



भारत सरकार // GOVERNMENT OF INDIA

वस्तु एवं सेवा कर और केन्द्रीय उत्पाद के सहायक आयुक्त का कार्यालय

OFFICE OF THE ASSISTANT COMMISSIONER OF
GOODS & SERVICES TAX AND CENTRAL EXCISE

सत्यमेव जयते

इरोड- II विभाजन

ERODE-I DIVISION

नं. ८१ भारती नगर सूलाई, ईरोड- ६३८००४

No..81, BHARATHI NAGAR, ERODE- 638004

दूरभाष संख्या/Phone No. : 0424-2294900

ईमेल/ E-mail :erode2division@gmail.com

C.NO.I/22/02/2019-PRO

Dated : 18-06-2021

TENDER NOTICE FOR HIRING OF OFFICE ACCOMODATION ON LEASE/ RENT BASIS

**NOTICE INVITING QUOTATIONS
FOR HIRING OFFICE PREMISES FOR LONG TERM LEASE.**

The Assistant Commissioner of GST & Central Excise, Erode-I Division, invites Sealed-Tenders from the interested parties for providing readily built office premises within the Dharapuram Municipal Limits, having proper approach road, entrance, with adequate parking and toilet facilities for accommodation from 1st September, 2021 for a period of three (OF) years for accommodating the Two CGST & Central Excise Range Offices. The minimum Carpet Area Required is 2400 Sq. Feets.

1. Interested parties should send their proposal in a sealed cover addressed to the Deputy/Assistant Commissioner, GST & Central Excise, Erode-I Division, Plot No. 81, Bharathi Nagar, -Erode- 638 004

Specifications which may be referred to:

- i) General Instructions and Terms & Conditions of this contract: Annexure I
- ii) Requirements and facilities to be provided by the bidder: Annexure-II
- iii) Formats of Technical Bid : Annexure-III (with Undertaking)
- iv) Format for Financial Bid: Annexure-IV
- v) Declaration: Annexure-V
- vi) Tender acceptance letter: Annexure-VI

2. The Proposal should be submitted in two parts. The first part should be the "Technical Bid" which should contain technical parameters like Address of the building, Carpet area as well as built up area, design of the premises, availability of parking space, air conditioning standards, year of construction etc. The Second part should be the "Financial Bid" which should indicate the rent proposed to be charged and the other financial terms and conditions. Both these bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top "Financial bid/ Technical bid" as the case be. Both these envelopes should be kept in another sealed cover mentioning clearly "Tender for Office Accommodation for Dharapuram Range Offices".

3. Earnest Money Deposit (EMD) or bid security of Rs. 10000/- (Rs. Ten Thousand Dnly), shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, drawn in favour of Assistant Commissioner, GST & CEX, ERODE-1. The Hard Copy of original documents in respect of Earnest Money, must be delivered to the Assistant Commissioner, GST & Central Excise, Erode-1 Division or before Technical bid opening date/time as mentioned below in critical date sheet. **Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.**

4. The Critical Dates for the Tender Submission and processing are as under –

Publishing Date	22.06.2021
Bid Submission End Date	19.07.2021 at 15.00 Hrs.,
Technical Bid Opening Date	19.07.2021 at 16.00Hrs
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	19.07.2021 at 17.00hrs

5. In the event of any of the above-mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

(AJAY BIDARI)
ASSISTANT COMMISSIONER
GST & CENTRAL EXCISE
ERODE I DIVISION

Copy Submitted to

1. The Commissioner of CGST & Central Tax, Salem for kind information.
2. Superintendent, Computers with soft copy via mail for uploading on CBIC Portal
3. Notice Board.

