



केन्द्रीय उत्पाद शुल्क एवं सेवाकर आयुक्तालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
"केन्द्रीय उत्पाद शुल्क भवन" रेसकोर्स रिंग रोड,
"CENTRAL EXCISE BHAVAN" RACE COURSE, RING ROAD,
राजकोट ::RAJKOT
PBX Phone : 2450353 TELE FAX No.: 0281-2450353

F.No: I/11-03/2017-18/Adm.

Rajkot, Dated: 19th May, 2017.

**ADVERTISEMENT FOR HIRING OF OFFICE ACCOMODATION ON LEASE /
RENT BASIS AT MORBI**

Offers/bids are invited from the legal owners and/or their Power of Attorney holders in the form of the two bid system i.e., Technical Bid and Financial Bid, for hiring of office accommodation for Central Excise & Service Tax, Morbi (as detailed in the tender document).

The office premises should be of (approximately 800 Square Metres of carpet area, in a single building) and be located in prime area and suitable for use as office, having wide approach road.

The premises should be ready to be occupied with partitions/cubicles, toilets, lifts, etc. and with contiguous floors as specified in the tender documents. Adequate parking space should be available for about 5 four wheelers and 30 two wheelers. The interested parties may download the prescribed tender documents including technical specifications of the required accommodation and other terms and conditions applicable from "cenextrajkot.nic.in" or "www.cbec.gov.in".

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**(R.K. Chandan)
ADDITIONAL COMMISSIONER (P&V)**



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NOTICE INVITING QUOTATIONS FOR HIRING OFFICE PREMISES

The Principal Commissioner of Central Excise & Service Tax, Rajkot invites Sealed-Tenders from the interested parties for providing ready built office premises at the prime locations in Morbi, having proper approach road, entrance, enough parking facility for four wheeler and two wheeler vehicles and adequate toilet facilities.

AREA REQUIRED FOR HIRING:

SI.NO.	Commissionerate	Net carpet Area
1.	Central Excise & Service Tax, Morbi	Approximately 800 Square Metres

Tenders may be submitted for the total area of approximately 800 Square Metres, if available in a single building.

- Interested parties should send their proposal in a sealed cover addressed to the Additional Commissioner (P&V), Central Excise and Service Tax, Room No. 601, 6th Floor, Central Excise Bhavan, Race Course Ring Road, Rajkot -360001. Tenders may also be submitted in person.

Requisite information for submission of tenders is provided in the annexures as detailed below:

- General Instructions and Terms & Conditions of this contract: **Annexure I**
- Requirements and facilities to be provided by the bidder: **Annexure-II**
- Formats of Technical Bid(with Undertaking) : **Annexure-III**
- Format for Financial Bid: **Annexure-IV**
- Declaration: **Annexure-V**
- Tender acceptance letter : **Annexure-VI**

- The Proposal should be submitted in two parts. The first part should be the "Technical Bid" which should contain technical parameters like Address of the building, Carpet area as well as built up area, design of the premises, availability of parking space, other amenities, year of construction etc. The Second part should be the "Financial Bid" which should be in relevant envelope indicating rent proposed to be charged with other financial terms and conditions. Both these bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top "Financial bid/ Technical bid" as the case may be. Both these envelopes should be kept in another sealed cover mentioning clearly "Tender for Office Accommodation for Central Excise & Service Tax, Morbi.

4. **Earnest Money Deposit (EMD)** or bid security of Rs. 5000/- (Rs. Five Thousand only), shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, drawn in favour of Commissioner (P&V), Central Excise and Service Tax, Rajkot. The Hard Copy of original documents in respect of Earnest Money must be delivered to the Additional Commissioner (P&V), Central Excise & Service Tax, Rajkot on or before the Technical bid opening date/time as mentioned in critical dates table. **Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.**

5. The Critical Dates for the Tender Submission and processing are as under -

Published Date	20.05.2017
Bid Submission End Date	12.06.2017 at 12:00 hrs.
Technical Bid Opening Date	12.06.2017 at 16:00 hrs.
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	—

6. Technical Bids will be opened in the office at Room No.601, 6th Floor, Central Excise Bhavan, Race Course Ring Road, Rajkot on 12.06.2017 at 16:00 hrs. The bidders, who wish to attend the proceedings, are requested to be present at the time and place given as above.

