



के ढीय कर के आयु-4 का कायालय, जीएसटी  
आयु-4ालय, ितईपित, 9/86-ए, अमरावती नगर, पिपुम चच, एम.आर.  
पाली रोड, ितईपित -517502

**OFFICE OF THE COMMISSIONER OF CENTRAL TAX, GST BHAVAN,  
TIRUPATI GST COMMISSIONERATE, 9/86-A :: AMARAVATHI NAGAR,  
WEST CHURCH COMPOUND:: TIRUPATI**

PHONE: 0877-2242964, 2240474

FAX: 0877-2242964, 2240454

Date: 07.07.2022

**TENDER NOTICE**

**TENDER FOR HIRING OF READY-BUILT BUILDING FOR ACCOMMODATING OFFICES  
OF TIRUPATI CGST COMMISSIONERATE HEAD QUARTERS OFFICE, TIRUPATI CGST  
DIVISIONAL OFFICE (WITH LOCAL RANGE OFFICES) AND TIRUPATI AUDIT CIRCLE.**

Sealed tenders are invited for hiring of ready-built building for accommodating offices of Tirupati CGST Commissionerate Head Quarters Office, Tirupati CGST Divisional Office (With Local Range Offices) and Tirupati Audit Circle in the town of Tirupati for an initial period of 3 (Three) years which may be renewed from time to time, if required by the Department.

01	e-Tender Publish Date	07.07.2022
02	Start Date for downloading Tender Document	08.07.2022
03	Last Date for submission of online bids.	29.07.2022

02. The interested persons who are legal owners who comply with the terms and conditions of this tender are requested to submit their tenders online through e-procurement portal in two separate parts i.e.(i) Technical Bid (ii) Financial Bid. The proforma for Technical Bid and Financial Bid are prescribed in Annexure – I and Annexure – II respectively of this tender. The tender documents can be downloaded from the Government of India, Central Public Procurement Portal (e-procurement) website <https://eprocure.gov.in> and also from [www.cbec.gov.in](http://www.cbec.gov.in).

04. The tenders/quotations received unsigned/incomplete and/or submitted/received after the due date and submitted through any other means (other than online) shall be summarily rejected. The Competent Authority, reserves the right to accept or reject any or all tenders without assigning any reasons thereof. No correspondence in this regard will be entertained.

**Enclosures:**

1. Terms and Conditions.
2. Annexure-I to V.

**A. Jaganna** Digitally signed by  
**dha Prasad** A. Jagannadha Prasad  
Date: 2022.07.07  
16:55:30 +05'30'

**(A. JAGANNADHA PRASAD)  
ASSISTANT COMMISSIONER.**

Copy to:

1. The Web Master, CBEC, New Delhi with request to upload the same in the official website of CBEC.
2. The Notice Board, O/o The Commissioner of Central Tax, Tirupati  
CGST Commissionerate, Tirupati.

**Tender Conditions:**

01. Interested persons who are legal owners can download the tender documents from the Central Public Procurement Portal (e-procurement) website [https://e\\_procure.gov.in](https://e_procure.gov.in) and also from [www.cbec.gov.in](http://www.cbec.gov.in) from **08.07.2022 to 29.07.2022**.
02. The Tender should be submitted only through online. The tenders/quotations received unsigned/incomplete and/or submitted/received after the due date and submitted through any other means (other than online) shall be summarily rejected.
03. The place should be located nearer to Railway and Bus Station, suitable for use as office and preferably be ready to be occupied with partitions, cupboards, toilets etc. Sufficient parking space more than 20 Four Wheelers, 35 Two Wheelers and with sufficient space for keeping 02 no's of 100 KVA Generators, 01 no of 20 KVA Generator and Big Sever, water facility (drinking and non-drinking), standby power facility, and firefighting equipment should be made available according to the size of the building. The net requirement of office space of for the officers are detailed in Annexure-III of this tender Notice. The office premises should be legally free from all encumbrances, well connected by the public transport and should have wide approach road.
04. After opening the Technical Bid, the proposed Building by the successful bidder of Technical Bid shall be inspected by technical committee of this office on the basis of accessibility and security concerns. If the technical committee is satisfied with the suitability of the building, after the detailed discussion with the Commissioner of Central Tax (HOD), Tirupati CGST Commissionerate, Tirupati the financial bids will be opened. If no suitable building is available for the said purpose, the subject tender will be summarily rejected/cancelled. The Competent Authority, reserves the right to accept or reject any or all tenders without assigning any reasons thereof. No correspondence in this regard will be entertained.
05. Finalization of rent, based on location and quality of construction and other amenities provided, is subject to certification by CPWD/ hiring committee and final approval / sanction by the Head of the Department as per the rules framed in this regard.
06. For any further details, the following persons may be contacted:
  - i. Sh. M Jagan Nayak, Superintendent of Central Tax (Mob. 73821 08917)
07. The Commissioner of Central Tax, Tirupati CGST Commissionerate, Tirupati reserves the right to cancel this tender without giving any reason. No correspondence in this regard will be entertained.

