



कार्यालय सहायक आयुक्त  
OFFICE OF THE ASSISTANT COMMISSIONER  
केन्द्रीय वस्तु एवं सेवाकर & केन्द्रीय उत्पाद शुल्क  
CENTRAL GOODS & SERVICE TAX AND CENTRAL EXCISE  
आँख अस्पताल रोड, मण्डल-सीतापुर-261001  
EYE HOSPITAL ROAD, DIVISION-SITAPUR-261001  
E-mail: div\_5601@yahoo.co.in Tel:05862-270340



CNo.I(2)02/Admin./Hiring of Range-Lakhimpur/2022/

Date: 09.03.2022

**TENDER NOTICE FOR HIRING OF OFFICE ACCOMMODATION**

**Tender Notice-06/2022**

Online bids are invited from legal owners and/or holders of their power of attorney for hiring of fully/semi furnished and ready to move in Office Accommodations on lease/rental basis for a period of three years and can be extended for further period if required as per prescribed Central Government Rules and Regulation issued from time to time. Details of Required Office Accommodation are as under:

Sr. No.	Field Formation/Office/Location	Minimum Space Required approximately (in Sq.meter)(Carpet area)
1.	One Range Office at Lakhimpur	228

The building offered should be in proximity with the district centre or District Magistrate's Office. It should be ready for immediate occupation. Adequate parking space should be available for two wheelers and four wheelers. Interested parties may download the technical bid and financial bid formats from the Central Public Procurement Portal (CPPP) website [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) and also from [www.cbic.gov.in](http://www.cbic.gov.in) (Tenders-CBIC) as per the schedule as given in the CRITICAL DATE SHEET as under:-

**CRITICAL DATE SHEET**

e-Tender Publishing Date	09.03.2022
Start Date & Time for downloading Tender Document	10.03.2022 from 10:00 hrs onwards
Last Date and Time for Submission of Online Bid	11.04.2022 upto 10:00 hrs.
Technical Bid Opening Date and Time	12.04.2022 at 12:00 hrs.
Financial Bid Opening Date and Time	12.04.2022 at 16:00 hrs.

*m*

The technical bid should be accompanied with a Earnest Money Deposit (EMD) of Rs. 5000/- in the form of a (Demand Draft (DD) or Bank Guarantee favoring PAO, CBIC, 10-A, Ashok Marg, Lucknow, payable at Lucknow.

Bidders submitting their bids online shall ensure that Earnest Money Deposit (EMD) must reach the address at O/o Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur-261001 by 10.00 hrs on 12.04.2022. Tender without EMD will be treated as non-responsive and will be rejected, at the initial stage itself "as tenders received without EMD"

The Technical Bids will be opened on **12.04.2022 at 12:00 hrs** and the financial bids will be opened on **12.04.2022 at 16:00 hrs** in the office of the Assistant Commissioner, CGST and Central Excise Division Sitapur, Eye Hospital Road, Sitapur, Pin-261001. The Financial bids will be opened only for those bidders who are found qualified in the technical bid. The interested Parties or their authorized representatives may remain present at the time of opening of Technical and Financial bids.

Priority would be given to the premises belonging to Public Sector Units/Govt. Department/Public Financial Institutions. The lease agreement format of Government of India will be strictly adhered to. Being a Central Government office, no security deposit/advance payments will be made for the purpose of hiring of premises. Stamp duty, as applicable will be borne by the owners(s). Private owners shall submit copies of documentary proof of ownership along with Technical bid. No brokers will be entertained, and bids made by them will be summarily rejected in the technical bid process only. The Assistant Commissioner, Central Goods and Service Tax & Central Excise, Division-Sitapur reserves his right to accept or reject any offer without assigning any reason.

The Assistant Commissioner, Central Goods and Service Tax & Central Excise, Division-Sitapur takes no responsibility for delay/loss of documents sent by RPAD/Speed Post.

*Mahatam*  
29.03.2022  
(MAHATAM)

Assistant Commissioner  
CGST & Central Excise Division-Sitapur

Copy to:

- 400  
29/03/2022
1. The Deputy Commissioner (Systems), CGST & Central Excise, Lucknow for issuing necessary directions for uploading the tender Notice on the CBIC website.
  2. Notice Board.

*Mahatam*  
29.03.2022

Assistant Commissioner  
CGST & Central Excise Division-Sitapur

## Bid Submission:

### Technical Bid

1. The bidders should provide complete details of the premises viz. Name of the building, building number, name of street/road, name of the city along with pin code.
2. The type of building whether residential or institutional or commercial.
3. Whether the building is independent, if not, the details of other occupants.
4. Clear description of carpet area.
5. Whether building ready for occupation.
6. Whether occupation certificate has been obtained.
7. House Tax certificate, if applicable.
8. Whether direct access is available from the main road.
9. Whether the premises having proper connectivity with the local transport and railway stations.
10. Whether the premises is (a) well furnished (b) having independent parking space (c) Whether other amenities like water supply are provided.
11. Types of parking such as open, covered or closed may be specified.

### Financial Bid

1. The details of the building such as name of the building, building number, street/road and city.
2. Name of the owner.
3. Rent per square feet of Carpet area quoted which will be subject to the Rent Reasonableness Certificate (RRC) by Central Public Works Department (CPWD).
4. Lease period shall be five years with an option to renew the lease for further mutually agreed upon period.

The bidders who wish to be present at the time of opening of Tender may present themselves or their authorized representatives who shall bring the bid acknowledgement receipt.

The Financial Bids of only those bidders will be opened who fulfils the Technical conditions.