ANNEXURE-I

GENERAL TERMS AND CONDITIONS:

1. The Technical Bid should be accompanied by the following documents:
 - i) Location Map.
 - ii) Copy of agreement for acquisition of property.
 - iii) Approved plan of the offered premises with exact measurement for carpet area.
2. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within 15 days after acceptance of their offer. The offer should be valid for a minimum period of 36 months from due date of opening the tender. It may be noted that no negotiations will be carried out except with the lowest tender and therefore most competitive rates should be offered.
3. Offers received from Public sector units/Government bodies would be given preference.
4. Tenders received after the due date and time for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of tender documents.
5. The building should have running water supply & preferably assured power back-up on continuous basis.
6. Bonafide owners of premises who possess free hold title on the said premises and who can in law let the premises to the Department are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.
7. The premises offered should consist of the minimum amenities! facilities as mentioned in Annexure-II enclosed to this tender notice.
8. The premises offered should have construction approvals from all Central / State Government Department as may be necessary by the local authorities.
9. The Owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.

10. All the common amenities available in complex shall be made available to officers of GST in that complex.

11. The legal owner of the building should provide adequate parking for Govt. visitors vehicle.

12. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the department.

13. In case of high-rise building, provision of lift is essential with assured power backup.

14. The office space should have electric fixture like fans, tube lights, switches, power points of ISI / BIS specifications. The space offered should be free from any liability and litigation with respect to its ownership.

15. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.

16. The building should be secure enough to protect the government property.

17. Finalization of rent based on location and quality of construction is subject to certification of CPWD / hiring committee and also subject to final approval and sanction by the Commissioner, GST & Central Excise, Salem Commissionerate on behalf of Government of India, as per rules framed in this regard.

18. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents are liable to be rejected. The tenderer, 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 invalid.

19. The owner should make available the building for inspection by the officers of the GST & Central Excise, Salem Commissionerate after the opening of the technical bids, if required..

20. The period of lease should be minimum for duration of Three (03) years.

21. Deputy/Assistant Commissioner, GST & CEX, Erode-I Division, reserves the right to amend these terms and conditions as it deems necessary.

22. Participation in the tender does not entail any commitment from Deputy/ Assistant Commissioner, GST & CEX. Erode - 1 Division. He/she reserves the right to reject any /all offers, including that of the lowest tenderer without assigning any reason.

23. This Department reserves the right to terminate the contract at any point during the contract period with two months notice.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from Sr. No. 1 to 23 will constitute the technical specification. The rent demanded per square feet of the carpet area will constitute the Financial Bid. The rent offered should be inclusive of property tax, or any other tax required to be paid by the property owner/s. The lease shall be for a minimum period of three (03) years subject to the conditions as may be prescribed by the government from time to time.

ANNEXURE-II

(FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER)

- 1 There should be provisions for 24 hours, Electric and
Water supply
- 2 The area proposed should preferably be on the floors
which are continuous to each other.
- 3 There should be proper approach road and entrance
to the proposed
building.
- 4 The building should be in a ready-to-use condition with
electricity, wall lifts, sewerage, fire fighting equipment and
adequate toilet facilities.
- 5 The electric power available should be indicated.
- 6 Whether there are suitably built cabins ready to use or
the bidder is
Willing to make cabins as per requirement.
- 7 Facility for installing generators.

ANNEXURE-III (TECHNICAL BID)

TECHNICAL BID SHOULD INTER-AMA CONTAIN DETAILS AS FOLLOWS:

27

28

29 1.Full particulars of the legal owner of the premises

30

31 Name :

32 Telephone:

33 E- mail Address : PAN No. :

34 Aadhar No

35 The location and address of the proposed premises :

36

37 2.Full particulars of person(s) offering the premises on
38 rent/ lease and submitting the
39 tender.