## **TERMS AND CONDITIONS**

1. The Terms and conditions shall form part of tender to be submitted by the bidder to The Commissioner of Central Tax, Tirupati CGST Commissionerate, Tirupati.
2. All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Use of white ink or cuttings in the tender document should be avoided by the bidder. The Commissioner of Central Tax, Tirupati CGST Commissionerate, Tirupati reserves the right to reject incomplete tender or tender having incorrect information.
3. In case the space in tender document is found insufficient, the bidder may use separate sheet(s) to provide full information.
4. No Tender will be accepted by fax, email, telex or any other such means.
5. Tender documents received by The Commissioner of Central Tax, Tirupati CGST Commissionerate, Tirupati after due date i.e. on 29.07.2022 shall be rejected outright and no correspondence in this regard shall be entertained.
6. The tender will be acceptable only from original owner of the building or person having valid power of attorney. The space offered should be free from all encumbrances/ claims and disputes/ any liability and litigation with respect to its ownership, lease/ renting and pending payments against the offered space.
7. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
8. The building should have separate electricity supply and having sufficient installed electricity load and water connection. If separate connection is not available sub-meter etc. to be got installed by the owner along with wiring.
9. The building should have easy and convenient approach, reasonable parking space for more than 20 Four Wheelers, 35 Two Wheelers and with sufficient space for keeping 02 no's of 100 KVA Generators, 01 no of 20 KVA Generator and Big Sever. The location should be in an area convenient for office use and should be easily accessible by public transport system.
10. The particulars of amenities provided/ proposed to be provided inside the property/ building complex should be clearly furnished in the tender.
11. The tender documents should be submitted along with certified copies of approved drawings from TIRUPATI URBAN DEVELOPMENT AUTHORITY or any other competent authority, certified copy of Land Deed, Municipal receipts, and approved plan of building and copy of document regarding ownership of building. The 'Qualifying Bid (Techno-Commercial)' received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents/ certificates shall be produced at the time of execution of Lease Agreement.
12. The bidder is required to enter into Lease Agreement in the prescribed format i.e. Standard Lease Agreement (SLA) approved by the Central Government.
13. The Commissioner of Central Tax, Tirupati CGST Commissionerate, Tirupati reserves the right to verify/ inspect the building before finalization of Tender and reject it outrightly, if the building is not according to the specification required by this office.
14. Maintenance of the building including premises to be undertaken by the owner.
15. The bidders should quote the rent for the premises being hired in the Financial Bid. However, the payment of rent will be subject to the issuance of Rent Reasonableness

Certificate (RRC) (also called Fair Rent Certificate - FRC) by CPWD as per procedure laid down by the Govt.

