premises should be within excellent mobile / network coverage. The premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road.

5. If any person / party is interested to submit for more than one location, he/she may submit their offer separately for each location / places.

6. Finalization of rent, based on location and quality of construction, earthquake norms and other amenities provided, is subject to certification by CPWD/Rent Negotiation Committee and final approval / sanction by the Government of India as per the Rules framed in this regard.

7. The Assistant Commissioner Central Excise & Service Tax, Agartala, reserves the right to accept or reject any or all tenders without assigning any reasons.

Assistant Commissioner



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Sl. No.	Name of the Office	Place	Net Carpet Area (in sq. ft)	Preferred location
1	Udaipur Range	Udaipur	377	The place should be centrally located, suitable for use as office and should be well connected by public transport like buses, taxis etc. and should have wide approach road with car parking facility.

Net Carpet Area means area of premises less toilets, passage, walls / columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary shafts, lift arches, air conditioner ducts, lofts.

2. Interested persons / parties (PSUs, Govt. or Non-Govt) who are legal owners can obtain the tender documents downloaded from the official website www.cexstshillong.gov.in or it can be collected from the Assistant Commissioner, Central Excise & Service Tax, Agartala, on any working day between 10.00 AM to 5 PM. The detailed tender documents are enclosed as **Appendix**.

3. The Tenders should be submitted in sealed envelope with distinct marking "Tender For Hiring of Office Premises for "UDAIPUR RANGE" containing two separate sealed envelopes for "Technical Bid" and "Financial Bid". The Tender / Bid should be submitted directly or through Registered Post to the Assistant Commissioner, Central Excise & Service Tax, Agartala. **The Tenders / Bids will be opened at 1200 hrs. on -----.** **No Tenders/Bids submitted after the last date would be entertained.**

4. The premises should be centrally located, suitable for use as office and preferably be ready to be occupied with partitions, cupboards, toilets, lifts etc. sufficient parking space, water facility (drinking & non drinking), standby power facility, fire fighting equipments etc. should be made available according to the size of the building. The location of the premises should be within excellent mobile / network coverage. The premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road.

5. If any person / party is interested to submit for more than one location, he/she may submit their offer separately for each location / places.

6. Finalization of rent, based on location and quality of construction, earthquake norms and other amenities provided, is subject to certification by CPWD/Rent Negotiation Committee and final approval / sanction by the Government of India as per the Rules framed in this regard.

7. The Assistant Commissioner Central Excise & Service Tax, Agartala, reserves the right to accept or reject any or all tenders without assigning any reasons.

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The Office of the Commissioner, Central Excise & Service Tax, Agartala, invites offers / bids from legal owners in the form of two bid system i.e. Technical Bid and Financial Bid for hiring of office premises at Teliamura for an initial period of 3(three) years which may be renewed from time to time, if required by the Department. The Net Carpet Areas should preferably be in a single independent building.

Sl. No.	Name of the Office	Place	Net Carpet Area (in sq. ft)	Preferred location
1	TELIAMURA RANGE	Teliamura	377	The place should be centrally located, suitable for use as office and should be well connected by public transport like buses, taxis etc. and should wide approach road with car parking facility.

Net Carpet Area means area of premises less toilets, passage, walls / columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary shafts, lift arches, air conditioner ducts, lofts.

2. Interested persons / parties (PSUs, Govt. or Non-Govt) who are legal owners can obtain the tender documents downloaded from the official website www.cexstshillong.gov.in or it can be collected from the Assistant Commissioner, Central Excise & Service Tax, Agartala, on any working day between 10.00 AM to 5 PM. The detailed tender documents are enclosed as **Appendix**.

3. The Tenders should be submitted in sealed envelope with distinct marking "Tender For Hiring of Office Premises for "TELIAMURA RANGE" containing two separate sealed envelopes for "Technical Bid" and "Financial Bid". The Tender / Bid should be submitted directly or through Registered Post to the Assistant Commissioner, Central Excise & Service Tax, Agartala. **The Tenders / Bids will be opened at 1200 hrs. on -----**
----. No Tenders/Bids submitted after the last date would be entertained.

