

**DIRECTORATE GENERAL OF GST INTELLIGENCE
LUCKNOW ZONAL UNIT, LUCKNOW
1/51, VIJAY KHAND, GOMTI NAGAR, LUCKNOW 226010
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F.No. DGCEI/LZU/ADMIN/GST/96/2017/Pt./7936

Date: 03.10.2017

**E-TENDER NOTICE FOR HIRING OFFICE SPACE ON LONG TERM
LEASE AT LUCKNOW**

E-Tender (in prescribed format) are invited from the owners/ landlords for hiring of office space of a total area of **13,000 square feet** (Approx.)with all facilities including adequate power (with power back up/space of DG set)/ water supply and sufficient parking space for the proposed offices of the Lucknow Zonal Unit of the Directorate General of Goods & Service Tax Intelligence (DG GSTI).

2. Owing to nature of work, it would be strongly preferred that the area offered for rent should be in a single building with independent entrance for exclusive use by the Directorate. The premises should be located in the Commercial/Residential in Hazratganj, Gomtinagar area. The premises should be ready for immediate occupation. Interested parties with clear title alone should apply. The offered space should not be on sharing with any other office/agencies. Premises owned by different persons should not be clubbed for the offer. Thus, the space offered for rent should be on a continuous basis so that there is no other office or agency in between the offices of the Directorate. If space is offered on different floors preference shall be given to premises having contiguous floors.

3. The complete tender document containing general terms & conditions, pre-qualification requirements etc. Are available on <http://eprocure.gov.in/procure/app>, and www.cbec.gov.in and can be downloaded free of cost.

Tender Critical Date Sheet

Tender publishing date & time	04.10.2017 at 06:00 pm
Bid submission start date & time	04.10.2017 at 06:00 pm
Bid submission end date & time	25.10.2017 upto 01.00 pm
Bid opening date & time	26.10.2017 at 03:00 pm

4. 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.

5. The bidder shall submit their bids online only at CPPP website: <http://eprocure.gov.in/eprocure/app> to follow the terms and conditions provided in the Annexure-I and Annexure-II and “Instructions to Bidder for online Bid Submission” provided in the Annexure-“III” for online submission of bids.

6. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

7. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner (s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

8. 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 tampered/modified in any manner, tender will be completely rejected and tender is liable to be banned.

9. Intended bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

10. Technical Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical- Bid the results of their qualification as well as Price-Bid opening will be also indicated in the Tender Critical Date Sheet.

11. Submission of Tender:-

(a) The tender shall be submitted online in two part, viz., technical bid and price bid.

(b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

TERMS AND CONDITIONS

1. The technical bid containing notice inviting offer, terms and conditions and details of the offer shall form part of the tender to be submitted by the owner of the premises (referred to as owner / landlord / lesser) to this Directorate. Offers are invited directly from owners / landlords in the specified proforma and no brokerage shall be paid to anyone. Canvassing in any form will disqualify the owner / landlord.

2. Owing to nature of work, it would be strongly preferred that the area offered for rent should be in a single building for exclusive use by the Directorate. The premises should be located in the Commercial/Residential in Hazratganj, Gomtinagar area. The premises should be ready for immediate occupation. Interested parties with clear title alone should apply. The offered space should not be on sharing with any other office/agencies. Thus, the space offered for rent should be on a continuous basis so that there is no other office or agency in between the offices of the Directorate. If space is offered on different floors preference shall be given to premises having contiguous floors. **The premises should not be located in a building /complex having Shopping Mall/Theatre/Party Hall.**

3. All the pages of the offer are to be signed and over - writing if any to be duly initialed by the owner / landlords or his authorized signatory.

4. The offer shall be valid at least for a minimum period of 6 months from the last date for submission.

5. There should not be any deviation in terms and conditions as have been stipulated in Technical bid.

6. After screening of the Technical bids, short-listed landlords will be informed by the Directorate for arranging site-inspection of the offered premises. In places, Offers not accompanied by approved plan, clearance /NOC from the various required authority and Fire Department for use as office premises conforming the municipality law will not qualify in technical bid.

11. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered shall be safe, strong, stable, sound and durable remaining life of more than 30 years.

12. The monthly rent and different taxes should be mentioned separately and nothing beyond the quoted rent /taxes shall be paid by the Directorate.

13. The owner/landlords will have to construct stationery room, record room, toilets etc. as per Directorate's requirement/Directorate's plan and make modifications/alterations in the premises if so desired by the Directorate at his own cost before handing over possession to the Directorate. Permission/approval required if any regarding additions/alterations/modifications of the premises shall be obtained by the owner /landlords at his own cost from the concerned local authorities.

