



**OFFICE OF THE ASSISTANT COMMISSIONER OF GST & CENTRAL EXCISE,**  
**Kisan Kranti building, Market Yard, Station Road,**  
**Ahmednagar**

Phone: 0241 – 2450181, 2450560

Fax – 0241 – 2450690

F.No. I/Adm(22)11/21-22

Ahmednagar, 05-03-2021.

**NOTICE INVITING TENDER**

The office of the GST & C. Excise Range Office, Shirdi presently located at 2<sup>nd</sup> Floor, Shirdi Nagar Panchayat Shopping Complex, Shirdi is required to be shifted to a better and suitable premises w.e.f. 01.05.2021.

2. Accordingly, sealed tenders for hiring of office premises for aforesaid GST & C. Excise Range office at Shirdi are invited under **Two (2) bids System**. The detailed requirement in this regard are contained in the **ANNEXURE-A** to this NIT.

3. It may be noted that the proposal should be submitted in two parts. The first part should be the **“TECHNICAL BID”** which should contain technical parameters like Location & address of the building, Carpet area of the building, Whether independent or Otherwise, Availability of parking space, Whether internal rooms duly constructed with provision of wooden cup boards or otherwise, Whether some of the rooms have attached toilets or otherwise, Whether the building is well furnished with latest painting and latest electrical wiring, Whether the building has separate 3 phase electric connection with the provision to install DG Set, Whether adequate water supply and additional facility of bore well or water storage is provided, Whether connected to nearby market, Whether provision for small separate room to be used as Kitchen with water supply is available or otherwise, Whether provision for separate room with toilet /bathroom for caretaker/chowkidar is available or otherwise. Above details are to be provided in the Proforma for **“TECHNICAL BID”** as enclosed with this NIT as **ANNEXURE-B**.

4. The second part of the two bids should be the **“FINANCIAL BID”** which should indicate the rent proposed to be charged and the other financial terms and conditions. The details are to be provided in the proforma for **“FINANCIAL BID”** as enclosed with this NIT as **ANNEXURE-C**. **The Financial Bid will be opened only in respect of those tender applicants who qualify the Technical Bid.**

5. Both these bids should be sealed in separate envelopes and the envelopes should clearly indicate at the top **“FINANCIAL BID or TECHNICAL BID”** as the case may be. Both these envelopes subsequently should be kept in a sealed cover marked as **“BID DOCUMENTS FOR NOTICE INVITING TENDER FOR GST & C. EXCISE RANGE OFFICE, SHIRDI”** on the top. The person signing the tender form or any document forming a part of this tender form shall state his/her/their capacity in which the tender is signed. Person(s) signing on behalf of another must attach duly executed Power of Attorney to this effect.

6. It may be noted that rate quoted under **“FINANCIAL BID”** will be subject to approval of CPWD who would assess the reasonability of the Rent based on location and quality of

construction etc. The rent is subject to certification by CPWD/hiring committee and final approval & sanction by Government of India, as per rule framed in this regard.

7. The department reserves the right to cancel or modify this tender notice or any part of this NIT at any stage without any notice or assigning any reason thereof. The department also does not bind itself to accept the lowest bidder or any tender application received.

8. The successful bidder will have to give the acceptance letter within 7 (Seven) days of intimation by the department regarding acceptance of the bid, failing which the offer shall stand terminated.

9. A separate agreement in line with this NIT will be signed between the successful bidder and department in due course and the cost of the same is to borne by the successful bidder.

10. The time schedule in this regard is as under :-

<b>Sr No.</b>	<b>Process</b>	<b>Date and Time</b>
1	Opening of Tender process	26-03-2021
2	Last date of receiving Tender application under Two (2) bid System by hand or post	25.03.2021 @ 15.00 Hrs.
3	Opening of <b>"TECHNICAL BID"</b> at Division office, Ahmednagar.	26.03.2021 @ 12.00 Hrs.
4	Physical verification of premises of tender applicant who qualifies the Technical Bid.	26.03.2021
5	Opening of <b>"FINANCIAL BID"</b> at Division office, Ahmednagar.	26.03.2021 @ 13.00 Hrs.

