

TENDER NOTICE FOR HIRING OFFICE ACCOMODATION AT MANALI

Phone No. :01795-244450 (Asstt. Commissioner, Baddi)

E Mail Address baddidivision@gmail.com

Sealed tenders are invited on behalf of Principal Commissioner, Central Excise & Service Tax Commissionerate, Chandigarh-I from owners of premises having carpet area 2150 Sq Ft. (Approx) having good locality in or around Manali with modern infrastructure, having BSNL landline network, parking facility for both four wheelers and two wheelers and good approach road free from traffic jam, for hiring Central Excise & Service Tax Range, Office.

The quotations are invited in “two Bid Tender System” i.e. “Technical Bid” and “Financial Bid”. Each proposal duly filled with Technical Bid and Financial Bid should be submitted in sealed covers, super scribed clearly on top as “offer for hiring of office accommodation at Manali” and must contain bidders name, address, and contact person’s name with mobile/telephone number on the cover. Late submission of offer shall not be entertained in any case. The proposal must reach this office either by hand or through post within 21days of publishing of this Notice.

The Tender Forms and details regarding General Terms and Conditions can be obtained from Administrative Officer, Central Excise Division, Baddi or can be down loaded from official website www.cexchd1.gov.in or www.cbec.gov.in alongwith e-Tender Notice.

The rent will be approved by the competent authority on the basis assessment and recommendation of CPWD and the owner should be willing to accept the rates/rent as approved. The undersigned reserves the right to accept/reject any offer.

**ASSISTANT COMMISSIONER
CENTRAL EXCISE DIVISION
BADDI**

General Terms and Conditions: -

The building should have proper air conditioning facilities for proper functioning of IT infrastructure and with adequate parking facility for atleast four vehicles and instalation of generator set. The building should be located in such area which is free from traffic jam. Technical bid should specify the total area, covered area, parking available, location certificate of ownership along with right to rent the property, provision for electricity and any other detail renderer would like to furnish. The landlord will provide rooms or constructed cabins as per requirements at their own cost. Financial bids would be considered only after technical bids are found suitable as per the requirements of the department. The applicant should be ready to lease out the accommodation for minimum period of 3 years and all the taxes in r/o building will be borne by the owner. **The offer should contain a categorical statement that rent assessed by CPWD and other prescribed condition as per Central Govt. norm for hiring accommodation shall be acceptable.**

1. The minimum criteria for pre-qualification will be as under:-

- a. The Applicant(s) should be the bonafide owner(s) or Power of Attorney Holder(s) of the premises.
- b. The Applicant(s) should be an Income Tax assessee(s) with PAN no. and its Tax returns must be up-to-date.
- c. The building should be constructed as per the sanctioned/approved plan of the competent development authority. The building should be well maintained.
- d. The premises should be situated in good residential/commercial locality preferably on ground floor with proper accessibility and provision for dedicated parking.
- e. The building should be free from special hazards like fire, water logging, flood etc.
- f. Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanctions from the local municipal authorities should be in hand.
- g. The building must have BSNL landline/Broadband connectivity for internet usage as well as landline telephone line connectivity.
- h. The landlord should clear all the outstanding charges (mortgages/lease/easement/gift etc) and pending dues (arrears of taxes/electricity/telephone/water) and other statutory obligations of Municipality, Corporation as well as of revenue authorities.
- i. The occupancy certificate of the premises (in case of Apartments) from the local Authorities should be available for leasing the premises.
- j. The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes/altercations as required by the Office.
- k. **Method of submitting Tenders:** Tenders should be submitted only in sealed covers Tender Covers will have three parts

First cover – Technical Bid – This cover should contain Part I of application duly filled and signed by the bidder/s in all pages, along with necessary enclosures. The cover should be enclosed and sealed and super scribed as “**Technical Bid** (as per Annexure A) for Administrative Officer ,Central Excise & Service Tax Division, Baddi, SCO 47-51, Fauji Complex, Sai Road, Baddi Distt, Solan (HP) and should also contain the name and address of the bidder on the cover.

Second Cover – Financial Bid cover - This cover should contain Part II of application duly filled and signed by the bidder/s in all pages. The cover should be enclosed and sealed and super scribed as “**Financial Bid** (as per Annexure B) for Administrative Officer ,Central Excise & Service Tax Division, Baddi, SCO 47-51, Fauji Complex, Sai Road, Baddi Distt, Solan (HP) and should also contain the name and address of the bidder on the cover.

Third Cover – Both first and second cover should be placed in the third cover and should be super scribed as “SEALED TENDER FOR CENTRAL EXCISE & SERVICE TAX RANGE, MANALI and to be addressed to-

Assistant Commissioner ,Central Excise & Service Tax Division, Baddi, SCO 47-51, Fauji Complex, Sai Road, Baddi Distt, Solan (HP).

2. **Last date for submission of tender:** 21 days from the date of publication of the Notice

3. Place for submission:

Administrative Officer ,Central Excise & Service Tax Division, Baddi, SCO 47-51, Fauji Complex, Sai Road, Baddi Distt, Solan (HP).

4. Tenders will be opened at abovementioned office the Division office at Baddi in the presence of the concerned parties who will be informed accordingly.

5. Bidder should ensure that the tender is received by the Office before the date and time specified and no consideration whatsoever shall be given for postal or any kind of delay. Tenders received after the due date and time is liable to be rejected and the decision is at the sole discretion of the Office.

6. This office reserves the right to accept or reject or cancel any or all tenders without assigning any reasons thereof and also reserves the right to place order to any technically suitable Bidder/s who may not be the lowest as it may deem fit and proper.