4. The premises should be centrally located, suitable for use as office and preferably be ready to be occupied with partitions, cupboards, toilets, lifts etc. sufficient parking space, water facility (drinking & non drinking), standby power facility, fire fighting equipments etc. should be made available according to the size of the building. The location of the premises should be within excellent mobile / network coverage. The premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road.

5. If any person / party is interested to submit for more than one location, he/she may submit their offer separately for each location / places.

6. Finalization of rent, based on location and quality of construction, earthquake norms and other amenities provided, is subject to certification by CPWD/Rent Negotiation Committee and final approval / sanction by the Government of India as per the Rules framed in this regard.

7. The Assistant Commissioner Central Excise & Service Tax, Agartala, reserves the right to accept or reject any or all tenders without assigning any reasons.

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The Office of the Commissioner, Central Excise & Service Tax, Agartala, invites offers / bids from legal owners in the form of two bid system i.e. Technical Bid and Financial Bid for hiring of office premises at Dharmanagar for an initial period of 3(three) years which may be renewed from time to time, if required by the Department. The Net Carpet Areas should preferably be in a single independent building.

Sl. No.	Name of the Office	Place	Net Carpet Area (in sq. ft)	Preferred location
1	DHARMANAGAR RANGE	Dharmanagar	377	The place should be centrally located, suitable for use as office and should be well connected by public transport like buses, taxis etc. and should have wide approach road with car parking facility.

Net Carpet Area means area of premises less toilets, passage, walls / columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary shafts, lift arches, air conditioner ducts, lofts.

2. Interested persons / parties (PSUs, Govt. or Non-Govt) who are legal owners can obtain the tender documents downloaded from the official website www.cexstshillong.gov.in or it can be collected from the Assistant Commissioner, Central Excise & Service Tax, Agartala, on any working day between 10.00 AM to 5 PM. The detailed tender documents are enclosed as **Appendix**.

3. The Tenders should be submitted in sealed envelope with distinct marking "Tender For Hiring of Office Premises for "DHARMANAGAR RANGE" containing two separate sealed envelopes for "Technical Bid" and "Financial Bid". The Tender / Bid should be submitted directly or through Registered Post to the Assistant Commissioner, Central Excise & Service Tax, Agartala. **The Tenders / Bids will be opened at 1200 hrs. on -----**
----. No Tenders/Bids submitted after the last date would be entertained.

4. The premises should be centrally located, suitable for use as office and preferably be ready to be occupied with partitions, cupboards, toilets, lifts etc. sufficient parking space, water facility (drinking & non drinking), standby power facility, fire fighting equipments etc. should be made available according to the size of the building. The location of the premises should be within excellent mobile / network coverage. The premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road.

5. If any person / party is interested to submit for more than one location, he/she may submit their offer separately for each location / places.

6. Finalization of rent, based on location and quality of construction, earthquake norms and other amenities provided, is subject to certification by CPWD/Rent Negotiation Committee and final approval / sanction by the Government of India as per the Rules framed in this regard.

7. The Assistant Commissioner Central Excise & Service Tax, Agartala, reserves the right to accept or reject any or all tenders without assigning any reasons.

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TENDER / OFFER DOCUMENT
(Terms and Conditions)

To,

All the intending Person / Parties

REFERENCE NUMBER C.No. _____ Date _____

Tender / Offer Document

Subject: TENDER FOR HIRING OF OFFICE PREMISES FOR GST SUB COMMISSIONERATE, AGARTALA.

Dear

Sir/Madam,

The Assistant Commissioner of Central Excise & Service Tax Division, Agartala intends to hire office space having desirable carpet area as mentioned in the advertisement at Agartala (excluding covered/basement, parking area) as per the requirements as mentioned below:

1. The premises having the following minimum amenities / facilities and features will be preferred for consideration and will gain weightage:
 - (i) The Building offered should be preferably a completed building and suitable for use as office in clean surroundings.
 - (ii) Incase of any final work to be done the building should be made ready for occupation within 30 days of tender finalization and at the expense of the bidder.
 - (iii) The Building offered should be located in the main roads of the town and should be well connected with public transport.
 - (iv) There should be adequate natural lighting in the campus / compound.
 - (v) There should be provision of service water system alongwith sufficient water for toilets, washbasins, housekeeping and other cleaning purposes etc.
 - (vi) There should be adequate cross-ventilation.
 - (vii) The building should have adequate fire safety measures and security measures as per legal requirements
 - (viii) 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.
 - (ix) The net carpet area should be in a single building.
 - (x) It should have sufficient provision of lifts of reputed make of the premises offered is in upper floors or premises offered consist of multiple floors.
 - (xi) The premises should have suitable power supply for commercial operations. Approximate requirement of Power Supply should be 1.5 KVA / 100 Sq.Ft.
 - (xii) There should be provision for uninterrupted power supply for the entire premises.
 - (xiii) There should be adequate open space for installation of generators and provision for connecting them to power supply lines.
 - (xiv) The building(s) should have prescribed parking space for each 1000 Sq. Ft. or rented carpet area. Earmarked parking exclusively for the hirer will be desirable.
 - (xv) All Building services such as Lifts, Power Supply, Plumbing, Sewage and Telephone Connectivity shall be fully operational at the time of submission of the offer by the bidder.

- (xvi) All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Department.
- (xvii) There should be provision of vitrified tile / marble flooring / Granite Flooring in general areas and preferably wooden flooring in the cabins of senior officers.
- (xviii) It should be noted that no negotiations will be carried out, except with the lowest bidder and therefore most competitive rates should be offered.

2. Interested person / parties (PSUs, Govt. Or Non-Govt.) who are legal owners can obtain the tender documents from the Public Relations Officer, Office of the Commissioner of Central Excise & Service Tax, Shillong on payment of Rs.1000/- (Rupees One Thousand only) by way of **Demand Draft in favor of "Assistant Commissioner of Central Excise & Service Tax, Agartala"** on any working day from 15.05.2017 to 25.05.2017 between 10.00 AM to 4.00 PM alternatively it can be downloaded from the official website www.cbec.gov.in. In case the tender document is downloaded from the department's website, a non-refundable tender fee of Rs.1000/- (Rupees One Thousand only) by way of **Demand Draft in favor of "Assistant Commissioner of Central Excise & Service Tax, Agartala"** at the time of submission of the duly filled in tender application.

The interested persons / parties should send their proposals / bids addressed to the **Office of the Assistant Commissioner of Central Excise & Service Tax, Agartala**. The bid is to be submitted in two parts – Technical Bid and Financial Bid. The Technical and Financial Bid Proforma have been enclosed as Annexure –“A” and “B” respectively to this tender document.

The Technical Bid must be accompanied with an Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) either in form of Bank Draft / Banker Cheque or any other mode authorized for depositing EMD for Government Tenders under the General Financial Rules, 2005 in favour of **"Assistant Commissioner of Central Excise & Service Tax, Agartala"**. The amount would be returned back to un-successful bidders immediately after finalization of the tender. For the successful bidder, the same would be returned at the end of lease period.

3. 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 and Conditions mentioned therein.
 - c. Technical Bid in Annexure “A” (duly signed and stamped on each page)
 - d. Certified copies of approved drawings from appropriate authorities
 - e. Certified copy of land deed, Municipal receipts.
 - f. Other documents as detailed in the Technical Bid i.e. Annexure “A” (duly signed and stamped on each page)

Note: Technical Bids received without these documents / information are liable to rejection without any reference to the party whatsoever. Original of these documents / certificates shall be produced at the time of execution of lease agreement. Tender applications / documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected.

4. The procedure for submitting Bids is mentioned below:
- a. For each Technical Bid, documents at (a) to (d) of Para 3 above with all other required documents (duly signed) as well as the EMD of Rs.25,000/- (Rupees Twenty Five Thousand only) should be submitted in a sealed envelope (Envelope – I), super scribed as

- 1. **“TECHNICAL BID for Office Accommodation for GST Sub Commissionerate Agartala”.**
- 2. **“TECHNICAL BID for Office Accommodation for Udaipur GST Range”.**
- 3. **“TECHNICAL BID for Office Accommodation for Teliamura GST Range”.**
- 4. **“TECHNICAL BID for Office Accommodation for Dharmanagar GST Range”.**

- b. Financial Bid should be submitted in another sealed envelope (Envelope – II), super scribed as

- 1. **“FINANCIAL BID for Office Accommodation for GST Sub Commissionerate Agartala”.**
- 2. **“FINANCIAL BID for Office Accommodation for Udaipur GST Range”.**