16. All corporation taxes, cess or any other taxes as applicable are to be borne by the landlord.
17. The electricity and water bills as per actual consumption to be borne by the Department. No advance rent is payable by the Govt, as a matter of policy.
18. The rate of rent finally approved by CPWD is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.
19. Being a Central Government Office, no security Deposit / advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation. No brokerage will be paid.
20. The payment terms mentioned in the Financial Bid shall be strictly followed.
21. The Commissioner of Central Tax, Tirupati CGST Commissionerate, Tirupati may, during the lease period/ extended lease period carry out such alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.
22. The office space should have all required electrical fixtures such as switches, power points, fans, lights, LAN, Wan connections etc.
23. The maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance and painting every alternate year. No additional charges shall be paid for the same.
24. Toilets & Pantry should be in usable condition.
25. The building should have suitable no. of passenger lifts for the use of officers, staff and tax payers.
26. The offered space should be in a ready to use condition with electricity connection, water, paint, sewerage. The electric power available should also be indicated.
27. Adequate/ proportionate to the covered area parking space should be provided by the owner.
28. Tender is likely to be rejected because of non-fulfilment of any of the above terms.
29. The Commissioner of Central Tax, Tirupati CGST Commissionerate, Tirupati reserves the right to reject all or any tender without assigning any reason thereof.
30. The building shall be inspected by the person(s) authorized by The Commissioner of Central Tax, Tirupati CGST Commissionerate, Tirupati and only buildings found suitable shall be proceeded with and such decision shall be final.
31. If at any stage it is found that any of the details/ documents furnished by the bidder are false/ misleading/ fabricated, his/her bid would be liable for cancellation.
32. The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw/ modify the offer in terms of area and price and other terms and conditions quoted in the Technical Bid or 'Financial Bid. The bidder has to submit an undertaking on non-judicial stamp paper of requisite value duly signed by legal owner or his power of attorney holder that the bidder shall not back out/cancel the offer made to The Commissioner of Central Tax, Tirupati CGST Commissionerate, Tirupati during the validity period.

33. The hiring will be for an initial period of three years and can be extended further with mutual consent of both the parties.
34. The owner/ the holder of power of attorney should intimate in writing the likely date of handing over of the premises.
35. The bidder shall be responsible to calculate the grand total considering all the aspects in the Financial Bid. The Department shall not take any responsibility for calculating the grand total on the Financial Bid.

Place:

Date:

Signature of Legal Owner/ Power of Attorney Holder

**ANNEXURE - I**

**TECHNICAL BID**

1	Full particulars of the legal owner of the premises: (i) Name (ii) Address of office & Residence: (iii) Telephone No./ Mobile No. (iv) TeleFax:	
2	Full particulars of person(s) offering the premises on rent/ lease and submitting the tender:	
3	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)	
4	(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)	
5	Total carpet area offered for rent/ lease in Sq. ft.	
6	No. of rooms with attached toilet with drawing and measurements.	
7	No. of car/ two-wheeler parking space offered	
8	Particulars of completion certificate. Enclose attested/ self- certified copy of completion certificate issued by Competent Authority	
9	Whether accommodation offered for rent is free from litigation including disputes in regard, to ownership, pending taxes/ dues or like (enclose copy of Affidavit from Owner or Power of Attorney holder)	
10	No. of lifts/ carrying capacity, provide details of make, year of manufacture, if any.	
11	Number of Toilets — floor wise with details.	
12	(a) Whether running water, drinking and otherwise useable, available round the clock. (b) Whether sanitary and water supply installations have been provided for.	

13	Whether separate electricity and having sufficient installed electricity load and water connection available.	
14	Sanctioned electricity load.	
15	(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	
16	Details of Fire Safety Mechanism, if any	
17	Whether the premises is ready for occupation.	
18	The period and time when the said accommodation could be made available for occupation (after the approval)	
19	Specify the lease period (minimum three years) and provision for extension.	
20	Provisions for regular repairs and maintenance and special repairs, if any of the building.	
21	Whether the building is earth quake resistant. If so, please provide a certificate from the competent authority.	
22	Any other salient aspect of the building which the party may like to mention.	

#### DECLARATION

I/We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality. It is hereby declared that the particulars of the building, 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 department may wish to take.

Place:

Date:

Signature of Legal Owner/ Power of Attorney Holder

#### **"List of enclosures".**

Attested photocopies/ certified true copies of the following documents are required to be annexed with the Qualifying Bid (Techno-Commercial). The Qualifying Bid (Techno-Commercial) received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents/ certificates shall be produced at the time of execution of lease Agreement.

1. 'Title Deed' showing the ownership of the premises or copy of agreement with the land owner.
2. Certified copies of approved drawings from Municipal Corporation authorities or any other competent authority of the area offered for rent/hire, certified copy of Land Deed, Corporation tax receipts and copy of ownership of building.
3. Affidavit from owners and if tender is submitted by the Power of Attorney Holder, an Affidavit from such Power of Attorney Holder regarding accommodation offered for hiring being free from any litigation/ liability/ pending dues and taxes.



