



**OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE &
SERVICE TAX,**

: SERVICE TAX DIVISION:

**AADHYA ENCLAVE, D.No. 16-15-986-1, CHILDREN'S PARK MAIN ROAD, NELLORE.-524
002.**

**Phone No. 0861-2359224
staxnlr@gmail.com**

FAX No. 0861-2359223 Email-

**C. No. I/15/02/2017 -Admn.ST.Dvn.
26-05-2017**

Dated:

**TENDER FOR HIRING OF OFFICE SPACE
FOR
GOOD AND SERVICE TAX OFFICE, KAVALI**

Sealed tenders are invited for hiring of office premises having a desirable carpet area and the place shown in the below given table for an initial period of 3 (Three) years which may be renewed from time to time, if required by the Department. **The net carpet area should preferably be in a single independent building.**

Place where the area is required	Requirement of Area (in Sq. Mtrs.)	Requirement of Area (in Sq Ft.)
KAVALI, SPSR NELLORE DISTRICT, ANDHRA PRADESH	139.35	1500

2. Interested persons who are legal owners can obtain the tender documents from the Administrative Officer, Office of the Assistant Commissioner of Central Excise & Service Tax, Service Tax Division, **AADHYA ENCLAVE, D.No. 16-15-986-1, CHILDREN'S PARK MAIN ROAD, NELLORE.-524 002** on payment of 1000/- (Rupees One Thousand Only) by way of **Demand Draft in favour of Assistant Commissioner of Central Excise, Service Tax Division, Nellore** on any working day between **10.00 AM to 3.00 PM from 27-05-2017 to 26-06-2017** or alternatively it can be downloaded from the official website www.cbec.gov.in/ / www.eprocure.gov.in / www.nellorecegst.gov.in. The detailed tender documents are enclosed as **Appendix**. In case the tender document is downloaded from the department's website, a non-refundable tender fee of Rs. 1,000/- (Rupees one Thousand Only) has to be paid by way of **Demand Draft in favour of Assistant Commissioner of Central Excise, Service Tax Division, Nellore** at the time of submission of the duly filled tender application.

3. The tenders should be submitted in a single sealed envelope marked "**Tender for Hiring of Office Premises for GOODS AND SERVICES TAX Office, KAVALI**". **Reference Number: C. No. I/15/02/2017-Admn.ST.Dvn. dated 26-05-2017.**" containing two separate sealed envelopes for **technical** and **financial bids** each and the envelope marked clearly as "TECHNICAL BID for "**GOODS AND SERVICES TAX OFFICE, KAVALI** "and "FINANCIAL BID for Office Accommodation for "**GST Office, KAVALI**", to the **OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE, SERVICE TAX DIVISION, AADHYA ENCLAVE, D.No. 16-15-986-1, CHILDREN'S PARK MAIN ROAD, NELLORE.-524 002** either by post or deposited in the sealed box designated for this purpose in the said office. For details please see annexure below.

4. The place should be centrally located, suitable for use as office and preferably be ready to be occupied with partitions, cupboards, centralised air-conditioned, toilets, lifts etc. Sufficient parking space, water facility (drinking & non-drinking), standby power facility and firefighting equipment should be made available according to the size of the building. The office premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road.

5. 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 Government of India as per the rules framed in this regard.

6. For any further details, the following persons may be contacted:

- (i) Shri M.GiriBabu, Superintendent (Technical) - 9849715939 and 0861-2359224
- (ii) Shri S.K.Ramesh, Administrative Officer - 9030593287 and 0861-2302351

Issue of tender forms commences : 27-05-2017
Last date for submission of tender forms : 26-06-2017

The Assistant Commissioner of Central Excise & Service Tax, reserves the right to cancel this tender without giving any reason.

Sd/-

(M.CHANDIRASEKAR)
COMMISSIONER

ASSISTANT



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
SERVICE TAX DIVISION, NELLORE

TENDER OFFER DOCUMENT

Hiring of Office Accommodation

For

GOODS AND SERVICES TAX OFFICE AT KAVALI
SPSR NELLORE DISTRICT, ANDHRA PRADESH

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**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
SERVICE TAX DIVISION, NELLORE.**

C. No. I/15/02/2017-Admn.ST.Dvn.

Dated: 26.05.2017

**TENDER/OFFER DOCUMENT
(Terms & Conditions)**

To,

All the intending Parties

.....
.....