The Assistant Commissioner of CGST reserves the right to postpone/and/or extend the date of receipt/opening of quotations or to withdraw the same, without assigning any reason thereof.



**Terms and Condition:-**

The premises having the following amenities and facilities will be preferred for consideration and will be given due weight age in evaluation of Technical Bid:-

1. The premises offered should be in a building which is earmarked as “Commercial” with clear Occupancy/Completion certificate issued by the Competent Authority.
2. The offered premises should be complete and suitable for use as office with proper flooring and well furnished with cabins and cubicles, work stations, office furniture etc. It should be in a ‘ready to occupy condition’. If not, the bidder would be required to submit detailed layout plan of the ready to move in premises in consultation with the department and make partitions/ alterations to the premises as required by the department for seating of its officers and staff, in case the existing infrastructure provided are not found suitable.
3. The building should be well connected by public transport and should have wide approach road.
4. There should be provision of service water system along with sufficient water for toilets, washbasins.
5. The premises should have suitable power supply for commercial operations and uninterrupted power supply for essential services and common area lighting on 24 X 7 basis. The premises shall have proper electrical wiring and fittings/ installations with LED lights and shall have 24 hours sufficient electricity load sanctioned and further provisions for increasing the load as per requirement.
6. The owner/Bidder shall provide separate electric meter for the department.
7. It would be most preferable if the premises has sufficient exclusive parking space for four wheelers / two wheelers.
8. Surroundings of the building, proximity to/accessibility from nearby Railway stations, space available within the premises of the building, approach road leading to the building, traffic congestion in and around the building and other related factors would be important criteria for qualifying in the Technical Bid.
9. In case the area offered is in a big common building, the bidder may have to provide an exclusive entrance and exit for the use by the department.
10. The office premises should be legally free from all encumbrances.
11. The total carpet area should **not exceed 228 square metres**.
12. Separate Toilet/Wash rooms for Gents and ladies have to be provided separately.
13. Offer should be valid for a minimum period of six months from date of opening of tender.



14. Finalization of rent is subject to certification by CPWD / Hiring Committee and final approval / sanction by the Government of India, if required. The assessment of reasonable rent is done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate (FRC). The negotiation of the final rent with the selected bidder will be done by the department after receipt of the Fair Rent Certificate/Rent Reasonableness Certificate from the CPWD.
15. Selected party shall be required to sign a Standard Lease Agreement (as per standard format prescribed by government of India) with the department. The agreement shall be signed for a period of three (03) years initially which can be extended for further period as required. However, the premises can be vacated earlier in terms of the conditions in the SLA.
16. The monthly rent will run from the date of the possession of the premises by the Department. Advance payment of rent shall ordinarily not be made unless specifically agreed in writing. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises (except GST) shall be borne by the owner/bidder.
17. The premises should be capable of being handed over for possession to the Department within three (03) months of the acceptance of the offer by the department excluding a reasonable time required to carry out any changes or modification as per the directions of the department.
18. This office shall have the right to install sign boards, office hoardings/publicity materials or standees in the lobby for its activities and the owner/landlord/lesser will have no objection of any kind and shall not claim any compensation or additional rent.
19. Painting of the premises will be carried out by the owner/landlord/ lesser preferably once in three (03) years or as and when required within the lease period. In case the owner/landlord/lesser fails to do so, this office shall have the right to arrange it at the cost of the owner/landlord/lesser and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/landlord/lesser.
20. Whenever necessary, the owner/landlord/lesser will carry out necessary repairs of the building from time to time within reasonable period as per the need of this office. The owner/landlord/lesser shall also provide a single point of contact of the person in-charge in case of any administrative needs of this office like plumbing, carpentry or electricity related issues.

*Mahatam*  
*09.03.2022*  
(Mahatam)  
Assistant Commissioner

**UNDERTAKING BY THE BIDDER**

A. I have carefully read and understood all the terms and conditions of the tender forming part of the Tender Documents and I accept them and agree to abide by them.

B. 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. I/We will give the consent as per your standard Proforma if you find our premises suitable.

Place:

Signature:

Date:

Name:

\*Names in full and block letters

Annexure-A

**Technical Bid:**

Hiring of office premises for Range-.....

Sl.No.	Particulars	Details (Please fill up with relevant answer, wherever required)
1.	Complete details of the premises viz. Name of the building, building number, name of street/road, name of the city along with pin code.	
2.	Building whether <b>residential or institutional or commercial</b>	
3.	Whether the building is independent, if not, the details of other occupants?	
4.	Clear description of carpet area.	
5.	Whether building ready for occupation?	
6.	Whether occupation certificate has been obtained?	
7.	House Tax certificate, if applicable.	
8.	Whether direct access is available from the main road?	
10.	Whether the premises having proper connectivity with the local transport and railway stations?	
11.	Types of parking such as open, covered or closed may be specified.	

**Signature & Name of the owner**

**Annexure-B**

**Financial Bid:**

Hiring of office premises for Range-.....

Sl.No.	Particulars	Details (Please fill up with relevant answer, wherever required)
1.	Complete details of the building such as name of the building, building number, street/road and city.	
2.	Name of the owner	
3.	Total carpet area offered in square meters	
4.	Rate per square feet of carpet area per month in Rs. {The carpet area rate shall include statutory charges (i.e. all taxes/cess present and future - House tax, Property tax, Water tax, Sewerage charge and Municipal taxes etc.) except the GST}	
5.	Total amount of rent (in Rs.) per month.#	
6.	Total Amount of Rent (in words) per month.	

# Amount shall be for the initial period of 03 years on monthly lease rent agreement.

**Signature & Name of the owner**