



**GOODS & SERVICE TAX AUDIT COMMISSIONERATE , CHANDIGARH, C.R. BUILDING,
PLOT NO.19, SECTOR -17 C, CHANDIGARH**

C.No.I-II(3)Admn/Hqrs/Audit/2017/6081-82

Dated: 12.07.2017

TENDER NOTICE FOR HIRING OF OFFICE ACCOMMODATION IN HIMACHAL PARDESH.

Commissioner, Goods & Service Tax (Audit) Commissionerate Chandigarh invites applications for hiring suitable office accommodation with modern infrastructure & parking space preferably in modern area for GST Audit Circle offices (Details in Annexure -I).

2. The details of locations of proposed GST Offices along with carpet area required are provided in Annexure-I along with the tender documents. The documents are as follow:
 - (a) **Annexure - I** : Detailed list of required office premises at specified locations and approximate area required.
 - (b) **Annexure - II** : Terms and Conditions.
 - (c) **Annexure - III** : Proforma for Technical Bid - Part I
 - (d) **Annexure - IV** : Proforma for Financial Bid - Part II
3. The sealed tenders should be submitted in two parts (Part -I : Technical Bid and Part-II: Financial Bid) in separate covers. Tenders should be addressed in the name of The **Commissioner, GST Audit Commissionerate, Chandigarh, 4th floor, Plot No.-19, Sector-17-C, Chandigarh.**
4. The Tender documents along with Annexure can be obtained from Superintendent (Hqrs), Plot No.19, 4th floor, Sector-17-C, Chandigarh, during office hours on any working day or can be downloaded from www.cbec.gov.in / www.cexchd1.gov.in or www.eprocure.gov.in.
5. Last date of receipt of Tender is **07.08.2017 till 12:00 Hours.**
6. Date of opening of Tenders (Technical bids only) is **08.08.2017**
7. Financial Bids of only those bidders that fulfill all the terms and conditions will be opened separately and the date of opening of financial bids will be informed accordingly.
8. The Tenders received after the last date shall not be entertained under any circumstance.
9. *The undersigned reserves the right to accept/reject any offer without assigning any reason.*
10. Carpet area of Office premises required at each location detailed in Annexure -I are approximate figures and can be subjected to change, as per the final requirements of the Department. Commissioner, GST, Audit Commissionerate, Chandigarh reserves the right to make any changes and his decision would be final.
11. 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.
12. For further details please visit our Departmental website - www.cbec.gov.in and www.cexchd1.gov.in.

~~Signature~~
~~Signature~~
~~Signature~~

12/7/17
Assistant Commissioner (P&V)

Proposed Space Requirement for New GST Audit Circle Shimla and Baddi Offices-

S.No.	Name of the Audit Circle	Location for Premise	Area (Sq.ft.) Appx.
01	GST Audit Circle Shimla	Shimla, HP	3407 Sq.Ft.
02	GST Audit Circle Baddi	Baddi, HP	3407 Sq.Ft.

General Terms and Conditions:-

The building should have proper air conditioning facilities for proper functioning of IT infrastructure and with adequate parking facility. 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 requirement at their own cost. Financial bids would be considered only after technical bid are found suitable as per the requirement 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 prequalification 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, all other legal issues 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 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.
- h. The occupancy certificate of the premises (in case of Apartments) from the local Authorities should be available for leasing the premises.
- i. The landlord should be in a position to give vacant possession of the premises Immediately after carrying out necessary changes/alterations as required by the Office.

Method of submitting Tenders: Tenders should be submitted only in sealed covers -Tender covers will have three parts.

First cover – Technical Bid cover – 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 closed and sealed and super scribed as “Technical bid (as per **Annexure III**) for Commissioner , GST Audit Commissionerate, Chandigarh 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 the application duly signed by the bidder/s in all pages. This cover should be closed and sealed and super scribed as “Financial Bid (as per **Annexure IV**) for Commissioner, GST Audit Commissionerate, Chandigarh and should also contain the name and address of the bidder/s on the cover.

Third cover – Both the first and second cover should be placed in the third cover and should be super scribed as “**SEALED TENDER FOR HIRING OF ACCOMODATION**” and to be addressed to- **The Commissioner, GST Audit Commissionerate, Chandigarh, PlotNo.-19, Sector-17-C, Chandigarh.**

2. Last date for submission of Tender: 07.08.2017

Place for submission - **The Commissioner, GST Audit Commissionerate, Chandigarh, 4th floor , Plot No.-19, Sector-17-C, Chandigarh**

4. Tenders will be opened at Hqrs. offiice, Concerned parities 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 specified date and time are 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 reason thereof and also reserve the right to place the order to any technically suitable Bidder/s who may not be the lowest as it deemed fit and proper.