**REFERENCE NUMBER: C. No. I/15/02/2017-Admn.ST.Dvn..
Dated:26-05-2017**

Tender/Offer Document

**Subject: TENDER FOR HIRING OF OFFICE PREMISES FOR
GOODS AND SERVICE TAX RANGE, KAVALI**

Dear Sir/Madam,

The Service Tax Division, Nellore intends to hire office space having a desirable carpet area as mentioned in the advertisement in KAVALI TOWN (excluding covered/underground parking area, if any), within a radius of 5 (FIVE) K.M. from the Town centre including other requirements as mentioned below:-

1. The premises having following minimum amenities/facilities and features will be preferred for consideration and will gain weighted:

- (i) The Building offered should be a completed building and suitable for use as office
- (ii) The Building offered should be located on the main roads of the city and should be well connected with public transport;
- (iii) There should be adequate natural lighting in the campus/compound
- (iv) There should be provision of service water system along with sufficient water for toilets, wash basins, housekeeping, other cleaning purposes etc.
- (v) There should be adequate cross-ventilation
- (vi) The building should have adequate fire safety measures and security measures as per legal requirement
- (vii) The building should meet all other safety norms like earthquake resistance, flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
- (viii) The net carpet area should preferably be in a single independent building
- (ix) The centrally air-conditioned building to be provided
- (x) It should have sufficient provision of lifts of reputed make if the premises offered is in upper floors
- (xi) The premises should have suitable power supply for commercial operations
- (xii) There should be uninterrupted power supply for essential services and common area lighting
- (xiii) There should be adequate open space for installation of generators and there should be provision for connecting them to the power supply lines

- (xiv) The building/s should have specific parking space for each 1000 Sq.ft. of rented carpet area. Ear marked parking exclusively for the hirer will be desirable.
- (xv) All Building services such as Lifts, Power Supply, Plumbing, Sewage, Telephone Connectivity shall be fully operational at the time of submission of the offer by the bidder
- (xvi) All internal and external wall should be painted with good quality paint at the Time of handing over the premises to the Department.
- (xvii) There should be provision of vitrified tile/ marble flooring /Granite flooring in general areas and wooden flooring in the cabins of senior officers.

2. Interested persons who are legal owners can obtain the tender documents from the Administrative Officer, Office of the Assistant Commissioner of Central Excise & Service Tax, Service Tax Division, **AADHYA ENCLAVE, D.No. 16-15-986-1, CHILDREN'S PARK MAIN ROAD, NELLORE.-524 002** on payment of 1000/- (Rupees One Thousand Only) by way of Demand Draft in favour of Assistant Commissioner of Central Excise & Service Tax, Service Tax Division, Nellore on any working day between 10.00 AM to 3.00 PM from 27-05-2017 to 26-06-2017 or alternatively it can be downloaded from the official website www.cbec.gov.in or www.eprocure.gov.in or www.nellorecegst.gov.in. In case the tender document is downloaded from website, a non-refundable tender fee of Rs. 1,000/- (Rupees one Thousand Only) has to be paid by way of Demand Draft in favour of Assistant Commissioner of Central Excise & Service Tax, Service Tax Division, Nellore at the time of submission of the duly filled tender application.

The interested parties should send their proposal/bid addressed to the to the Office of the Assistant Commissioner of Central Excise, Service Tax Division, **AADHYA ENCLAVE, D.No. 16-15-986-1, CHILDREN'S PARK MAIN ROAD, NELLORE.-524 002**. The bid is to be submitted in two parts-Technical and Financial bid. The Technical and Financial bid proforma have been placed as **Annexure-'A'** and **'B'** respectively to this tender document.