11. For further details following officers may be contacted

<b>Sr No.</b>	<b>Process</b>	<b>Contact No.</b>
1	Shri. C. R. Vishwakarma, Superintendent, GST & C. Excise Range office.	02423-255457, 9850065030
2	Smt. M. S. Kulat, Superintendent/AO	9423793390
3	Shri. S.A. Khan, E.A.	9823104399

12. The last date of receipt of tenders at the address mentioned above is 25.03.2021 at 15.00 Hrs. Any tender application received either by post or by hand or by any other means beyond the specified date / time shall not be entertained.

Sd/- 05.03.21  
**(N S Mangwa)**  
**Assistant Commissioner,**  
**GST & C.Excise,**  
**Ahmednagar.**

Copy to:-

1. The Notice Board, GST & Central Excise, Kisan Kranti building, Market Yard, Station Road, Ahmednagar
2. Website of CBEC viz. [www.cbic.gov.in](http://www.cbic.gov.in)

**ANNEXURE-A**

**DETAILED REQUIREMENT FOR PROPOSED GST AND CENTRAL EXCISE  
RANGE OFFICE AT SHIRDI.**

<b>Parameters in decreasing order of preference</b>	<b>Parameters for Technical Bid</b>
<b>1</b>	<b>Should have Carpet area of 3500 Sq.ft., with scope of further increase upto 10 % (if required) in future</b>
<b>2</b>	<b>Should be an independent building</b>
<b>3</b>	<b>Should be to ready to move in building having internal rooms duly constructed with provision of wooden cup-boards, wiring points etc.</b>
<b>4</b>	<b>Some of the rooms should have attached toilet /Bathroom</b>
<b>5</b>	<b>Should be at prominent locations in Shirdi.</b>
<b>6</b>	<b>Should have ample parking space</b>
<b>7</b>	<b>Building should be well decorated and furnished with colour and latest electrical wiring.</b>
<b>8</b>	<b>Should have adequate water supply</b>
<b>9</b>	<b>Should have three Phase electricity connection with provision of installation of DG set</b>
<b>10</b>	<b>Should be a well connected location having proper connectivity to nearby market</b>
<b>11</b>	<b>Provision for small separate room to be used as Kitchen with water supply, basin and elementary cooking facility</b>
<b>12</b>	<b>Provision for separate room with toilet / bathroom for caretaker/Chowkidar</b>

**ANNEXURE-B****PROFORMA FOR TECHNICAL BID (QUALIFYING BID DOCUMENT)****TECHNICAL BIDS SHOULD INTER-ALIA CONTAINS DETAILS AS FOLLOWS**

<b>Sr No</b>	<b>PARTICULAR TO BE PROVIDED UNDER TECHNICAL BID</b>	<b>TO BE FILED BY THE TENDER APPLICANT. ALSO ATTACH DULY ATTESTED COPIES OF RELEVANT DOCUMENTS WHEREVER APPLICABLE.</b>
<b>1</b>	<b>Full particulars of the legal owner of the premises</b>	
	<b>(i)Name</b>	
	<b>(ii) Address of office and / or Residence (Attach address proof)</b>	
	<b>(iii)Telephone No./Mobile No./FAX</b>	
	<b>(iv)E-mail id</b>	
	<b>(v)PAN no. (Attach a copy)</b>	
	<b>(vi) GST Registration (Attach a copy)</b>	
<b>2</b>	<b>The location and address of the building offered for Rent. (Attach address proof)</b>	
<b>3</b>	<b>Whether located at prominent locations in Shirdi.</b>	
<b>4</b>	<b>Exact carpet area of the building offered for Rent along with details viz. Carpet area, no of floors, floor wise area. Also enclose certified sketch plan.</b>	
<b>5</b>	<b>Type of building –Commercial or Residential</b>	
<b>6</b>	<b>Type of building – Whether independent or Shared with other tenants</b>	
<b>7</b>	<b>Whether ample parking space available with the building offered for Rent. Also indicate parking area in Sq Ft.</b>	
<b>8</b>	<b>Whether the premises is ready to move in with internal rooms duly constructed along with provision of wooden cup-boards, wiring points etc. are available</b>	
<b>9</b>	<b>Whether some of the rooms have attached toilet /Bathroom. Give floor wise no of rooms in each category .</b>	
<b>10</b>	<b>Whether building is well decorated and furnished with latest colour and latest electrical wiring.</b>	
<b>11</b>	<b>Whether building is provided with three Phase electricity connection with provision of installation of DG</b>	
<b>12</b>	<b>Sanctioned electricity load</b>	

