



**OFFICE OF THE COMMISSIONER OF CENTRAL GST & C.Ex., NAVI MUMBAI
16TH FLOOR, SATRA PLAZA, SEC 19-D, PALM BEACH ROAD, VASHI
NAVI MUMBAI – 400 705**

F.No. I/Adm(15)02/CGST-NM/2017-18

Navi Mumbai, the 12 October,2017

REQUIRED URGENTLY

Tender Notice

OFFICE ACCOMMODATION ON LONG TERM LEASE

Sealed tenders are invited from owners for hiring of additional office premises measuring carpet area 5000 Sq. Ft. in Vashi, Navi Mumbai for Commissionerate of CGST & CX, Navi Mumbai, Head Quarter's Office preferably in Satra Plaza, Sector 19D, Palm Beach Road, Vashi, Navi Mumbai.

2. The office premises should also have parking facility for minimum of 20 four wheelers and 50 two wheelers with wide approachable road. The premises will be close to Railway Station/Bus Stand and easily accessible for Trade and officers. Each tender should be submitted in sealed cover under "Two Bid System" and should contain Technical and Financial Bids separately by RPAD/Speed Post only. Detailed terms and conditions of Tender Notice can be downloaded from <http://cbec.gov.in/tender>.

3. Finalization of Rent based on location & quality of construction is subject to certification by CPWD / hiring committee, subject to final approval & sanction by Government of India, as per rules framed in this regard. Successful bidder who has consented to agree with Fair Rent Certificate issued by CPWD shall be required to sign the lease agreement in the prescribed proforma.

4. Interested persons can obtain the details of technical and financial bid from Administrative Officer (Hqrs.), Administration in the Office of the Commissioner of CGST& CX, 16th floor, Satra Plaza, Sector 19D, Palm Beach Road, Vashi, Navi Mumbai - 400705 or download it from <http://cbec.gov.in/tender>. Tenders with Technical and Financial Bids should be separately submitted in a sealed envelope marked clearly on top "Tender for Office Accommodation" by RPAD/Speed Post only.

5. The last date of receipt of tenders at the address mentioned above is **31.10.2017** before **5.00pm**. Tenders will be opened on next day i.e. **01.11.2017** at **03.00 pm**. Offers beyond the specified date/time shall not be entertained and Navi Mumbai Commissionerate takes no responsibility for delay/loss of documents sent by RPAD/Speed Post.

Sd – 12.10.2017

(K.C. KALA)
Additional Commissioner(P&V)
CGST & CX, Navi Mumbai

TENDER NOTICE

Subject: - Office Accommodation on Long Term Lease - reg.

TERMS AND CONDITIONS

The interested parties should send their proposal in a sealed cover addressed to the Commissioner of CGST & CX, 16th floor, Satra Plaza, Sector-19D, Palm Beach Road, Vashi, Navi Mumbai – 400705 on or before **31.10.2017** by **05.00pm** By RPAD/Speed Post only. Tenders will be opened on next day i.e. **01.11.2017** at. **03.00pm**. The tender should be submitted for Carpet area 5000 Sq. Ft. It should be mentioned clearly "**Tender for Office Accommodation.**"

2. It may be noted that 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 for minimum of 20 four wheelers and 50 two wheelers, proper light and ventilation, facility for air conditioning, availability of fans in the building, proper and adequate sanitation facility including toilets separately for Gents and Ladies, year of construction etc. The second part should be the "Financial Bid" which should indicate the rent proposed to be charged per square feet (inclusive of parking charges, all the Central/ State Government Taxes/duties, Municipal tax etc., normal civil/electrical maintenance charges of building and any type of society/building maintenance charges) and the other financial terms and conditions. These bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top "Financial bid / Technical bid" as the case be. Both these envelopes should be kept in another sealed cover bearing name & address of the bidder as mentioned in the above para. Bidders should mandatorily have Building Use Permission Certificate from Competent Authority and Fire Safety Certificate from Competent Authority for the building.

3. The Technical bid shall be opened in the first instance and the suitability of the accommodation shall be assessed on the basis of the technical specifications. The Financial bid shall be opened only in respect of those parties which are short listed on the basis of their Technical bids. If there are ready built office facilities suitable for use or promise to make facilities for office as per requirement, the same will be preferred.

4. Only legal owners/holders of the power of attorney from the legal owners, of the premises need to respond. A non-encumbrance certificate should be accompanied with the bid.

A. TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS		
1.	Full particulars of the legal owner of the premises: (i) Name (ii) Address of office & Residence (iii) Telephone No./Mobile No. (iv) Tele Fax (v) E-Mail Address (vi) PAN No.	
2.	Full particulars of person(s) offering the premises on rent/lease and submitting the tender	
3.	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)	
4.	Type of building - commercial or residential	
5.	(a) Complete Address and location of the building: (b) Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified Sketch Plan also) (c) Name of the nearest Railway Station. (d) Distance of the premises from the nearest Railway Station. (e) Name of nearest Public Bus Stop (f) Distance of the premises from the nearest Public Bus Stop	
6.	Detailed approved plan of the accommodation	
7.	Date of construction	
8.	Exact carpet area	
9.	Exact built up area	
10.	Floor Number offered	
11.	No. of floors in the building	
Other Facilities and amenities available with the building		
12.	Type, model, company & No. Of lifts available/carrying capacity, provide details of make. No. Extra charges for lift would be payable and minimum two dedicated lifts are required and repair/maintenance of lift would be the responsibility of the bidder.	
13.	Parking space available for department-area and specific how many Nos. Of vehicles can be parked. There should be parking space for minimum of 20 four wheelers parking and 50 two wheelers parking. No extra charges for parking would be payable. Undertaking in the form of written notarized affidavit to be provided by the bidder about providing parking space for 20 four wheelers parking and 50 two wheelers parking.	

14.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes/dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)	
15.	Clearances/no-objection certificate from all the relevant central/state/municipal authorities and Fire Department for use as office/commercial premises confirming the municipality laws. Building should have Building use permission Certificate, Fire Safety Certificate by the competent authority.	
16.	(i) Whether running water, drinking and otherwise, available round the clock. (ii) Whether sanitary and water supply installations have been provided for? (iii) Details of toilet facility for Gents and for ladies.	
17.	Whether separate electricity and having sufficient installed load has been provided for?	
18.	Sanctioned electricity load	
19.	(i) Whether electrical installation and fitting, power, plugs, switches etc. Provided or not?	
	(ii) Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. Of fans floor wise)	
	(iii) Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. Of fans floor wise)	
	(iv) Details of facility of Air Conditioning	
	(v) Whether Centralized Air Conditioner, If not, provision for Air Conditioner	
20.	Details of Fire Safety Mechanism, if any	
21.	Specify the lease period (minimum three years and provision for extension)	
22.	Whether the building is earth quake resistant. If so, provide a certificate from the competent authority.	
23.	Any other salient aspect of the building, which the party may like to mention:	

B. FINANCIAL BID			
Sr. No.	Items	Rate per Sq. Feet.	Total
1.	Name & Address of the applicant with phone Nos.		
2.	Status of the applicant with regard to Building/Accommodation offered for hire by the owner or power of Attorney Holder		
3.	Full Particulars of the owner: (i) Name (ii) Address(es) (iii) Telephone Nos/Mobile Nos. (iv) Business (v) Residential (vi) Tele Fax No. (vii) PAN Card (Photo copy)		
4.	Complete details of the building viz. Complete Postal address of the location		
5.	<p>Rent in Indian Rupees per month per square feet of the carpet area (inclusive of parking charges, all the Central/State Government Taxes/duties, Municipal tax etc. Normal civil/electrical maintenance charges of building and any type of society/building maintenance charges).</p> <p>The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Govt. & it will be applicable for the leased period of three years.</p> <p>All corporation taxes, Cess or any other State Government/Central Government taxes/duties applicable, normal civil/electrical maintenance charges of building and any type of society/building maintenance charges are to be borne by the landlord.</p> <p>The electricity and water bills as per actual consumption to be borne by the Department</p>		

Signature of Legal Owner/Power of Attorney Holder

C	FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER (PLEASE MARK IF PROVIDED BY YOU)	
1.	There should be provisions for 24 Hrs. Electric and water supply	
2.	The area proposed to be given on rent should preferably be on the same floor.	
3.	The building should be in a ready to use condition with electricity, water, lifts, sewerage, fire fighting equipments and adequate toilet facilities. The electric power available should be indicated.	
4.	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement.	

5. THE FINANCIAL BID SHOULD INCLUDE:

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

- (I) The charges for the maintenance of the air-conditioning equipment if centralized and lifts;
- (II) The charges for parking space;
- (III) The charges for security;
- (IV) The competent authority reserves the right to reject any or all the proposals without assigning any reasons.
- (V) The last date of receipt of Tenders is **31.10.2017** by **05.00** pm by **RPAD/Speed Post Only**.

Sd – 12.10.2017

(K.C. KALA)
Additional Commissioner(P&V)
CGST & CX, Navi Mumbai