7. Only unconditional 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

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 by this office on selection of the prospective offer is final.

11. In case of 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.

This 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 based on floor area.

13. Execution of the lease Documents: Once the premise is taken on lease by this Office, the Leaser 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.

16 . Following Documents should be attached with the bid-

1. Documents for proof of owner ship
2. Location map and building map from cometent authority.
3. Sketch plan drawn to scale
4. Photographs showing exterior as well as interior
5. Completion certificate from concerned authority
6. Permission to construct
7. Building use permission
8. Clearance/NOC Certificates from all competent authorities including fire department for

8. Clearance/NOC Certificates from all competent authorities including fire department for use as office premise conforming to the MC Rules/By Rules
9. Copy of PAN/TAN number
10. Various Tax receipts (property, MC tax, electricity bill etc.)
11. Copy of IT Return for last 03 years


**THE ASSISTANT COMMISSIONER (P&V),
GST Audit Commissionerate
Chandigarh**

C.No.I-II(3)Admn/Hqrs/Audit/2017/6081-82

Dated: 12-7-17

Copy to:

✓ 1) The Superintendent (System), **GST ~~Admn~~ Commissionerate**, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh for posting the said Tender Notice on the Departmental website immediately. He should also ensure posting of the tender in the CBEC website and www.cexchd1.gov.in and on website www.eprocure.gov.in.

2) Notice Board of office the Commissioner, **GST Audit Commissionerate**, Chandigarh, C.R. Building, Plot No.19, Sector 17-C, Chandigarh.


**ASSISTANT COMMISSIONER (P&V)
GST Audit Commissionerate
Chandigarh**

ANNEXURE-III

(Proforma for Technical Bid)

REG: Technical Bid for premises at

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

1	PARTICULARS	
	Full particulars of the legal owner of the premises:	Details
	a) Name	
	b) Address (office & residence)	
	c) Telephone and Mobile No.	
	d) E-mail ID	
	e) PAN No. TAN No.	
2	Whether P A holder has powers to grant premises on lease/sub lease : YES / NO	
3	Name & Address of PA holder	
4	ADDRESS OF THE PREMISES OFFERED FOR HIRING	
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 BrickConstruction (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/Industrial.	
15	Offered area for hiring in Sq. Ft. (floor wise)	
16	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.	
	Details of Fire Safety Mechanism	
	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 format 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 Office standard format (Standard format 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, Verandahs, 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 2 sq. mtrs. in area.

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

DECLARATION

i) I/we have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality. ii) 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 in the event of any of the same being found to be false. I/we shall be liable to such consequences. Lawful action as the Ministry may wish to take.

PLACE:

SIGNATURE

DATE :

NAME

Following Documents should be attached with the bid-

1. Documents for proof of ownership
2. Location map and building map.
3. Sketch plan drawn to scale
4. Photographs showing exterior as well as interior
5. Completion certificate from concerned authority
6. Permission to construct
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8. Clearance/NOC Certificates from all competent authorities including fire department for use as office premise conforming to the MC Rules/By Rules
9. Copy of PAN/TAN number
10. Various Tax receipts (property, MC tax, electricity bill etc.)
11. Copy of IT Return for last 03 years

(Proforma for Financial Bid)

(To be submitted in a separate sealed envelope super –scribed Financial Bid)

With reference to your your advertisement dated _____ published in News Paper and at Office’s website .I / We hereby offer the premises on lease / rental basis as under :

S.No.	GENERAL INFORMATION	DETAILS
1	Name of the Building /Premise with complete Address (city, street, Pin code etc.)	
2	Total Offered Area for Hiring in Sq.ft. (with details with floor wise)	
3	Rent per Sq.ft.	
4	Total Rent Payable (Rs.)	

Total Amount including all taxes & liability.....

The rent will be subject to issue of fair rent certificate by the CPWD as per procedure laid down by the Govt. All taxes, cess, service charges, parking charges etc will be borne by the Landlord. The electricity and water bills, as per actual consumption to be borne by Government.

Yours faithfully,

(Name)

Place :

Date :