3. **“FINANCIAL BID for Office Accommodation for Teliamura GST Range”.**
 4. **“FINANCIAL BID for Office Accommodation for Dharmanagar GST Range”.**
- c. Both the aforesaid sealed envelopes (I & II) should be placed in another larger envelope which should also be properly sealed. This envelope should have distinct marking as :
1. **“Tender for Hiring of Office Premises for GST Sub Commissionerate Agartala”.**
 2. **“Tender for Hiring of Office Premises for Udaipur GST Range”.**
 3. **“Tender for Hiring of Office Premises for Teliamura GST Range”.**
 4. **“Tender for Hiring of Office Premises for Dharmanagar GST Range”.**

IMPORTANT NOTE

- (a) The bidder should refrain from indicating the rents and other financial details in the technical bids 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. Further it should be ensured by the bidder that all opening in envelopes should be sealed, in addition, in cellophane tape.
5. The bid documents should be dropped alongwith the offer letter in the locked sealed Tender Box place in the room of the Superintendent (PRO), Office of the Commissioner of Central Excise & Service Tax, Morello Compound, M.G. Road Shillong-793001 latest by 3 PM on or before 30.05.2017 or by registered / speed post so as to reach the office by 3 PM on 31.05.2017. The Tender Box will be opened by the Tender Opening Committee on a prescribed day for Technical Bids only, in the presence of the all such bidders who wish to be present. The tender box will be opened in the Officer Chamber of the Joint Commissioner (P&V), Central Excise & Service Tax, RAPs Mansion, M.G. Road Shillong-793001. The Financial Bids of those who qualify on evaluation of technical bids by the Hiring Committee would be opened later, the date of which will be intimated to the qualified bidders separately.
6. 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 the required technical specifications or otherwise.
7. 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 time of opening of financial bids, who may remain present for the same at the given address.
8. The internal wall partitions and other finishing / interior work as per the requirements should be completed within a maximum period of 15 days from the date of award of tender at the expense of the bidder.
9. All other civil work not specifically mentioned here but required to make the system complete/operational should be completed within a maximum period of 30 days from the date of award of tender at the expense of the bidder.
10. The rent proposed to be charged per square feet per month for the **Net Carpet Area should be exclusive of Service Tax.**
11. 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.

12. The offer should be valid for a minimum period of 6(six) months from the due date of opening of tender.
13. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.
14. No Earnest Money Deposit will be given by the Department to the owner offering the premises.
15. Tenders received after the due date and time for whatever reason shall not be entertained and the Department shall not be responsible for any loss or delay in delivery of tender documents.
16. The premises offered should have construction approval / clearances from all Central / State Government Departments as may be necessary by the local authorities and should be legally free from all encumbrances.
17. Finalization of rent would be as per Fair Rent Certificate (FRC) to be given by CPWD based in location, quality of construction and age of the building. The Hiring Committee would recommend the rent on the basis of FRC and the rate quoted by the selected bidder. The Final approval / sanction would be by the Competent Authority of Government of India as per rules framed in this regard.
18. The selected bidder would be required to sign Lease Agreement with the designated authority of Central Excise and Service Tax Department as a legal requirement. A copy of the Standard Lease Agreement (SLA) duly approved by the Directorate of Estates is available in DG HRD manual on CBEC website www.cbec.gov.in and also on DG HRD website www.dghrdcbec.gov.in . The conditions mentioned in the SLA shall be final. In case there is any clash or overlap between tender conditions and conditions mentioned in SLA then the conditions mentioned in SLA shall prevail over the tender conditions. The original copy of the lease documents shall be retained by the lessee.
19. The **tender is for hiring for an initial period of 3(three) years**. Within three years there will not be any revision of rent. In case required, the hiring period may be extended beyond 3 years. The revision of rent beyond 3 years, if required would be as per conditions mentioned in SLA signed. If lease is extended beyond 3(three) years. Percentage increase in rent would be at a rate mutually agreed upon between the parties. **The percentage increase however shall not exceed 8% p.a.** Renewal of lease agreement is also subject to certification by CPWD / Hiring Committee and final approval / sanction by Government of India 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 or mis-declaration 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 entire area (covered/built up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc) for the entire agreement period 3 (three) years in the **Financial Bid**.
22. The monthly rent will start as and when possession of the building is taken over by the Department. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made unless specifically agreed upon in writing.
23. All the 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 for the entire period of tenancy.
24. The Central Excise & Service Tax Department shall pay all charges in respect of electricity and water used on the said premises during the lease period as per the prevailing rates.