(R.K. Chandan)
ADDITIONAL COMMISSIONER (P&V)

ANNEXURE-I

GENERAL TERM AND CONDITIONS:

1. The Technical Bid should be accompanied by the following documents:
 - i) Location Map.
 - ii) Copy of agreement for acquisition of property.
 - iii) Approved plan of the offered premises with exact measurement for carpet area.
2. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within one month after acceptance of their offer. The offer should be valid for a minimum period of 36 months from the day of effective date of rent. It may be noted that no negotiations will be carried out except with the lowest tender and therefore most competitive rates should be offered.
3. In case of re-hiring, the revision of rent by more than eight per cent (8%) per annum is permissible if the revised rent is within the FRC/RRC range.
4. Offers received from Public sector units/Government bodies would be given preference. No Earnest Money Deposit will be given by the department to the owner offering the premises. Tenders received after the due date and time for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of tender documents.
5. The premises owners will have to furnish structural soundness certificate from a reputed Architect/ organization in this field approved by Council of Architects in case the offer is short listed. Similarly the RCC design and construction fitness should be certified by an engineer approved by the concerned Govt, department.
6. The building should have assured power back-up and running water supply on continuous basis.
7. The premises should not be mortgaged or leased and should be free any encumbrances lien of any type. Bona fide owners of premises who possess free hold title on the said premises and who can lawfully let the premises to the Department, are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.
8. The premises offered should consist of the minimum amenities/facilities as mentioned in Annexure-II enclosed to this tender notice.
9. The premises offered should have construction approvals/clearance from all Central / State Government Department as may be necessary by the concerned authorities.
10. The Owner would be required to get the premises insured against all types of damages due to various causes for the entire period of rent contract.
11. All the common amenities available in complex shall be made available to officers of Central Excise & Service Tax in that complex.
12. The legal owner of the building should provide adequate parking for Govt. /Visitors vehicle.

13. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the department.

14. In case of high-rise building, provision of lift is essential with assured power backup.

15. The premises should have appropriate fire safety compliance mechanism.

16. The office space should have electric fixture like fans, tube lights, switches, power points of ISI/BIS specifications. The space offered should be free from any liability and litigation with respect to its ownership.

17. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.

18. The building should be secure enough to protect the government property.

19. There should be 1 chamber for Senior Officer with attached toilet/wash room.

20. Finalization of rent based on location and quality of construction is subject to certification to CPWD / hiring committee, subject to final approval and sanction by Government of India, as per rules framed in this regard.

21. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents is liable to be rejected. The tenderer, before submitting the tender should satisfy him about correctness and authenticity of the details and documents submitted. Submission of wrong details / documents would render the tender form invalid.

22. The owner should make available the building for inspection by the officers of the Central Excise & Service Tax Commissionerate, Rajkot after the opening of the technical bid/s.

23. The period of lease should be minimum for duration of Three (03) years.

24. The Additional Commissioner (P&V), Central Excise & Service Tax, Rajkot reserves the right to amend these terms and conditions as deemed necessary.

25. Participation in the tender does not entail any commitment from the Additional Commissioner (P&V), Central Excise & Service Tax, Rajkot. He reserves the right to reject any / all offers, including that of the lowest tenderer without assigning any reason.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from Serial, No, 1 to 25 will constitute the technical specification. The rent demanded per square meter of the covered area will constitute the Financial Bid, The rent offered should be inclusive of property tax, or any other tax required to be paid by the property owner/s. The lease shall be for a minimum period of three (03) years subject to the conditions as may be prescribed by the government from time to time.

ANNEXURE-II

(FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER)

01	There should be provisions for 24x7 Electric and Water supply.
02	The area proposed to be on the floors contiguous to each other.
03	There should be proper road approach and entrance to the proposed building.
04	The building should be in a ready to use condition with electricity, water, lifts, sewerage, fire fighting equipment, electrical fittings, and adequate toilet facilities. The details of electric power backup available should be indicated.
05	Whether Suitable built cabins ready to use are there or whether the bidder is willing to make cabins as per requirement.
06	If any Other facilities like air conditioning, work stations etc. offered, should also be indicated.

