



भारत सरकार
आयुक्त का कार्यालय, केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद
शुल्क, पटना -II
तीसरा से पाचवां तल, सी. टी. टी. सी. भवन, संचार परिसर, बुद्ध
मार्ग, पटना -800001



C. No. I(04)20/Pat II/Wel/Kishanganj/2017/

Dated:

निविदा सूचना /TENDER NOTICE

केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क रेंज किशनगंज के कार्यालय भवन के लिए निविदा का आमंत्रण / INVITATION OF TENDER FOR HIRING OF OFFICE PREMISES

अनुबंध /अग्रीमेंट की तारीख से तीन साल की प्रारंभिक अवधि के लिए, **किशनगंज** में रेंज ऑफिस के लिए लगभग 785.64 वर्ग फीट का कालीन क्षेत्र वाले परिसर के लिए इक्कुक मकान - मालिकों से निविदाएं / बोलियां आमंत्रित की जा रही हैं।

Tenders/bids are invited from building owners for hiring of premises having Carpet area of about 785.64 sq. ft. for range office accommodation at KISHANGANJ, for initial period of three years from the date of occupation of the premises.

तकनीकी और वित्तीय बोली रूपों के साथ विस्तृत मानदंड, नियम और शर्तें, संलग्नक अनुबंध I, II और III आधिकारिक वेबसाइट www.eprocure.gov.in (सी. पी. पी. पोर्टल) और www.cbec.gov.in से प्राप्त की जा सकती हैं। बोलियां जमा करने की अंतिम तिथि दिनांक 31.03.2022 को 17.00 बजे तक है। तकनीकी बोलियां दिनांक 01.04.2022 को 17.15 बजे एक समिति द्वारा खोली जाएंगी। बोली केवल www.eprocure.gov.in (सी.पी.पी. पोर्टल) के माध्यम से ही स्वीकार की जाएगी।

The detailed criteria, terms & conditions along with Technical and Financial bid forms can be procured from the official website [www.eprocure.gov.in\(CPPportal\)](http://www.eprocure.gov.in(CPPportal)) and www.cbec.gov.in with enclosures Annexure-I, II & III. **The last date for submission of bids is 31.03.2022 till 17.00 hrs.** The Technical bids will be opened by a committee at **17.30 hrs. on 01.04.2022** The bid will be accepted through www.eprocure.gov.in (CPP portal) only.

सहायक आयुक्त (प्रशासन)
केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क, पटना-II

C.No. As above/

Dated:

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाई हेतु प्रस्तुत :-

1. अधीक्षक (सिस्टम) केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क पटना-II को इस आशय के साथ भेजा जा रहा है कि आप इस निविदा सूचना को ऑफिसियल वेब साईट www.cbec.gov.in पर प्रकाशित करें। The Superintendent (System), Central GST & CX., Hqrs., Patna II. He is requested to publish the above Tender Notice on the official web site www.cbec.gov.in.
2. सहायक आयुक्त केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क प्रमंडल, पूर्णिया को इस आशय के साथ भेजा जा रहा है कि आप इक्लुक व्यापारिक भवन मालिकों से इस ई-निविदा में भाग लेने को प्रोत्साहित करें। The Assistant Commissioner, CGST and C. Ex. Division, Purnea.
3. सूचना पट, केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क पटना-II I Notice Board Central GST & CX., Hqrs., Patna II.

सहायक आयुक्त (प्रशासन)
केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क,
पटना-II



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पटना -II
तीसरा से पाचवां तल, सी. टी. टी. सी. भवन, संचार परिसर, बुद्ध मार्ग,
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C. No. I(04)20/Pat II/Wel/Kishanganj/2017/	Dated	
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आयुक्त, केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क, पटना-II **किशनगंज** में रेंज ऑफिस के लिए भवन-परिसर को किराए पर लेना चाहते हैं जिसमें 785.64 वर्ग फीट का क्षेत्र है। पूरा विवरण देने वाले निम्नलिखित दस्तावेज निम्नानुसार हैं: -

The Commissioner, Central GST & C. Ex. Commissionerate, Patna-II intends to hire premises of range office accommodation at KISHANGAJ having an area of about 785.64 sq. ft. Following documents giving full details are as under:-