The 'Technical Bid 'must be accompanied with an Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five thousand only) either in the form of Bank Draft/Bankers Cheque or any other mode authorized for depositing EMD for Government Tenders under the General Financial Rules, 2005 in favour of the Assistant Commissioner, Central Excise & Service Tax, Service Tax Division, Nellore. The amount would be returned back to unsuccessful bidders immediately after finalization of the tender. For the successful bidder, the same would be returned at the end of lease period.

3. Following documents are essential and must be submitted as part of Technical Bid:-

- a. Offer Letter (duly signed and stamped)
- b. This Tender / Offer document (duly signed and stamped on each page) in token of acceptance of Terms & Conditions mentioned there in.
- c. Technical Bid in Annexure 'A' (duly signed and stamped on each page)
- d. Other documents as detailed in the Technical bid i.e. Annexure-'A' (duly signed and stamped on each page)

Tender applications /documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected.

4. The procedure for submitting Bids, is mentioned below:

- a) For technical bid, documents at a) to d) of para 3 above with all other required documents (duly signed) as well as the EMD of Rs. 5,000/- (Rupees Five Thousand) should be submitted in a sealed envelope (Envelope-I), superscripted as “TECHNICAL BID for office accommodation of Goods and Service Tax Range, KAVALI”.
- b) Financial bid should be submitted in another separate sealed envelope (Envelope-II), superscripted as “FINANCIAL BID for office accommodation of Goods and Service Tax Range, KAVALI.
- c) Both the aforesaid sealed envelopes (I & II) should be placed in another larger envelope which should also be properly sealed. This envelope should be superscripted as: “Tender for Hiring of office accommodation of Goods and Service Tax Range, KAVALI at ref. No. C. No. I/15/02/2017 -Admn.ST.Dvn., dated 26-05-2017 not to be opened before 26-06-2017 ”

Important Note:-

- (a) The bidder should refrain from indicating the rents and other financial details in the technical bid and if they do so, the bid will be rejected in as much as the envelope containing the financial bid shall not be opened.
- (b) Any deviation from the above procedure (e.g. putting together of Technical and Financial bids in the same cover, non submission of requisite documents, non sealing of envelopes) shall lead to rejection of bid document ab-initio.

5. The bid documents should be dropped **along with the offer letter** in the locked sealed Tender Box placed in the Room of Superintendent (Technical)/ Administrative Officer **latest by 3 pm on 26-06-2017**. (The Technical Bids in the Tender Box will be opened by the Hiring Committee **at 11.00AM on 27-06-2017** in the presence of all such bidders who wish to be present.) The tender box will be opened in the office of the Assistant Commissioner, Central Excise & Service Tax, Service Tax Division, Nellore situated at **AADHYA ENCLAVE, D.No. 16-15-986-1, CHILDREN’S PARK MAIN ROAD, NELLORE.- 524 002**.

6. The Financial Bids of those who qualify on evaluation of technical bids by the Hiring Committee would be opened later, the date of which will be intimated to the qualified bidders separately.

7. After opening the Technical Bids and before opening of the Financial Bids, physical inspection of the premises, covered by the tendered bids, will be carried out to verify whether the offer complies with the technical specifications or otherwise.

8. In case the technical bid is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before the financial bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.

9. The opening of financial bids shall be done at a later date. The financial bids of only those offers will be opened which are shortlisted after assessing the suitability of the accommodation, fulfilment of the terms and conditions, compliance to technical specifications, verification of their credentials and other liabilities. This will be done by the ‘Hiring Committee’ constituted for the purpose. The shortlisted bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.

10. The internal wall partitions and other finishing/interior work as per the requirements should be completed within a maximum period of 30 days from the date of award of tender.

11. All other civil work not specifically mentioned here but required to make the system

complete should be completed within a maximum period of 30 days from the date of award of tender.

12. The rent proposed to be charged per square feet per month on the carpet area which should be inclusive of all taxes and duties to be paid to various authorities (Except Service Tax and Municipal Tax) should be indicated in the financial bid only. The Service Tax alone will be reimbursed by the department on actual basis. The Municipal Tax is to be borne by the owner of the building.

13. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within fifteen days of acceptance of the offer by the Hiring Committee.

14. The offer should be valid for a minimum period of 9 (Nine) months from the due date of opening of tender.

15. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.

16. No Earnest Money Deposit will be given by the Department to the owner offering the premises.

17. Tenders received after the due date and time for whatever reason, shall not be entertained and the Department shall not be responsible for any loss or delay in delivery of tender documents.

18. JURISDICTION OF THE COURT – In case of any legal dispute arising out of this tender/contract, the jurisdiction shall be courts at Nellore only.

19. The premises offered should have construction approval/clearances from all Central/State Government Departments as may be necessary by the local authorities and should be legally free from all encumbrances.

20. Finalization of rent would be as per Fair Rent Certificate (FRC) to be given by CPWD (Central Public Works Department) based on location, quality of construction and age of the building. The Hiring Committee would recommend the rent on the basis of FRC and the rate quoted by the selected bidder. The final approval/sanction would be by the Competent Authority of Government of India as per rules framed in this regard.

21. The selected bidder would be required to sign Lease agreement with the designated authority of Customs & Central Excise Department as a legal requirement. A copy of the Standard Lease Agreement(SLA) duly approved by the Directorate of Estates is available in DG HRD manual on CBEC web site www.cbec.gov.in and also on DG HRD web site www.dghrdcbec.gov.in . The conditions mentioned in the SLA shall be final. In case there is any clash or overlap between tender conditions and conditions mentioned in SLA, then the conditions mentioned in SLA shall prevail over the tender conditions. The original copy of the lease document shall be retained by the lessee.

22. The tender is for hiring for an initial period of 3 (Three) years . Within three years, **there will not be any revision of rent**. In case required, the hiring period may extend beyond 3 years. The revision of rent beyond 3 years, if required would be as per conditions mentioned in SLA signed. If lease is extended beyond 3(three) years, percentage increase in rent would be at a rate mutually agreed upon between the parties. **The percentage increase however shall not exceed 8% p.a.** Renewal of lease agreement is also subject to certification by CPWD/ Hiring Committee and final approval/sanction by Government of India as per rules framed in this regard.

23. All the details and documents mentioned in the tender form must be submitted. A

tender having incomplete details/documents is liable to be rejected. However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Hiring Committee may also call for any additional details/documents from the bidder, if required. The bidder, 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 form invalid.

24. Monthly rent should be quoted on lump-sum basis for the entire area (covered/built up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc.) for the entire agreement period of 3 (three) years in the Financial Bid.

25. The monthly rent will start as and when possession of the building is taken over by the Department. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made unless specifically agreed in writing.

26. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.

27. The Central Excise & Service Tax Department shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates. For electricity supply through generator set, a separate meter should be installed.

28. The cost of repair and maintenance of civil/electrical installation including Air Conditioning plant, power backup (generator sets), lifts and common areas etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the Department. The scope of maintenance is enclosed as per **Annexure-‘C’**.

29. The security of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The cost of deployment of External Security for building will be met by the owner. The services like security and maintenance shall be of the quality acceptable to the Department. The internal security of the building will be taken care of by the Department. The bidder should make sure that the Lifts work smoothly during the period of contract. In case the security of the building is taken by the Department/Government of India for strategic reasons, the rent to be paid to the bidder shall be accordingly reduced.

30. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of the Department. If the bidder fails to do so, Rs.500/-per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs.500/-per minor complaint.

31. The Department at any time during the Lease Period/extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirement.

32. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/tender. In case of any conflict in terms and conditions of Tender Documents, the conditions stipulated in the Tender Documents shall take precedence.

33. The Department reserves the right to amend any/all terms and conditions, as it deems necessary.

34. The market rate for the areas at which the property is available shall be assessed

before opening the Financial Bid.

35. The assessment of reasonable rent will be done by a Hiring Committee of the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.

36. Participation in the tender process does not entail the bidders any commitment from the Department. The Department will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract. The Department reserves the right to reject any/all offers without assigning any reasons.

