

Annexure-I

NOTICE INVITING FOR LOCATION AND AREA REQUIRED FOR HIRING

The Commissioner of Central Excise & Service Tax, Commissionerate, Jalandhar (camp at Ludhiana) invites Sealed-Tenders from the interested parties for providing ready built office premises at the locations mention against each division/range office, having proper approach road, entrance, parking facility for four wheeler and two wheeler vehicles and adequate toilet facilities.

LOCATION AND AREA REQUIRED FOR HIRING:-

S.No.	Name of Office (Division/Range)	Name of City/Town where office Located	Net Carpet Area
1	Jalandhar Division-III + 05 range offices and 03 range offices of Division-II Jalandhar	Jalandhar City	920.6 sqm
3	Kapurthala Division office + 01 range office	Kapurthala	597.59 sqm
4	Range Sulthanpur Lodhi	Sultampur Lodhi	148.99 sqm
5	Range Bholath	Bholath	148.99 sqm
6	Range Nakodar	Nakodar	148.99 sqm
7	Audit Circle, Jalandhar	Jalandhar	131 .00 sqm

TERMS & CONDITIONS FOR THE TENDER
OFFICE ACCOMMODATION FOR VARIOUS GST DIVISION AND
RANGE OFFICES

1. The interested party should send their proposal addressed to **the Assistant Commissioner, Office of Deputy Commissioner of Central Excise & Service Tax Division-I, CR Building, opp- Sky lark Hotel, Model Town Road, Jalandhar** Only legal owners/holders of the power of attorney from the legal owner can send their proposal.
2. The premises should be in the locations proposed in Column 3 of Annexure I and adjoining areas with direct access from main road.
3. The last date of receipt of tenders at the address mentioned above is **18.05.2017**, till **1730** hrs and tenders received after the last date of receipt shall not be entertained under any circumstances.
4. Technical bid should specify the total area, covered area, parking availability (parking for 15 cars at division offices and 05 cars for range offices), location certificate of ownership along with right to rent the property, provision for electricity and any other detail renderer would like to furnish.
5. The building should be air conditioned (preferably centrally air conditioned) and the floor should have tiling or equivalent flooring material. For Division Offices the premises with maximum 2 floors and for range offices the premises with single floor is needed. The premises may be divided into different floors with easy/ separate access to all the different floors for division offices. The building should be constructed as per the sanctioned/ approved plan of the competent development authority. The building should be well maintained.
6. The building should be free from special hazards like fire, water logging etc. The ambience of the Building should be elegant, airy and free from encumbrances, encroachment and should have wide approach road (50-60 feet road for division office and 30-40 feet road for range office), less use of combustible material such as wood/thermocoal in construction, concealed wiring, pre construction/post construction anti termite treatment, water proofing treatment on the terrace, and the plinth height of building should be minimum 450-500 mm above the ground level. The access to the terrace of the building should also be provided. Preferably, a non-encumbrance certificate should be accompanied with. The premises should have suitable and uninterrupted power supply for office as well as common area. The electric power available should be indicated. Buildings for Division Offices shall be commercial in nature while buildings for range offices can be residential (commercial buildings shall be given preference).
7. 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 authority.

8. The landlord shall provide rooms or constructed cabins as per requirement at their own cost.

9. The premises offered should be in ready to occupy condition such as Lifts, Power Supply with Diesel Generator Set, Running Water Supply for sanitation and for drinking with R.O., Plumbing, Adequate Toilet Facility, Sewerage, Firefighting Equipment, Telephone Connectivity, Centrally Air conditioned, yard lights etc. should be in fully operational condition and the owners of the premises will have to hand over the possession of premises within 01 month after acceptance of their offer by the competent authority. However, the handover time can be extended in appropriate case, due to some valid reason.

10. The tender should be submitted in a single sealed envelope marked "Tenders for Office Accommodation" containing two separate sealed envelopes for Technical & Financial Bids marked clearly on top as "Technical Bid" and "Financial Bid". Please note that the conditional offers are not acceptable and liable to be rejected straightaway.

11 All the details and documents mentioned in the tender form – technical and financial bids- must be submitted. An incomplete tender is liable to be rejected and submission of wrong details/documents with tender would render the tender invalid.