40 3Status of the applicant with regard to the premises
41 offered for hiring (To
42 enclose power of attorney also if the applicant is other than
43 owner)

44

45 4Type of building - commercial or residential

46 5Complete Address and location of the building. Details of
47 the Accommodation offered for rent (viz. carpet area, no. of
48 floors, floor wise area) (Certificate to be enclosed)

49 6Detailed approved plan of the accommodation with copy

50 7Date of Construction

51 8Exact carpet area

52 9Exact built up area

53

54 10Floor numbers offered

55

56 11No. of floNo. Of the floors in the building

57

58 12Floor wise No. of toilet

59 13Distance from nearest railway station / bus

60 stand/stop and name of the railway

61 station / bus stand/stop

62

63 14Other facilities and amenities available with the building

64 15Type, model, company and no of lifts available /

65 carrying capacity to be provided

66 16Parking space available for department area and to

67 specify how many nos. of vehicles can be parked

- 17 Whether accommodation offered for rent is free from litigation including disputes with regard to ownership, pending taxes . dues or like (To enclose copy of Affidavit)
- 18 Whether running water, drinking and otherwise, available round the clock Whether sanitary and water supply installations have been provided for?
- 19 Whether separate electricity source having sufficient installed capacity have been provided for?
- 20 Sanctioned Electricity load
- 21 Whether building has been provided with fans in all rooms or not (If yes, give the no. of fans floor wise)
- 22 Details of power back up facility / ground space for installing 10 KVA Generator
- 23 Details of Fire Safety Mechanism, if any
- 24 Specify the lease period [minimum 03 (Three) years and provision for extension]
- 25 If there are readily built cabins suitable to use or to make cabins as per requirement of office.
- 26 The charges for maintenance of air-conditioning equipment. if centralised and lifts as the case may be
- 27 Charges for parking space.
- 28 Charges for security.

I/ We _____ son/daughter of _____, have gone through the various terms and conditions mentioned in the tender documents and I/we agree to abide by them. I/We _____ solemnly declare that, to the best of my knowledge and belief the information given above and in the enclosures accompanying it is correct complete and truly stated.

Place:

Date:

Signature of legal Owner/ Power of Attorney Holder

ANNEXURE-IV (FINANCIAL BID)
FINANCIAL BID SHOULD INTER ALIA CONTAIN DETAILS AS
FOLLOWS

No	Items	Details
.	Name and Address of the applicant with phone Nos. and email ID's	
2	Status of the applicant with regard to Building/ Accommodation offered for hire by the owner of power of Attorney Holder.	
3	Full particulars of the owner	
4	Name	
	Address	
	Telephone Nos./Mobile N6s./Email ID Business Residential	
	Tele Fax No.	
	PAN Card (Photo copy)	
	Aadhar Card (Photo copy)	Rate Rs./Sq. ft. of Rs. carpet area
	E-mail:	Total
5	Complete details of the building viz. Complete Postal address of the location	Rate should be inclusive of all taxes applicable.
6	Rent in Indian Rupees per month per square feet of the carpet area as mentioned in Technical Bid. The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Govt. and it will be applicable for the leased period of three years. All corporation taxes, cess or any other tax applicable are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne by the Department. GST will be borne by the tenant as applicable.	
7	Any other conditions having financial implications relevant to the offer of the building. To give details if applicable.	

Note: The Financial Bid should it -

1. The rent proposed to be charged per sq.ft. on the basis of carpet area which should be inclusive of all costs of services.
2. The charges for the maintenance (Civil, electrical, plumbing)
3. The charges for the maintenances of the air-conditioning equipment if centralized and lifts.
4. The charges for parking space.
5. The charges for security.
6. Taxes and duties, to be paid to various authorities.

Signature of Legal Owner/ Power of Attorney Holder

ANNEXURE-V

DECLARATION

I / We _____, have read and understood the detailed terms and conditions applicable to the subject offer associated with the bid documents and agree to abide by the same in totality. 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 Department may wish to take.

Signature of Legal Owner/ Power of Attorney
Holder

Annexure-VI

TENDER ACCEPTANCE LETTER

Date:

To,

The Asst. Commissioner, GST & Central Excise,
Erode-I Division, Erode.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: -

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:
as per your advertisement, given in the above mentioned website(s).

2. We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. 1 to 11 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation

shall without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours Faithfully.

Signature of the Bidder, with Official Seal)