25. The cost of repair and maintenance of civil/electrical installation 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 Department. 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 cost of deployment of External Security for building will be met by the owner. The services like security and maintenance shall be of the quality acceptable to the Department. The internal security of the building will be taken care of by the Department. The bidder should make sure that the lifts work smoothly during the period of contract. In case the security of the building is taken by the Department/Government of India for strategic reasons, the rent to be paid to the bidder shall be accordingly reduced.
27. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of the Department 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 Department 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. The Department reserves the right to amend any / all terms and conditions, as it deems necessary.
30. The assessment of reasonable rent will be done by a Hiring Committee of the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate (FRC).
31. Participation in the tender process does not entail the bidders any commitment from the Department. The Department will not be liable for any damage / loss caused to the bidders during the tendering process and before the signing of the contract.
32. Canvassing in any form will automatically disqualify the offer.
33. All disputes lie within the jurisdiction of District Kamrup (Metro). The Department reserves the right to reject all of any part of tender without assigning any reason thereof. No correspondence will be entertained in this regard. Decision of the Department will be final and binding.

**Assistant Commissioner
Central Excise & Service Tax Division, Agartala.**

Annexure – A

REF NO: C.No. _____ dated _____
Published in web sites _____

Subject: TENDER FOR HIRING OF OFFICE PREMISES FOR- regarding.

TECHNICAL BID

(To be submitted in a Separate envelop super scribed “TECHNICAL BID”)

Attach extra sheets, it required, which should also be signed.

Sl.No.	Particulars	Details (Please tick/fill up with relevant answer, wherever required).
1	Name of the person/ party submitting the Bid (hereinafter referred to as the bidder); Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof including particulars regarding Service Tax.	
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 including particulars regarding Service Tax.	
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	
5.01	Details regarding experience of bidder/owner in construction of building (if the bidder/owner are separate persons such details to be given in respect of both)	
6	Contact details of the bidder	
6.01	Name	
6.02	Complete Postal Address	
6.03	Telephone Nos. with STD code, including Mobile Number	
6.04	Fax Nos. with STD code	
7	Contact details of the owner (if different from bidder)	
7.01	Name	
7.02	Complete Postal Address	
7.03	Telephone Nos. with STD code, including Mobile Number	
7.04	Fax Nos. with STD code	
8	Details of property offered	
8.01	Location and Address of the property	
8.02	Is property having office use as permissible use by the competent authority	
8.03	Whether it is an independent Property for exclusive use by the Central Excise /Service Tax & Customs Department without sharing with any other user, if not details of other occupants in the property	
8.04	Whether the space offered for hire is situated in more than one floor of a property, if Yes, specify floors	
8.05	Total plot area of the property where Office is offered (complete land area including open spaces, constructed area within the boundary of property offered on rent)(in Sq. ft.)	
8.06	Net Carper Area on each floor offered for rent (in Sq.ft.)	
8.07	Net Carpet Area (total of all floors) offered (excluding basement/ covered parking areas) (in Sq. ft.)	
8.08	Open area (inner roads, garden etc.) and open parking area to be indicated separately. Public parking places on roads or any nearby public parking area will not be counted for this purpose	
8.09	Covered parking area (garages, Basement parking etc.)	
8.10	Net Carpet area means area of premises less toilets, passage, walls / columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary shafts, lift arches, air conditioner ducts, lofts.	