Sd/-
(M.CHANDIRASEKAR)
ASSISTANT

COMMISSIONER

To

All Notice Boards in Nellore Commissionerate

All Notice Boards in the Divisional Offices of Nellore Commissionerate

The Superintendent in-charge of Computers, Nellore (for Posting the tender in

www.cbec.gov.in / www.eprocure.gov.in and Commissionerate's websites)

OFFER LETTER

To
The Assistant Commissioner
Central Excise & Service Tax,
Service Tax Division,
Nellore.

Sir,

**Subject: Hiring of office premises for Goods and Service Tax Range,
KAVALI – Reg.**

Ref.No.: C. No. I/15/02/2017 -Admn.ST.Dvn.. dated 26-05-2017.

With reference to your Tender Notice calling for offers for hiring of Office accommodation for **Goods and Services Tax Range, KAVALI** I/We hereby submit my/our offer as follows:-

- a) Technical Bid : Annexure-A (in separate sealed cover along with EMD Of Rs. 5,000/- & other documents) (Envelope-I)
- b) Financial Bid : Annexure-B (in separate sealed cover (Envelope - II)

The two sealed envelopes containing technical bid and financial bid referred to above have been put in a main envelope as required.

2. I hereby undertake to abide by various terms and conditions contained in your letter **C. No. I/15/02/2017 -Admn.ST.Dvn.. dated 26-05-2017**. calling for offers. (Copy duly signed and enclosed)

3. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Date

Yours sincerely,

Signature and stamp of the Owner/ bidder/ authorized Signatory with complete Name, Address, Contact No. (s), Including Mobile No.(s).(also Indicate the category in which signing, whether on his own behalf of as Power of Attorney/ Authorised signatory of the owner)

Annexure-'A'

**REF No C. No. I/15/02/2017 -Admn.ST.Dvn.. dated 26-05-2017
published in newspapers/web sites .**

**Subject:-TENDER FOR HIRING OF OFFICE PREMISES FOR GOODS AND
SERVICES TAX RANGE AT KAVALI - REGARDING**

TECHNICAL BID

Attach extra sheets, if required, which should also be signed)

Sl. No.	Particulars	Details (Please tick/ fill up with relevant answers, wherever required)
1.	Name of the person /party submitting the Bid (hereinafter referred to as the bidder);Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	
2	Status of the bidder (Individual/ Partnership Firm/Company/Society/ Any other (specify)	
3	Name of the person/ party holding Title to the property (hereinafter referred to as the owner) Permanent Account Number(PAN);whether assessed to tax and if so, particulars thereof.	
4	Status of the owner(Individual/ Partnership Firm/Company/Society/Any other (specify)	
5	Whether the bidder is himself the Owner of property offered on rent or Power of Attorney/ duly Authorized signatory of owner(specify clearly)	
5.01	Details regarding experience of bidder/owner in construction of building(if the bidder/owner are separate persons such details have to be given in respect of both	
6	Contact details of the bidder	
6.01	Name	
6.02	Complete Postal Address	

6.03	Telephone Nos. With STD code, Including Mobile Number	
6.04	Fax Nos. With STD code	
7	Contact details of the owner (if Different from bidder)	
7.01	Name	
7.02	Complete Postal Address	
7.03	Telephone Nos. With STD code, Including Mobile Number	
7.04	Fax Nos. With STD code	
8	Details of property offered	
8.01	Location & Address of the property	
8.02	Is property having 'Office Use' as permissible use by competent authority	
8.03	Whether it is an independent Property for exclusive use by the Central Excise / Service Tax & Customs Department without sharing with any other user, if Yes, give details.	
8.04	Whether the space offered for hire is Situated in more than one floor of a property, if Yes, specify floors	
8.05	Total plot area of the property where Office is offered (complete land area including open spaces, constructed are within the boundary of property offered on rent) (in sq.ft.)	
8.06	Total carpet area on each floor Offered for rent (in sq. ft.)	
8.07	Total carpet area (total of all floors) offered (excluding underground/ covered parking areas) (in sq. ft.)	
8.08	Open area (open parking space, Inner roads, garden etc.) (Sl. No. 8.02-Sl.No.8.03)	