7. Only un-conditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.

8. This office will shortlist the offers based on information provided in Technical bid tender in accordance with office's requirement viz. locality of the proposed site, area of the premises offered, accessibility from main road, parking space provided, amenities and other infrastructure provided (like lift, back up, DG set etc.) and other essential requirements spelt out in technical Bid.

9. The financial bid would be opened after short listing of Offers based on Technical Bid. Financial Bid would be opened only for those short listed offers, on a future date and will be intimated to the short listed bidders at a later date.

10. The decision of this office on selection of prospective offer will be final.

11. In case of any dispute, the decision of this office will be final and binding on all.

12. **Rent: The rent will be approved by the Competent Authority on the basis of assessment and recommendation of CPWD and the owner should be willing to accept the rates as approved.**

The office shall start paying the rent from the date of taking of possession from the landlord. Before taking possession, it shall be ensured that necessary occupancy certificate is obtained from the appropriate authorities by the landlord and alterations agreed to be carried out by the landlord have actually been carried out to this Office's satisfaction. Joint measurement of the premises will be taken on floor area.

13. **Execution of the lease Documents:** Once the premise is taken on lease/ Rent by this Office, the lease/ Rent deed as per the office's Standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be borne by the landlord.
14. Any other Government norms will be followed regarding hiring building for Government Office.
15. The lease period shall be for 03 years mandatory, extendable on need basis or on mutual understanding and will be fixed rent for 03 years and there will be no provision for enhancement of rent for the period under reference.

For **Assistant Commissioner**

Central Excise & Service Tax
Division, Baddi,

ANNEXURE –B

Proforma for Technical Bid

REG: Technical Bid for premises at

REF : Your advertisement dated _____ published in _____ News paper and at Office's website.

1	OWNERSHIP DETAILS	
	NAME S & ADDRESSES OF THE OWNERS	
	Telephone Mobile No. Email	
2.	Whether PA holder has powers to grant premises on lease/ sub lease: Yes / No.	
3.	Name & Address of PA holder	
	Telephone / Mobile No.	
	Email address	
4.	Address of the premises offered	
5.	If the premises is ready for possession	
6.	Year of construction	
7.	Type of building/ construction Details of Construction of the Building. RCC Construction or Load Bearing Brick Construction (please mention)	
8.	Whether plans are approved by the local authorities (attach copy of sanctioned bldg plan)- Yes /No	
9.	Whether direct access is available from the main road- Yes/No	
10.	Whether lift facility is available-	
11	Title Deed (attach copy of title deed)	
12	Whether all statutory obligations are cleared (Please enclose IT Return, Municipality Tax Receipt-Current and Other supporting documents)-Yes/No.	
13	Location	
14	Type of Building Residential/Commercial/Institutional.	
15	Floor and area	
	Built up area in sq. mtrs/Sq.Ft.	
	Carpet area in Sq.mtrs./Sq/Ft.	
	Ground Floor	
	First Floor	
	Other, if any	

	Total Carpet area in sq.mtrs/sq.ft.	
17	Amenities Available	
	Water facility available Yes/No.	
	Parking facility Yes..... Sq.mtrs/Sq.ft.	
	Whether 3 phase (____kva) power supply available/will be supplied)	
	Separate toilets for ladies and gents	
	Accessibility throughout the year Yes/No	
	Whether Power/Electric Supply-Yes/No	
	(Adequate power supply) is available -Yes/No	
	Whether adequate water supply is available	
	The tender (both Technical and Financial bids) has been signed on all pages only by the authorized signatory.	
	Rent quoted shall be net inclusive of all taxes, cesses, parking charges etc. related to the premises, till the tenure of lease, including extended tenure, if any, as per financial bid formate only by filling up all three columns (under Rate, Carpet Area, Total Rent payable) and signed only by premises Owner/Power of Attorney Holder only.	
	Agree to execute the Lease Deed agreement in offics standard formate (Standard formate enclosed).	
	Any other relevant information	

Note:-

The carpet area of any floor shall be the covered floor area worked out excluding the following portions of the building

Sanitary accommodation, except mentioned otherwise in a specific case, Verandhas, except where fully enclosed and used as internal passages and corridors, Corridors and Passages, except where used as internal passages and corridors exclusive to the unit, Entrance halls and porches, vertical sun brakes box louvers, Staircase, Shafts and machine rooms for lifts, Barsaties, lofts Garages, Air-Conditioning ducts and air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2sq. Meters in area.

Rates should not be mentioned here or anywhere in Technical Bid.

DECLARATION

I/We confirm that the above particulars are correct to the best of our knowledge. I/We will give the consent as per your standard performa if you find our premises suitable.

Place:

Signature

Date:

Name

Encl.

1. Documents for proof of owner ship (Tax receipt/Electricity Bill).
2. Location map and building map.
3. Sketch plan drawn to scale.
4. Photographs showing exterior as well as interior
5. Completion Certificate.
6. Permission to construct
7. Building use permission
8. Certificate from competent authorities.

Annexure- 'C'

(Proforma for Financial Bid)

REG: Financial Bid for premises at _____

REF : Your advertisement dated _____ published in _____ News paper and at Office's website.

Dear Sir,

In continuation with the Technical Bid submitted by me/us in respect of premises situated at _____

I/ We hereby offer the premises on lease/ rental basis as under:-

Sl. No.	Floor	Total Area in Sq. Ft	Total Rent (Payable per month in Rupees)

Total

The rate quoted is inclusive of all taxes, cess, service charges, parking charges etc, per sq ft. of carpet floor area calculated as per point _____ of Technical bid.

Yours faithfully,

(Name _____)

Place _____

Date _____