8.11	Approximate distance of the property from existing Central Excise and Customs offices and state / national highway / nearest metro station.	
8.12	Width of approach road on which the property is located	
8.13	Whether proper access from roads is available	
8.14	Details regarding natural light and Proper Ventilation	
8.15	Whether the property is free from all encumbrances, claims, litigations etc. if yes attach copies of relevant certificate	
8.16	Whether all Government dues including Property Tax, electricity, telephone, water bills etc. have been duly paid up to date. (Enclose documentary proof for the same.	
8.17	Whether the property is physically vacant and available for possession	
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 make capacity, number and age.	
8.20	Details of available fire safety and Security measures	
8.21	Whether suitable power supply for Commercial operation is available, sanctioned load may also be indicated (refer point 1(x) of the Terms and Conditions	
8.22	Whether adequate open space for installation of generator is available	
8.23	Details of the power backup	
8.24	Any other facility which the owner/bidder may provide to the Department in the proposed property such as Conference Room, Business Centre, Food Court, Gymnasium and other recreational facilities etc.	
9	Have you enclosed following Documents along with this offer	
9.01	Whether copies of the documents referred in Para 3 of Terms & Conditions enclosed	
9.02	If bidding as Power of Attorney of owner, copy of duly constituted Power of Attorney , if bidding as authorized 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 holder need to be submitted)	
9.04	Any other relevant documents (Please specify)	
10	Maximum time required for completing the internal wall partitions and other finishing works as per user requirements	
11	Further general details relating to the Building / Location	
11.01	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	
11.02	Please specify the details of public transport facilities available to and from the premises.	
11.03	Mentions specifically any hazards, industrial or otherwise, associated with the building or surroundings which are harmful for Human occupation.	
11.04	Whether the premises have extra storage facility? If yes, give details, if not, specify whether such facilities are available in the vicinity.	
12	Building Management Please Provide full details of the building management company / companies including its / their ownership structure and whether the management service is in house or outsourced.	
13	Satellite Customs, Central Excise & Service Tax Dept. Requires the option of installing a Satellite Dish, Radio Tower on the roof top/terrace of the building, at no extra cost, subject to Government regulations, size, load of the Satellite antenna / Radio tower, at any time during the term of the lease at no extra rental or similar expense. The Department will be responsible for installing and removing the equipment at it s own cost and expense.	

14	Signage – Customs, Central Excise & Service Tax Dept. requires the right to use its logos and graphical at the entrance to its premises and within the premises. The Department shall also be provided signage in the elevator lobby. Preference to install a prominent signage on the main building façade.	
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*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 started.

Yours faithfully,

Place: Date:

*Name in full and block letters

**Name in full and block letters

Signature _____
Name _____
Designation _____

Annexure – B

REF NO: C.No. _____ dated _____
Published in web sites _____

Subject: TENDER FOR HIRING OF OFFICE PREMISES FOR- regarding.

FINANCIAL BID

(To be submitted in a Separate envelop super scribed "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)

Name and Address of the premises	*Net Carpet Area offered (in Sq.ft.)	Monthly rent (in Rs.) per Sq.ft.	Total Monthly rent quoted for the Net Carpet Area (in Rs.)
1	2	3	4 = (2x3)

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 the independent building in a plot, then the rent quoted shall give right to 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, portico, sanitary shafts, lift arches, air conditioner ducts, lofts.
4. The rate quoted shall be exclusive of Service Tax.
5. The Municipal water charges and the electricity charges would be borne by the Dept. on actual basis from the date of occupation to the date of vacation.
6. The tender is for hiring for an initial period of 3(three) years. Within three years, there will not be any revision of rent. In case it is required, the hiring period may be extended beyond 3 years. The revision of rent beyond 3 years, if required would be as per conditions mentioned in Standard Lease Agreement (SLA) signed.
7. No advance would be given by the Department as deposit for rent.
8. Rent should be quoted as per terms & conditions as given in this tender document.

Date:

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 or as Power of Attorney / Authorised signatory of the owner, etc.)

ANNEXURE-C

SCOPE OF MAINTENANCE

The land lord would bear the cost of maintenance of the following:-

Periodical Civil, electrical, fire fighting m a i n t e n a n c e , Preventive maintenance drill for firefighting 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 in the premises.

Maintenance and running of common power back-up generator/DG sets, payment of their insurance and AMC, etc.

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The tenant would bear the cost of the following: -

Provision of consumables for Electrical set such as Bulbs etc. for the common areas

Round the clock internal security to the premises, access control and regulating visitor movement.

Regulating vehicle movement within the premises.

Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisional of consumables for the same if the building is for exclusive use by the Central Excise & Service Tax department.

Fuel for the generator set would be borne by the tenant.

Assistant Commissioner
Central Excise & Service Tax