8.09	Covered parking area (garages, Underground parking etc.) if any.	1
8.10	Approximate distance of the property from the city centre or from existing Central Excise and Customs offices,	
8.11	Width of road on which the property is located	
8.12	Whether proper access from roads is Available	
8.13	Details regarding natural light and Proper ventilation	
8.14	Whether the property is free from all encumbrances, claims, litigations etc. If not give details	
8.15	Whether all Govt. Dues including Property tax, electricity, telephone, water bills etc. Have been duly paid up to date (enclose documentary proof for the same.)	
8.16	Whether the property is physically Vacant and available for possession	
8.17	Parking space for car/vehicles available. Public parking places on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space (if any) and open parking space may be indicated separately.	
8.18	Details of the toilet facilities available On each floor, men and women separately (give details of common toilet facilities as well as attached toilet facilities, if any.	
8.19	Details of lifts- capacity and number	
8.20	Details of available fire safety and Security measures	
8.21	Whether suitable power supply for Commercial operation is available	
8.22	Whether adequate open space for Installation of generator is available	

8.23	Details of the power backup, whether available or not	1
8.24	Any other facility which the owner/bidder may provide to the Department in the proposed property such as Conference Room, Business Centre, Food Court, Gymnasium and other recreational facility etc.	
9	Have you enclosed following Documents along with this offer	
9.01	Copy of property plan, duly approved By the competent authority/ Govt. as the case may be	
9.02	If bidding as Power of Attorney of owner, copy of duly constituted Power of Attorney. If bidding as authorised signatory of company /partnership firm, copy of requisite Board Resolution/ Authority Letter etc.	
9.03	If the owner or the Power of Attorney Of the owner is a partnership firm or a company/ society etc. Copy of partnership deed or Memorandum/ Articles of Association of the Company/ Registration Certificate/ ByeLaws etc. Of the society, Board Resolution (If bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted)	
9.04	If bidder is Power of Attorney Holder of the owner, copy of duly constituted Power of Attorney. If bidder is authorized signatory of company/ partnership firm, copy of requisite Board Resolution/Authority Letter, etc.	

9.05	If the bidder or the owner is a Partnership firm or a company / society etc, copy of the partnership deed of the firm, or Memorandum /Articles of Association of the Company, Registration Certificate/ Byelaws etc. Of the society, along with Board Resolution(If bidding as Power of Attorney, copies of these documents of both the owner And Power of Attorney need to be submitted).	1
9.06	Any other relevant documents (Please specify)	
10	Maximum time required for Completing the internal wall partition and other finishing works as per user requirements	
11	Further general details relating to the Building/Location.	
11.01	Whether the proposed property/ building is free from all encumbrances, claims, litigations etc.?If yes, attach copies of relevant certificates. If not, give details of the Nature and status of the encumbrances, claims, litigations etc.	
11.02	Whether the proposed building/ property is physically vacant and available- "Ready To occupy?"	
11.03	Whether it is an independent building for exclusive use by the Central Excise and Customs Department without sharing with any other user? If not, give details of tenants/proposed tenants. (The bidder may be required to furnish copy of lease agreement with the tenants)	

11.04	Year of construction. Specify whether the said building was given on lease/ hire or occupied earlier? If yes furnish details along with last Rent charged and date of vacation	
11.05	Please specify the details of public transport facilities available to and from the premises.	
11.06	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been Imposed by govt. Or other authorities if any	
11.07	Mention specifically any hazards associated with the building or surroundings which are harmful for Human occupation	
11.08	Whether the premise has extra storage facility? If yes, give details. If not, specify whether such facilities are available in the vicinity.	
11.09	Whether all Govt. Dues including Property tax, electricity, telephone, water bills, etc., if any, have been duly paid uptodate? (enclose documentary proof for the same)	
12	Building Management-Please Provide full details of the building management company including its ownership structure and whether the management service is in house or outsourced.	
13	Electricity – 1.5 KVA/ 100 Sq. ft Would be the minimum electrical load for internal office consumption, Which would be procured by the Owner/bidder.	