13	(a) Whether electrical installation and fitting, power, plugs, switches etc. provided or not?	
	(b) Whether building has been provided with fans with all rooms or not? (If yes, give the Nos. Of fans floor wise)	
14	Whether building is having adequate water supply.	
15	Whether building is at a well connected location having proper connectivity to nearby market	
16	Whether building is having provision for small separate room(s) to be used as Kitchen with waters supply , basin and elementary cooking facility or for storage purpose.	
17	Whether building is having provision for separate room with toilet /bathroom for caretaker/choukidar	
18	Whether accommodation offered for rent is free from litigation including disputes in regards to ownership, pending taxes/dues or like	
19	Whether clearances/no- objection certificate from all the relevant Central/State/Municipal Authority and Fire Department for use as office/ commercial premises confirming the municipality laws is available.	
20	Specify the lease period(Minimum three years and provision for extension)	
21	Any other salient aspect of the building or information which the tenderer may like to mention	
22	Signature of Legal owner/Power of Attorney Holder	

### DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and my / our tender application will be rejected summarily without any further notice.

Place-

Date -

(Signature of Legal owner/Power of Attorney Holder)

**ANNEXURE-C**

**PROFORMA FOR FINANCIAL BID ( TO BE OPENED ONLY IN RESPECT OF TENDER APPLICANT QUALIFYING TECHNICAL BID )**

<b>Sr No</b>	<b>PARTICULAR TO BE PROVIDED UNDER FINANCIAL BID</b>	<b>To be filled by the Tender applicant</b>
1	Name and address of the applicant with phone Nos along with address of the building offered for Rent.	
2	Rate quoted per Sq.Ft ( in Rs. Upto 2 decimal point ) on carpet area basis	
3	Total rate quoted ( To be computed after Rate in Sr no.2 above multiplied by the carpet area offered for Rent.	
4	Any other charges claimed over and above the rate quoted in Sr no.2 above	
5	Any other financial terms & conditions	
6	The rate quoted above ( if accepted by the department )will be subject to issue of Fare Rent Certificate by CPWD as per procedure laid down by the Govt. and it will be applicable for the lease period of three years or more. Whether Agreed .	YES / NO

**Notes for quoting the Financial Bid**

1	The rate quoted above ( if accepted by the department )will be subject to issue of Fare Rent Certificate by CPWD as per procedure laid down by the Govt. and it will be applicable for the lease period of three years or more.
2	All corporate taxes, Cess or any other Tax applicable are to be borne by the landlord.
3	The electricity and water bill as per actual consumption to be borne by the department.
4	GST (if applicable) will be paid extra by the department over and above the rate quoted in Sr No. 2 and it will be the responsibility of the owner to ensure it's payment to the Govt. Exchequer.

**DECLARATION**

**I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and my / our tender application will be rejected summarily without any further notice.**

**Place-**

**Date -**

**(Signature of Legal owner/Power of Attorney Holder)**

### Shirdi range space requirement computation

(in Sq. Mtrs)

S r	Description'	N o	Area	Total
<b>A</b>	Superintendent	1	14.50	14.50
	Inspector	2	11.00	22.00
	Havaldar	2	3.50	7.00
	Entrance Hall with reception			33.00
	Waiting Lounge			11.00
	Stores for forms & Stationary			11.00
	Malkhana			16.50
	Rest Room for ladies			11.00
	Canteen			11.00
	Internal Audit Party room			11.00
	<b>Total</b>			
<b>B</b>	Add space for old & New records (30 % +25%) viz 55 % of A above			<b>81.40</b>
<b>C</b>	Special requirement ( 3 rooms in lieu of existing guest house Total 50 Sq Mtr + 50 Sq Mtr for old furniture of stock of erstwhile 3 ranges merged in present Shirdi range			<b>100.00</b>
<b>D</b>	Total Requirement ( A+B +C)			<b>329.40</b>
<b>E</b>	Add: 15 % for future expansion			<b>49.41</b>
<b>F</b>	Less: 10 % Austerity cut			<b>37.88</b>
<b>G</b>	Net Requirement (G= D+E-F)			<b>340.93</b>
	<b>In Sq. fts (cal @ 10.764)</b>			<b>3669.76</b>