



**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE (DEPARTMENT OF REVENUE)  
OFFICE OF THE COMMISSIONER OF CENTRAL TAX  
GST & CENTRAL EXCISE, GAUTAM BUDDH NAGAR**

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C.No. I(22)07-Hiring Office Budaun/Admn./G.B.Nagar/17-18

Dated: 03.10.2017

**NOTICE INVITING E-TENDER THROUGH E-  
PROCUREMENT FOR HIRING OF OFFICE ACCOMODATION ON  
LEASE/ RENTAL BASIS**

The Commissioner of Central Tax (GST & Central Excise), Gautam Buddha Nagar invites online tenders (**e-tenders**) on behalf of the President of India 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 (as detailed in the tender documents) located in the following station/ city, at the preferred location mentioned in the table given below on long term basis.

S. No.	Type of Office	Name of the Station	Preferred Location	Approximate Net Carpet Area (Sq. Ft.)
1	Central Govt. Office [Division office and three Range offices for Central Tax (GST & Central Excise) Division-Budaun]	Budaun	Within six (6) Kms. From Budaun bus and/ or Budaun Railway station in the Budaun city	4700-5800

**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.

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 Proforma
- (e) Annexure-V : Financial/ Price Bid Undertaking
- (f) Annexure-VI : Financial/ Price Bid Proforma
- (g) Annexure-VII : Letter of Offer
- (h) Annexure-VIII : Scope of Maintenance
- (i) Annexure-IX : 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> or the Departmental website [www.cxggreaternoida.gov.in](http://www.cxggreaternoida.gov.in) or [www.cbec.gov.in](http://www.cbec.gov.in) as per the schedule as given in the CRITICAL DATE SHEET as under:

**CRITICAL DATE SHEET**

ePublished Date	03.10.2017 at 1630 Hrs.
Bid Document Download Start Date	03.10.2017 at 1630 Hrs.
Bid Submission Start Date	03.10.2017 at 1700 Hrs.
Bid Submission End Date	09.10.2017 at 1500 Hrs.
Bid Opening Date	10.10.2017 at 1530 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). Tenderers/ Contractors are advised to follow the “Instructions for online Bid submission” provided in the **Annexure-IX** 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/ Price Bid** alongwith other documents as mentioned in the tender documents.

**3.2.** Tenderer 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 form in any manner. In case the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer 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 Tender document 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. This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof.

**4. Earnest Money Deposit:** EMD of **Rs 7,500/-** (Rs. Seven Thousand Five Hundred only) shall be submitted by bidders by Demand Draft/ Banker's Cheque drawn on a Scheduled Commercial Bank in India payable at Greater Noida, **in original**, in favour of the "Assistant Chief Accounts Officer, Central GST & Central Excise Commissionerate, Gautam Buddh Nagar" and must reach the tender inviting authority at 3<sup>rd</sup> Floor, Wegmans Business Park, KP-III, Greater Noida (U.P.)- 201306 by **1500 Hrs. on 09.10.2017**. 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.

**5.** Tenders not accompanied with **Earnest Money Deposit** will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD". **However, the EMD submitted by the bidders against earlier Tender Notice dated 22.07.2017 may be considered, if they participate against the instant tender notice and give a request to this effect, subject to the system (CPP Portal) accepting the old EMD.**

**6.** Intending tenderers are advised to visit the departmental website and the CPPP website regularly till closing date of submission of tenders for any corrigendum/ addendum/ amendment.

**7.** 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 portal. The financial bid of the successful bidders (i.e qualified after evaluation of 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.

**8.** After opening of Technical Bid, the original documents as per requirement of the e-tender document may be verified by this office during technical evaluation of the bids.

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.

9. In the event of any of the above mentioned dates 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.

10. **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 any statutory levies/ **GST etc.** 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. The total amount of rent per month compared with the carpet area offered in Sq.ft. would be the criteria for deciding the successful bidder.

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

For any further details, Shri Vimal Pant, Superintendent (Admin) (Telephone No. 0120-6635840) or Shri S.K.Srivastava, Assistant Commissioner (Telephone No. 0120-6635804), Central Tax (GST & Central Excise) Commissionerate, Gautam Budh Nagar may be contacted. The last date for uploading the Bids on the CPP Portal is **09.10.2017 at 1500 Hrs.**

This issues with the approval of the Commissioner, Central GST & Central Excise, Gautam Buddh Nagar.

**(Rahul Lal)**  
**Additional Commissioner,**  
**Central Tax,**  
**Gautam Buddh Nagar**

Copy to:

1. The web master, i/c of [www.cbec.gov.in](http://www.cbec.gov.in) website, Director General of Systems and Data management, Customs and Central Excise, 4<sup>th</sup>& 5<sup>th</sup> Floor, Hotel Samarat, Chanakyapuri, Kautilya Marg, New Delhi 110021, for publishing on the official website.
2. The Superintendent (Systems), Central Tax (GST & Central Excise), Gautam Buddh Nagar to upload on the website [www.cxgreaternoida.gov.in](http://www.cxgreaternoida.gov.in).

**Additional Commissioner**