12. The offer should be valid for a minimum period of 6 months from the date of opening of the tender. The bidder must agree that the building will be leased out to the department for a minimum duration of 5 years, extendable to further periods, as mutually agreed. However, the Department can vacate the premises by giving two months notice to the bidder.

13. The Technical bids shall be opened in the first instance. The date and timing of opening of technical bids will be notified to the bidders who may remain present for the same at the above address. Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by the competent authority and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final.

The physical inspection of the premises will also be carried out to verify whether the premises comply with the technical specifications or not.

14. The opening of financial bids shall be done at a later date. The financial bids of only those bidders will be opened which are short-listed after assessing the suitability of the accommodation, compliance to technical specifications, verification of their credentials and other liabilities. The short-listed bidders will be notified about the date and timing of opening of financial bids.

15. The building should meet all other safety norms like earthquakes resistance, flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract. . All internal and external walls should be well painted with good quality paint at the time of handing over the premises to the Department.

16. The charges for the maintenance (Civil, electrical, plumbing, lift, parking space, security, taxes and duties), if any, will be borne by the building owner.

17. **The Deputy Commissioner, Central Excise & Service Tax Division-I, Jalandhar** reserves the right to reject any or all of the bids so received at any stage without assigning any reason.

18. Please note that the Department shall pay charges towards electric power, light and water used on the said premises during the lease period on actual consumption basis.

19. The rent proposed to be charged should be inclusive of all amenities but excluding taxes. The taxes that are to be levied should be mentioned separately.

20. Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD / Hiring Committee and final approval/sanction by the Government of India. The parties may note that under the existing rules, no increase is allowed in rental charges during the initial three year period of the lease agreement.

21. The rent proposed by the house owner or as fixed by the CPWD/competent authority or as per negotiation with the house owner whichever is lesser will be accepted / fixed. The rent fixed at the hiring stage will be effective during the entire period of the contract.

22. The participation in the tender process does not entail any commitment from the Commissioner, Central Excise & Service Tax , Ludhiana, who reserves the right to reject any/all offers including that of the lowest bidder, without assigning any reasons.

23. Only one proposal for one premises will be entertained.

24. The Commissioner, Central Excise & Service Tax, Ludhiana, reserves the right to amend the above terms and conditions at any time during the tendering process. Offers beyond the specified date/time shall not be entertained and The Commissioner, Central Excise & Service Tax, Ludhiana takes no responsibility for any delay/loss of documents sent by RPAD/Speed Post.

25. In case of any legal dispute arising out of this tender/ contract, the jurisdiction shall be the Courts at Ludhiana only.

26. The agreement of the hired building will be executed in the Standard Lease Agreement format on the basis of above terms and conditions or as amended by **The Deputy Commissioner, Central Excise & Service Tax Division-I, Jalandhar**

III

Office accommodation Tender

OFFER SUBMITTED FOR LEASING PREMISES FOR VARIOUS GST DIVISION AND RANGE OFFICES**TECHNICAL BID****(To be submitted in a separate sealed envelope super scribed Technical Bid')**

With reference to your advertisement in the _____ dated _____, I/We offer the premises owned by us for Central Excise & Service Tax Division-III + 05 ranges of Division-III & 03 ranges of Division-II, Jalandhar/Division office & Range II-Kapurthala/Range-Sultanpur Lodhi/Range-Bholath/Range- Nakodar.

GENERAL INFORMATION	
A. LOCATION	
a) Name of the Building	
b) Building Number	
c) Name of street/Road	
d) Name of City	
e) Pin Code-	
f) PAN No.	
g) E-mail Address	
B. Name of owner(s)	
a) Building	
i. Loading bearing	YES/NO
ii. Framed structure	YES/NO
Type of building	
Commercial	
c) No. of Rooms & details of other accommodation (attach a copy of the layout plan)	
d) Details of accommodation offered for rent (viz carpet area, no. of floors, floors wise area)	

enclosed certified sketch plan

e) Date of completion certificate

f) Carpet area offered for rent

g) Built up area offered for rent

h) Floors no. /total no. of floors in building

i) Whether the premises is vacant and available
in "ready to occupied condition"

j) Amenities available

i. Electric Power supply with DG set

ii. Running Water Supply with R.O.

iii. Whether plans are approved by the local
authorities

iv. Whether occupation certificate has been
obtained.