1. नियम और शर्त: अनुबंध 'I' / Terms & condition: Annexure 'I'
2. तकनीकी बोली के लिए प्रोफार्मा - भाग -1: अनुबंध 'II' / Performa for Technical Bid – Part-I: Annexure 'II'
3. वित्तीय / मूल्य बोली के लिए प्रोफार्मा- भाग II: अनुबंध 'III' / Performa for Financial/Price Bid – Part II: Annexure 'III'

निविदा दो भागों में प्रस्तुत की जानी चाहिए वित्तीय निविदा (अनुलग्नक III) एवं तकनीकी निविदा (अनुलग्नक II)। दोनों अनुलग्नक को सी.सी.पी. पोर्टल पर अलग-अलग अपलोड किया जाना चाहिए जिसे विधिवत "अनुलग्नक II" और "अनुलग्नक III" के रूप में लिखा गया है। अनुलग्नक-द्वितीय खोलने के बाद निविदाओं को उनकी तकनीकी योग्यता के आधार पर संक्षिप्त सूचीबद्ध किया जाएगा और उचित सत्यापन के बाद केवल उन बोलीदाताओं की वित्तीय बोलियां [अनुलग्नक III] खोले जाएंगे जो लघु तकनीकी निविदा में सूचीबद्ध हैं और उनकी तकनीकी बोली [अनुलग्नक II] के आधार पर निविदा के लिए अर्हता प्राप्त करते हैं।

Tender should be submitted in two parts i.e. Part – I for Technical Bid(Annexure II) for Price Bid (Annexure III) fully filled up. Both the Annexures should be separately on duly scribed as “Annexure II” & “Annexure III”. The tenders will be short listed on the

basis of their technical competency after opening of Annexure-II and due verification as deemed fit. Financial bids [Annexure III] of only those bidders will be opened who are short- listed and qualify for tender on the basis of their Technical Bid [Annexure II]. इस मामले में किसी भी स्पष्टीकरण के लिए, प्रशासनिक अधिकारी, केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क, पटना-II या सहायक आयुक्त केन्द्रीय वस्तु एवं सेवा कर तथा केन्द्रीय उत्पाद शुल्क प्रमंडल, पूर्णिया के साथ पूर्व नियुक्ति के साथ संपर्क किया जा सकता है । For any clarification in the matter, prior appointment may be made with the Administrative Officer, Central GST and C. Excise Hqrs., Patna or Assistant Commissioner, CGST and C. Ex. Division, Purnea.

अपर आयुक्त, केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क, पटना-II बिना कोई कारण बतायें किसी भी निविदा को प्राप्त करने / कोटेशन की रसीद / खोलने की तारीख स्थगित करने / रद्द करने या विस्तार करने का अधिकार सुरक्षित रखते हैं।

The Additional Commissioner, Central GST & CX. Patna-II reserves the right to postpone and / or extend the date of receipt/ opening of Rates/ Quotation or to withdraw the same, without assigning any reason thereof.

सहायक आयुक्त (प्रशासन)
केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क, पटना-II

A. निविदा दस्तावेज की प्रामाणिकता /Authenticity of the tender document: -

निविदा सुचना का सभी पेज एवं संलग्न दस्तावेज निविदाकर्ता द्वारा निश्चित रूप से हस्ताक्षर किया जाना होना चाहिए नहीं तो तकनीकी निविदा अस्वीकार कर दी जाएगी I Every page of tender document along with enclosures must be signed by the bidder otherwise technical bid rejected.

B. TERMS AND CONDITIONS FOR TECHNICAL BID

1. The Building offered should be situated in prime locality of KISHANGANJ, preferably within 1-2 kms form the Railway Station/ District Magistrate Office.
2. The Building should have adequate Parking space. Earmarked parking exclusively for the hirer will be desirable.
3. Independent building would be preferred. However the Building should have dedicated lift service of reputed make if the space is located on upperstorey.
4. The ambience of the Building should be elegant, airy and free from encumbrances, encroachment and should have wide approach road. Preferably, a non-encumbrance certificate should be accompanied with.
5. Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by the Central GST & CX. Commissioner, Patna-II and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final.
6. The building should have separate toilets for ladies and gents. Further, at least three rooms should have attached toiletfacility.
7. There should be adequate natural lighting in the campus/compound.
8. There should be provision of 24 hours water supply including adequate supply of water for toilets, washbasins, housekeeping, other cleaning purposesetc.