**ANNEXURE - II**  
**FINANCIAL BID**

S.No.	Items		
1	Name & Address of the applicant with Phone Nos.		
2	Status of the applicant with regard to Building/ Accommodation offered for hire by the Owner or Power of Attorney Holder.		
3	Full particulars of the owner : a . N a m e b . Address(es). c . Telephone Nos./ Mobile Nos. d . Business e . Residential f . Telefax No.		
4	Complete details of the building viz. complete postal address of the location		
5	Rent in Indian Rupees per month per square feet  "The rent will be subject to issue of Rent Reasonableness Certificate (RRC) (also called Fair Rent Certificate - FRC) by CPWD as per procedure laid down by the Govt. & it will be applicable for the leased period of three years. All corporation taxes, cess or any other tax applicable and maintenance charges are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne by the department.	<b>Rate/ Sq. ft.</b>	<b>Total</b>

**DECLARATION**

I/We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality. It is hereby declared that the particulars of the building, 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 department may wish to take.

Place:

Date:

Signature of Legal Owner/ Power of Attorney Holder

**ANNEXURE - III**

**CALCULATION OF OFFICE SPACE FOR SHIFTING TO NEW OFFICE BUILDING AT TIRUPATI ON MONTHLY HIRE BASIS BASED OIN WORKING STRENGTH**

Sl.No.	NAME OF THE CADRE	HQRS OFFICE	TIRUPATI DIVISION	CPC DIVISION	3 RANGES OF TIRUPATI DIVISION	AUDIT CIRCLE	TOTAL WS
1	Commissioner	1					1
2	Joint / Addl. Commissioner	2					2
3	Deputy / Asst. Commissioners	4	1	0		1	6
4	CAO	1					1
5	A.O.	1	1	0			2
6	P.S.	2					2
7	Superintendents	8	4	0	3	8	23
8	Inspectors	11	6	0	3	3	23
9	Ministrial Staff	10	2	0			12
<b>TOTAL</b>							<b>72</b>

Based on the above sanctioned strength, the approximate space requirement as per norms would be;

Sl.No.	NAME OF THE CADRE	No. of Officers	Space required in Sq. Mts per Person	Total area in Sq. Mtrs.
1	Commissioner	1	23	23
2	Joint / Addl. Commissionr	2	23	46
3	Deputy / Asst. Commissioners	6	18	108
4	CAO	1	18	18
5	A.O.	2	14.5	29
6	P.S.	2	14.5	29
7	Superintendents	23	14.5	333.5
8	Inspectors	23	11	253
9	Ministrial Staff	12	3.5	42
<b>TOTAL SPACE REQUIREMENT IN Sq. Mtrs</b>				<b>881.5</b>

<b>SPECIAL COMPONENTS</b>		
<b>Sl.No.</b>	<b>Component</b>	<b>Area in Sq. Mt.</b>
1	Entrance hall with reception, waiting etc. for Tirupati GST Commissionerate office	88
2	Public Relations Unit	44
3	Conference Hall	44
4	Strong room	33
5	Telecommunication Centre	88
a)	Telephone Exchange	
b)	Wireless Control	
c)	Computer Room	88
6	Waiting lounge	22
7	Stores for forms and stationery	22
8	Visiting officers' room	22
9	In Service Training Room	22
10	Guests Room (Includes Dormitory)	0
11	Malkhana for Confiscated Goods	66
13	Interrogation Cell	11
14	Guard room with dormitory facilities for 8 persons	0
15	Library	22
16	Rest room for ladies	16.5
17	Recreation Hall	33
18	Canteen	33
19	Co-operative stores	0
20	Cresche	0
21	Space for staff associations of Gazetted Officers, Non Gazetted Officers, Ministerial Staff .	16.5
22	Garage for head of Department.	10
23	Garage for Department Vehicles	60
24	Internal Audit Party Room	22
25	Bar Room	0
26	Server Room for LAN/WAN	22
		<b>785</b>
<b>TOTAL REQUIREMENT</b>		Area in Sq. Mt.
Office space (sitting space) requirement as per norms		881.5
Add. Space for old & new record ( 30% + 25%)		485
Special components		785
Total Requirement		2151.3
Add. 15 % for future expansion		323

Less: 10% economy cut	247
Net requirement	2227
Net Requirement	2227 Sq.Mtrs or 23971 Sq.Fts