Office accommodation Tender

v Whether direct access is available from the main road	
vi. Whether building is independent. If not, who will be occupying the other portions of the building	
vii. Type of flooring	
viii. Type of painting (Please specify) White wash Distempred POP with oil bound distempred	
ix. flooring in toilets	
x. Type of wiring (please specify) open wiring / concealed)	
K) Services	
i. Whether running water is available from bore-well Services	
ii. Whether water is available from Municipal corporation with overhead tank and pump	
iii. Whether septic tank provided	
iv. Whether Municipal Sewage system provided	
v. Whether fire-fighting arrangements provided	
vi. No. of four wheeler for which parking is available	
vii. Type of parking such as open, covered or closed, may be specified	
viii. Whether Yard light provided	
ix. Whether Access to terrace provided	
x Whether willing to make additions/alterations in the premises as per requirements	
xi. Clearance/ NOC of all the relevant Central/ State/Municipal Authority and Fire Department for use as office/ commercial premises conforming the municipality laws.	
l)Whether structural stability certificate from a structural Engineer submitted	
m) Whether there is any central air- conditioning duct/plan	
n)Whether there is excessive use for combustible material such as wood work/thermacoal in the construction	
o) Whether there is a provision of goods lift	
p) Whether pre-construction / post construction anti-termite treatment has been provided	
q)Whether the plinth height of building minimum 450-500 mm above ground level	
r) Whether water proofing treatment on the terrace done as required	
SIGNATURE OF OWNERS	
Name	
Contact No. : (i) Mobile	
(ii) Landline:	

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/We confirm that the above particulars are correct to the best of our knowledge.

I/We will give the consent as per your Banks standard Performa if you find our premises suitable.

PLACE:

SIGNATURE

DATE:

NAME

Enclosures:-

1. Documents for proof of ownership (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. Certificates from competent authorities.

IV

Office accommodation Tender

FINACIAL BID FOR**FINANCIAL BID****(To be submitted in a separate sealed envelope super- scribed Financial Bid')**

With reference to your advertisement in the _____ dated _____, I/We offer the premises owned by us for Central Excise & Service Tax Division-III + 05 ranges of Division-III & 03 ranges of Division-II, Jalandhar/Division office & Range II-Kapurthala/Range-Sultanpur Lodhi/Range-Bholath/Range-Nakodar.

GENERAL INFORMATION A.**LOCATION**

a) Name of the Building	
b) Building Number	
c) Name of street/Road	
d) Name of City	
e) Pin Code-	
f) PAN No.	
g) E-mail Address	

B. Name of owner(s)

i. Name and address of the applicant with phone numbers ii.	
Status of applicant with regard to building accommodation offered for hire by the owner or power of attorney holder.	

C. Rent (.....Rs/sq.ft.)

(The rent will be subject to issue of fair rent certificate by the CPWD as per procedure laid down by the Govt. No advance rent or deposit will paid by the Govt. as a matter of policy) Rent per sq. Ft. of carpet area. All municipal taxes, cess, or any other tax applicable are to be borne by Landlord. The electricity and water bills, as per actual consumption to be borne by Government.

D. – i) Lease period shall be 3 years with an option to renew the lease for further mutually agreed upon period. ii) The lease deed will be in the format of Standard Lease Agreement as approved by the Directorate of Estates (copy of which is available on the web site) and shall be executed with the appropriate authorities. The stamp duty charges relating to the registration, if any, shall be borne by the Landlords.

Rent proposed to be charged per sq. feet on the basis of the carpet area which should be inclusive of all cost of services including	
i. Charges of maintenance (civil , electrical, plumbing)	
ii. Charges of maintenance of air condition of equipment if centralized and lifts	
iii.Charges of parking space	
iv.Charges of security	

v. Taxes and duties to be paid the various authorities

SIGNATURE OF OWNERS

Name : Contact

No.(i) Mobile/Landline