9. The building should have adequate fire safety measures and security measures as per legal requirement.
10. The premises should have suitable and uninterrupted power supply for office as well as common area. The electric power available should be indicated. Separate meter connection is to be provided by the vendor/offerrer.
11. There should be adequate open space for installation of generators and there should be provision for connecting them to the power supplylines.
12. All services such as Lifts, Power Supply, Plumbing, Adequate Toilet Facility, Sewerage, Firefighting Equipment, Telephone Connectivity, etc. should be in fully operational condition at the time of submission of the offer by thebidder.
13. All internal and external walls should be well painted with good quality paint at the time of handing over the premises to theDepartment.
14. The floor should be of vitrified tiles/marbles/Granite. The primary partition, plumbing, electrical fittings etc for ready to use occupation by a Government office must be done by the vendor/offerrer.
15. The department will be free to make partition /construct cabins as per requirement, subsequent to occupation.
16. Only legal owners/holders of the power of attorney from the legal owners of the premises need to submit their offer.
17. The proposed area should be preferably on the floors contiguous to each other.
18. The building should meet all other safety norms like earthquakes resistance, flood etc. required under the relevant laws. The property should be insured against all types of damages during the entire period of contract.
19. All Corporation Taxes, Municipal tax, Water charges or any other Tax/Cess leviable on the premises will be borne by the house owner. The GST, if any, will be paid by the department, on showing the proof of such levy/payment by the property owner.

20. The electricity bills as per actual consumption will be borne by the Department for which separate electricity meter should be provided by the vendor/offerer.
21. The charges for the maintenance (Civil, Electrical, Plumbing, Lift, Parking space, Security, taxes and duties), if any, will be borne by the houseowner.
22. The Commissioner of Central GST & CX. Patna-II reserves the right to reject any or all of the bids so received at any stage without assigning any reason.
23. The Commissioner of Central GST & CX. Patna-II has the right to terminate the contract any time before the expiry of contract period without giving any advance notice in event of any conditions of the contract of non-satisfactory performance. In any other case, the contract may be terminated by giving one month's advance notice.
24. The initial hiring of the building would be for a period of three years from the date of occupation, however, the contract for hiring may be extended beyond the period of initial of hiring of satisfactory performance on mutual agreement of the property owner and as per the policy of the department.
25. The last date of receipt of tenders on is 04.11.2021 till 18.00hrs. Offers beyond the specified date/time shall not be entertained by the Additional Commissioner of Central GST & CX. Patna-II, under any circumstances.
26. Documents to be attached along with the technical bid.
 - 1) Address Proof
 - 2) Certified sketch plan of the premises
 - 3) Approved plan of the building
 - 4) Receipt of the property tax being paid (if any)
 - 5) Clearances/NOC from relevant government bodies (as specified in serial number 16 of the Technical bid performam)
 - 6) Insurance of the property (if any)
 - 7) Details of other occupants in the same building (if any)
- 27. PAYMENT OF RENT**
 - (a) The rent agreed upon between the Department and the property owner as

per the norms/ policy of the Department at the hiring stage will be effective during the entire period of the contract.

- (b) The property owner shall raise monthly bills in respect of said hiring and submit to the Administrative officer, Central GST and Central Excise Division, Darbhanga for payment.

28. JURISDICTION OF THE COURT

In case of any legal dispute arising out of this tender/ contract, the jurisdiction shall be the Courts at Patna only.

29. LEASE AGREEMENT AND VALIDITY OF AGREEMENT

The agreement of the hired building will be executed in the Standard Lease Agreement format prescribed under the guidelines of the Department.

30. Any of the terms and Conditions may be relaxed at the discretion of the Additional Commissioner of Central GST & Central Excise, Patna-II on suitable grounds or otherwise.

