



कार्यालय आयुक्त
केंद्रीय माल एवं सेवा कर आयुक्तालय देहरादून,
E-ब्लॉक, नेहरु कॉलोनी, हरिद्वार रोड, देहरादून

F.No.:II(22)Admn/Hiring Office space/CGST Div.& R./Kashipur/33/2017/

दिनांक 15.09.2017

**Notice Inviting e-Tender through e-Procurement for
Hiring of Office Accomodation on Lease/ Rental Basis**

E-tenders are invited through e-procurement from the legal owners in the form of the two bid system i.e., **Technical Bid** and **Financial Bid**, for hiring of office accommodation (as detailed in the tender documents) for the Office of the Central Goods & Service Tax, Division Office **Kashipur** and its four ranges in the preferred location/area mentioned in the table given below on long term basis.

Type of Office	Preferred Location/area	Approximate Net Carpet Area (Sq. Ft.)
Central Govt. Office (Central Goods & Service Tax Division Kashipur and its four local Range offices)	Within 2 km radius from Kashipur roadways station, Kashipur, Uttarakhand.	8000 to 10000 sq.ft (carpet area).

Note: Net carpet area means area of premises less toilets, passage, walls/columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary shafts, lift arches, air conditioner ducts, lofts etc.

Data Sheet

Name of the Hirer	Govt. Of India, Ministry of Finance, Department of Revenue, Central GST Commissionerate Dehradun.
Tender Inviting Authority	Commissioner, Central GST Commissionerate Dehradun
Tender Name	Hiring of office premises for CGST Division Kashipur and its four local Range offices at Kashipur, Uttarkhand
Tender fee	NIL
Tender No. & date	II(22)Admn/OffSpace/CGSTDiv.R./KSP/33/17 dated 15.09.2017
Method of Selection	L-1
Availability of Tender Documents	Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app
Period of Hiring	For three years

The details of space requirement, terms & conditions and other documents are outlined in the Annexures to this e-tender as under:

- (a) Annexure-I : Tender Acceptance Letter
- (b) Annexure-II : Instructions to Bidders
- (c) Annexure-III : General Terms & Conditions
- (d) Annexure-IV : Technical Bid
- (e) Annexure-V : Financial/ Price Bid
- (f) Annexure-VI : Letter of Offer
- (g) Annexure-VII : Instructions for Online Bid Submission

2. Document Download: The interested bidders may download the Tender Documents from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

e-Published Date	15 th September 2017 at 1200 hrs
Bid Document Download Start Date	15 th September 2017 at 1230 hrs
Clarification Start Date	15 th September 2017 at 1300 hrs
Clarification End Date	22 th September 2017 at 1200 hrs
Bid Submission Start Date	15 th September 2017 at 1330 hrs
Bid Submission End Date	11 th October 2017 at 1200 hrs
Bid Opening Date	12 th October 2017 at 1230 hrs

3. Bid Submission: Bids shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app> with all the requisite documents signed with digital signature (DSC). The bid documents may be scanned with 100 dpi with black & white option which helps in reducing size of scanned document and should be in PDF/XLS/RAR/DWF formats and if there is more than one document, they can be clubbed together. Bidders/ Contractors are advised to follow the "Instructions for online Bid submission" provided in the **Annexure-VII** for online submission of bids. **No tender shall be accepted / entertained by fax, e-mail or submitted in person or any other such means and beyond the specified date /time.**

3.1 The tender shall be submitted online in two parts, viz. **(i) Technical Bid** and **(ii) Financial Bid** along with other documents as mentioned in the tender documents.

3.2. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in

any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned. **All the pages of bid being submitted must be signed and sequentially numbered by the bidder/ their authorized representative irrespective of nature of content of the document before uploading.**

3.3. It may be noted that, in case of non-uploading of copies of documents specified in the Annexure-III (General Terms & Conditions) and Annexure-IV (Technical Bid) on the CPPP, such technical bid, shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website <https://eprocure.gov.in/eprocure/app> shall not be considered. No correspondence will be entertained in this matter.

3.4. Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions specified herein will be rejected. **This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof.**

4. The Tender enquiry documents will be available on official website on <http://eprocure.gov.in> as per the critical date sheet. The Bidder should raise any doubt/query regarding the tender document on the CPPP website itself.

5. Earnest Money Deposit (EMD): EMD of Rs 25,000/- shall be submitted by bidders by Demand Draft/ Banker's Cheque drawn on a Scheduled Commercial Bank in India payable at Dehradun, drawn in favour of the "**Commissioner of Central Goods & Service Tax Commissionerate, Dehradun**" and the same in original must be delivered to the Joint Commissioner, Central Goods & Service Tax Commissionerate, E-Block, Nehru Colony Dehradun, on or before the Technical bid opening date/time as mentioned in the critical sheet. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned within 30 (thirty) days after the Lease Agreement is signed.

6. EMD submitted after the opening of Technical Bid or Tenders not accompanied with **EMD** will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".

7. Intending Bidders are advised to visit the CPPP website regularly till closing date of submission of tenders for any corrigendum/ addendum/ amendment.

8. Bids will be opened as per date/time as mentioned in the **Critical Date Sheet** of Tender/ CPP Portal. After evaluation of technical bids online, bidders will get the information regarding their eligibility/ pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to successful bidders. The bidders can check the same from the CPP portal. The financial bid of

the successful bidders. The bidders can check the same from the CPP portal. The financial bid of the successful bidders (i.e qualified in the technical bid) will be decrypted and opened on-line, on the scheduled date after the pre-scheduled time by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.

9. The hard copy of the original instrument in respect of earnest money, original copy of undertaking/affidavits, certificates and other documents must be delivered to the tender inviting authority in his office on or before bid opening date/ time, as mentioned in critical date sheet. After opening of Technical Bid, the original documents as per requirement of the e-tender document will be verified by this office. This office reserves the rights to seek any document in original related to the premises on hire for verification at any stage of tender process.

10. In the event of any of the above mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

11. The Bidder/s shall quote rates for the space to be rented only as "Rate per square foot per month" (in both words and figures). This rate shall be exclusive of **GST**. The lessor would be liable for ensuring compliance with the relevant rules, and regulations as notified by the Government in this regard from time to time.

12. In case a particular bidder owns more than one premises and wishes to submit bids in respect of those premises, he/she should submit separate bids containing technical bid, financial bid and EMD in respect of each premises.

The last date for e-receipt of Bids is **11.10.2017 at 1200 Hrs.**

This issues with the approval of the Commissioner, Central GST, Dehradun.

s/d
**Joint Commissioner,
CGST Commissionerate, Dehradun**

Copy to:

- (1) The Superintendent(Systems) to upload the above e-tender in the www.cbec.gov.in website. Soft copy has also been mailed.
- (2) The Deputy Commissioner, CGST Division Kashipur for information and publication of the advertisement for the same in the local daily Newspaper (as per Infrastructure Policy 2015) immediately. Format enclosed. Soft copy has also been mailed.

s/d
Assistant Commissioner (Admin.)