14	Satellite- Customs & Central Excise Dept. Requires the option of installing a Satellite Dish, Microwave Tower on the roof top/ terrace of the building, at no extra cost, subject to government regulations, size, load of the Satellite antenna/ Microwave tower, at any time during the term of the lease at no extra rental or similar expense. The Department will be responsible for installing and removing the equipment at its own cost and expense.	
15	Signage-Customs & Central Excise Department requires the right to use its logos and graphics at the entrance to its premises and within the premises. The Department shall also be provided signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building façade.	

*Enclose documents wherever required.

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. 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.

Yours faithfully,

Signature.....
 Name.....
 Designation.....

Place:
 Date:

***Name in full and block letters** Name in full and block letters**

ANNEXURE-'B'

**REF No. - C. No. I/15/02/2017 -Admn.ST.Dvn. Dated 26-05-2017
published
in newspapers/web sites.**

**Subject:- TENDER FOR HIRING OF OFFICE PREMISES FOR GOODS AND
SERVICES TAX RANGE AT KAVALI - REGARDING**

FINANCIAL BID

1. Name of the party
2. Address(with Tel. No. & Fax No.)
3. PAN
4. Name & Address of the proprietor, Partners/ Directors(with Mobile Number)

Name& Address of the premises	*Net Carpet Area offered (in sq. ft.)	Monthly rent Rs. per sq. ft	Total Monthly rent quoted for the Net carpet area Rs.
1	2	3	4 = 2X3

NOTE

1. No separate rent would be paid for (a) underground/ covered parking areas (b) open parking space, inner roads, garden etc. with in the compound. The rate quoted shall be inclusive of usage by tenant of all these areas.
2. If it is independent building in a plot, then the rent quoted shall give right for the tenant for usage of the total plot area of the property i.e complete land area including open spaces and constructed area that are within the boundary of property being offered on rent.
3. *Net carpet area' means area of premises less toilets, passage, walls/columns, stair cases, verandah, lobby, balcony, kitchen etc.
4. The rent proposed to be charged per square feet per month on the carpet area which should be inclusive of all taxes and duties to be paid to various authorities (Except Service Tax and Municipal Tax) should be indicated. The Service Tax alone will be reimbursed by the department on actual basis. The Municipal Tax is to be borne by the owner of the building.
5. The Municipal water charges and the electricity charges would be borne by the Dept on actual basis from the date of occupation to the date of vacation.
6. The tender is for hiring for an initial period of 3 (Three) years. Within three years, there **will not be any revision** of rent. In case required, the hiring period may extend beyond 3 years. The revision of rent beyond 3 years, if required would be as per conditions mentioned in Standard Lease Agreement (SLA) signed.
7. No advance would be given by the Department as deposit for rent .

Date

Signature and stamp of the Owner/ bidder/ authorized Signatory with complete Name, Address, Contact No.(s),Including Mobile No.(s).
(also Indicate the category in which signing, whether on his own behalf of as Power of Attorney/Authorised signatory of the owner)

ANNEXURE-C

SCOPE OF MAINTENANCE

The land lord would bear the cost of maintenance of the following

- Periodical Civil, electrical, fire fighting maintenance.
- Preventive maintenance drill for fire fighting equipment would be responsibility of bidder.
- Periodical maintenance of the building, which includes painting of walls doors & windows and all the exteriors and all the common areas of the building.
- Maintenance of all Elevators including payment of AMC
- Maintenance of Lighting posts etc., of common area
- Maintenance of centralised air-condition facility
- Maintenance of Water supply system.
- Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines
- Provision of signage pertaining to common services
- Insurance of building
- Maintenance and running of motors and water pumps installed at the premises
- Maintenance and running of common power backup generator/DG sets, payment of their insurance and AMC

The tenant would bear the cost of

- Provision of consumables for Electrical items such as Bulbs, switches etc. .
- Round the clock general security to the premises, access control and regulating visitor movement. Regulating vehicle movement within the premises.
- Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provision of consumables for the same
- Fuel for the generator set would be borne by the tenant