सहायक आयुक्त (प्रशासन)
केन्द्रीय वस्तु एवं सेवा कर तथा उत्पाद शुल्क, पटना-II

TECHNICAL BID PROFORMA	
01.	Full particulars of the legal owner/owners of the premises:
	(i) Name
	(i) Address of office & Residence
	(iii) Telephone No./Mobile No.
	(iv) Tele Fax
	(v) E-Mail Address
	(vi) PAN No.
	(vii) The location and full address of the offered accommodation/premises
02.	Full particulars of person(s) offering the premises on rent/lease and submitting the tender:
03.	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)
04.	Type of building – commercial or residential
05.	(a) Complete Address and location of the building:
	(b) Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified Sketch Plan also)
06.	Detailed approved plan of the accommodation
07.	Date of Construction
08.	Exact carpet area (Floor wise)
09.	Exact built up area
10.	No. of floors to be offered
11.	No. of floors in the building
12.	Other Facilities and amenities available with the building
13.	No. of lifts available/carrying and their capacity with make.
14.	(a) Area of Parking space available for department. (b) No. of vehicles which can be parked there (Four wheeler & two wheeler pl. specify separately).

	(c) Whether parking area is withshed/covered (Pl. specify Yes or No)	
15.	(a) Whether accommodation offered for rent is free from litigation including disputes in regard to ownership. (b) Amount of pending taxes/ dues, if any.	
16.	Clearances/no-objection certificate from all the relevant central/state/municipal authorities and Fire Department for use of the premises as office/commercial purposes confirming to the relevant laws	
17.	(a) Whether running water drinking water etc are available round the clock.	
	(b) Whether sanitary and water supply installations have been providefor?	
	(c) No. of Toilets and its area.	
	(d) No. of Rooms with attached Toilet.	
18.	Whether separate electricity meter and sufficient installations/points for connection of Power Back-up/DG set been provided for?	
19.	Sanctioned Commercial electricity load.	
20.	(a) Whether electrical installation and fitting, power, plugs, switches etc. provided or not?	
	(b) Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor wise)	
	(c) Details of power back-up facility	
	(d) space for installation of Generator/DG set	
21.	Details of Fire Safety Mechanism, if any	
23.	Whether the building is earth quake resistant. If so, please provide a certificate fromthe competent authority.	
24.	Any other salient aspect of the building, which the party may like to mention:	
25.	Distance from Office of the District Magistrate.	
26.	Surrounding of the Building (North, East, West, South)	
27.	Date of external/internal painting on the Wall and doors/window	
28.	Whether floor is of Vitrified tiles/marbles/Granite (Pl. specify)	

29.	Whether sufficient primary partition, plumbing etc been provided?	
30.	Whether the owner has any objection on construction of rooms/cabins by the department as per requirement.	
31.	Insurance of the Property valid up to (Pl. specify the date)	
32.	Width of the approach road on which the Building is located.	
33.	Whether the premises is vacant and available in 'ready to occupy condition.'	
34.	Mention specifically any hazards, industrial or otherwise, associated with the building or surroundings which are harmful for human.	
35.	Name of the Office or persons with occupation already rented out in the same building (Pl. attach copy of agreement)	
36.	Name of the Documents attached with Technical Bid in support of the above.	

Declaration

- (i) I / We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same intotality.
- (ii) It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I / We shall be liable to such consequences / lawful action as the Society /Department may wish to take.

Signature of Legal Owner/ Power of Attorney Holder

<u>FINANCIAL BID PROFORMA</u>	
01.	Name & Address of the applicant with Phone Nos
02.	Status of the applicant with regard to Building/Accommodation offered for hire by the owner or power of Attorney Holder
03.	Full Particulars of the owner:
	(i) Name
	(ii) Address(es)
	(iii) Telephone Nos /Mobile Nos.
	(iv) Business
	(v) Residential
	(vi) Tele Fax No.
04.	(vii) PAN Card (Photo copy)
	Rent per square feet of the carpet area per month as mentioned in Technical Bid [In Indian Rupees].and the Total Rent proposed for the premises by the Property owner. The rent will be inclusive of all taxes on such property and all charges including the charges for vacant space/common space/parking etc as per terms and conditions of the contract. The GST, if any, would be paid extra.

Signature of Legal Owner/Power of Attorney Holder