

CENTRAL GOODS & SERVICE TAX DIVISION MANDI (CAMP AT BADDI),
SCO 47-51, FAUJI COMPLEX, SAI ROAD, BADDI, DISTT. SOLAN (H.P.)

TENDER NOTICE FOR HIRING OFFICE ACCOMODATION AT BILASPUR
PLACE IN HIMACHAL PRADESH

Phone No. :01795-244451 (Asstt. Commissioner, Mandi)


E Mail Address cgstmandidivision@gmail.com

Sealed tenders are invited on behalf of Commissioner, Central Goods & Service Tax Commissionerate, Shimla(Camp at Chandigarh) from owners of premises having carpet area in Sq Ft. Mentioned below, having good locality in places mentioned below 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 of office for Goods and Service Tax (Central Taxes) Range:

S. No.	Place (in or around City)	Carpet Area (approx)
01	Bilaspur, Distt. Bilaspur(H.P.)	2280.00

The Tender Form and details regarding General Terms and Conditions can be obtained from Administrative Officer, Central Goods & Service Tax Division, Mandi or can be downloaded from official website www.cexchd1.gov.in alongwith e-Tender Notice. Each proposal duly filled with Technical Bid and Financial Bid in sealed covers must reach this office either by hand or through post by 3.00 PM on 29.08.2017. The technical bids will be opened at 04.00 pm on same day.

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/rent as approved. The undersigned reserves the right to accept/reject any offer.


26/7/17
**ASSISTANT COMMISSIONER
CENTRAL GOODS &
SERVICE TAX DIVISION
MANDI(CAMP AT BADDI),
SCO 47-51, FAUJI COMPLEX,
SAI ROAD, BADDI, DISTT.
SOLAN (H.P.)**

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 Goods & Service Tax Division, Mandi(Camp at 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 Goods & Service Tax Division, Mandi(Camp at 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 GOODS AND SERVICE TAX (CENTRAL TAXES) DIVISION AND RANGE BILASPUR (as applicable) and to be addressed to-

Assistant Commissioner ,Central Goods & Service Tax Division, Mandi(Camp at 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 Goods & Service Tax Division, Mandi(Camp at Baddi), SCO 47-51, Fauji Complex, Sai Road, Baddi Distt, Solan (HP).
4. Tenders will be opened at abovementioned office the Division office at Mandi 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.

R. Singh
26/7/17

For Assistant Commissioner,
Central Goods & Service Tax Division,
Mandi(Camp at Baddi),
SCO 47-51, Fauji Complex,
Sai Road, Baddi Distt, Solan (HP).