ANNEXURE-III

(TECHNICAL BID) TECHNICAL BID SHOULD, INTER-ALIA, CONTAIN DETAILS AS FOLLOWS :

01	Full particulars of the legal owner of the premises Name : Address of Office and Residence : Telephone No. / Mobile No. / Tele Fax : E- mail Address : PAN No. ; The location and address
02	Full particulars of person(s) offering the premises on rent/ lease and submitting the tender.
03	Status of the applicant with regard to the premises offered for hiring
04	(enclose power of attorney also if the applicant is other than owner) Type of building - commercial or residential
05	Complete Address and location of the building. Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified sketch plan also)
06	Detailed approved plan of the accommodation
07	Date of Construction
08	Exact carpet area
09	Exact built up area
10	Floor number offered
11	No. of floors in the building
12	Floor wise No. of toilets
13	Distance from nearest Railway Station / Bus Stand and name of the railway station / bus stand
14	Other facilities and amenities available with the building.
15	Type, model, company and no. of lifts available / carrying capacity, provide details of make
16	Parking space available for department area and specific how many nos. of vehicles can be parked
17	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of relevant certificate /documents).
18	Clearances / no-objection certificate from the relevant central / state / municipal authorities and Fire Department for use as office/ commercial premises confirming the municipality laws.
19	Whether running water, drinking and otherwise, available round the clock Whether sanitary and water supply installations have been provided?
20	Whether separate electricity having sufficient power capacity/supply has been
21	Sanctioned electricity load
22	Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor wise)
23	Details of power back-up facility / ground space for installing 10 KVA generators.
24	Details of Fire Safety Mechanism, if any.
25	Specify the lease period (minimum three years and provision for extension).
26	Whether the building is earth quake resistant, if so, please provide a certificate from the competent authority.
27	Are there ready built cabins suitable to use (if not undertaking to make cabins as per requirement the same), will be preferred.
28	Any other special provisions like air conditioning, work stations are there, should be indicated.

Note: The technical bid for the premises may be rejected if the premises are not found suitable for the office premises on inspection by the officers of the Central Excise & Service Tax Commissionerate, Rajkot.

I/We Son/daughter of have gone through the various terms and conditions mentioned in the tender documents and I/we agree to abide by them, I/We, solemnly declare that, to the best of my/our knowledge and belief the information given above and in the enclosures accompanying it is/are correct complete and truly stated.

Date:
Place-

Signature of legal Owner/
Power of Attorney Holder

ANNEXURE-IV
FINANCIAL BID FOR HIRING OF OFFICE ACCOMODATION

01	Name & Address of the applicant with Phone No.s	
02	Status of the applicant with regard to Building/Accommodation offered for hire whether owner or Power of Attorney Holder.	
03	Full Particulars of the Owner: (i)Name: (ii)Address(es); (m)Telephone No.s: (b) Residential address: (iv)Tele Fax: (v)E-Mail Address:	
04	Complete details of the building viz. (i) Complete postal address (ii) Location (iii)No. of floor (iv)Builtup area (v)Carpet area	
05	Expected rent demanded per month (during the initial lease period of three years) (i) Rs, per Sq. fts. Of Carpet Area.	
06	Whether Property Tax, all Municipal Taxes, Local Taxes are included in the rent. Furnish details of such Property Tax, Municipal Taxes, and other Local Taxes being levied and paid in respect of the accommodation offered.	
07	Does the owner intend to charge separately for the facility of power back up provided. If yes, indicate the amount payable on this account (in addition to the rent).	
08	Are there any items or special services intended to be provided for payment of additional charge(s) (beside the rent?) If so, please indicate each such service/intended to be provided with details of such charges separately against each such service facility.	
09	Any other condition(s) having financial implication relevant to the offer of the building. Give details.	
10	Remarks, if any.	

Note: The Financial Bid should include -

The rent proposed to be charged per Sq. Mtrs., on the basis of carpet area which should be inclusive of all costs of services including.

- (i) The charges for the maintenance (Civil, electrical,plumbing)
- (ii) The charges for the maintenances of the air-conditioning equipment if centralized and elevators.
- (iii) The charges for parking space.
- (iv) The charges for security.
- (v) Taxes and duties, to be paid to various authorities.

(Signature of Legal Owner/ Power of Attorney Holder)

ANNEXURE-V

DECLARATION

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. 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 belief and in the event of any of the same being found to be not true, I / We shall be liable to such consequences / lawful action as the Department may wish to take.

(Signature of Legal Owner/ Power of Attorney Holder)

Annexure-VI

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date:

To,
The Principal Commissioner,
Central Excise & Service Tax,
6th Floor, Central Excise Bhavan,
Race Course Ring Road,
Rajkot – 360001.

Sub: Acceptance of Terms & Conditions of Tender.

Sir,

Subject: Tender Reference Mo: . _____

Name of Tender / Work: _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s),

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents, like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid *or* terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

(Signature of the Bidder, with Official Seal)