14. The owner/landlords shall provide suitable cabins for officers and staff on mutually agreed terms or as per rates determined by CPWD authorities.

15. The premises offered should consist of the following minimum amenities/facilities;

a) Lifts of reputed make having adequate capacity, if premises offered is on upper floors.

b) Uninterrupted power supply for essential services and common area lighting.

c) Adequate lighting in the campus/compound.

d) Sufficient car parking space in office premises (for 30-40 four wheelers and 75-100 Two wheelers).

e) Presentable entrance, foyers, lobbies.

f) All internal and external walls should be painted in good quality paint.

g) Provision of adequate water supply and electricity.

h) Adequate open space surrounding the building.

i) The building should be ready to use condition with electricity, water, lifts sewerage, firefighting equipment and adequate toilet facility.

16. The owner / landlord shall provide adequate electric power load as per requirement of the Directorate at his own cost before handing over possession to

the Directorate. If additional electric power load is required by the Directorate later on (i. e. after taking over possession with electric load of required capacity) within the lease period, the same shall be arranged by the owner / landlord at his own cost.

17. The owner/landlord will provide sufficient frontage adequate parking space in the building, without any additional rental overheads, for the Directorate's visitors, employees etc.

18. All statutory clearances and permissions required for construction/modification/ additions/alterations and leasing of the premises to the Directorate shall be obtained by the owner/ landlord at his own cost.

19. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of Directorate. The registration charges, stamp duty for registration of lease deed to be borne by the owner /landlord.

20. Directorate shall have the right to carry out necessary alterations / modifications or make such structural or other changes to/in the premises as may be required by it for the purpose of its functioning. Provided always that the Directorate shall not make any permanent structural alterations incapable of being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of owner / landlord(s) but such consent shall not be unreasonably withheld in the case of such alterations as shall be necessary or required by Directorate for the purpose of better amenities and carrying on its function effectively. But the Lessee Directorate shall have all to make temporary alterations in the demised premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on the day to day activities.

21. Directorate shall have the right to install satellite dishes/communication towers and other communication equipment etc. as deemed necessary by the Directorate for facilitating electronic communication and / or Core Directorate as also installation of power generating/ amplifying devices including but not

restricted to power transformers, Power Generators etc. as well as placing of sign boards, Directorate's boarding / publicity materials. Air conditioners etc. in the terrace for its activities and the owner / landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent but however if any damage is resulted upon the demised premises due to such activities, the Directorate would be liable to repair the damage so caused, normal wear & tear is however excepted.

22. The Directorate shall have right to install generator sets for carrying its function effectively.

23. Since Directorate is the lessee / hire and has no insurable interest, the owner / landlord hereby has to insure the premises / assets rented / hired against risks like burglary, fire or natural calamity at his (owner's) own cost and the Directorate will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets.

24. Painting of the premises including front and back verandahs, bath rooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the Directorate will be carried out by the owner / landlord once in two years within the lease period. In case the owner / landlord fails to do so, the Directorate shall have the right to arrange it at the cost of the owner / landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner / landlord.

25. Whenever necessary, the owner / landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on the part or the owner / landlord to carry out or effect necessary repairs, it will be optional for the lessee Directorate either to terminate the lease or to retain the occupation of the demised premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner / landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner / landlord. No rent will be payable for the period during which the lessee

Directorate is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner / landlord to carry out the necessary repairs of the demised premises.

26. The possession of the premises will be given to the Directorate after completion of entire work as per Directorate's requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to Directorate's specifications, the owner/landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default the Directorate will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner / landlords.

27. During the currency of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the Directorate with any party affecting Directorate's right of occupation and any of the terms of the lease without written consent of the Directorate.

28. That if the landlord is desirous of making any addition to the building it shall be ensured by him that no access/approach by whatever means from the demised portion or by encroaching upon the open spaces which been available to the exclusive use of the Directorate.

29. That in the event of the owner / landlord deciding to sell the demised premises during the period of tenancy or at the expiration of the same he shall in the first instance offer them to the Directorate at the lowest price which he is prepared to accept for them and the Directorate shall within one calendar month from the date of receipt of such offer may Accept or reject such offer.

30. Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by **The Additional Director General, Directorate General of GST Intelligence, Zonal Unit, Lucknow** 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 Technical bids shall be opened in the first instance. The physical inspection of the premises will also be carried

out to verify whether the premises comply with the terms and conditions as mentioned above and the bid forms.

31. 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.

32. If the demised premises at the time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God and be not caused by the acts or neglect or fault of the Directorate, then in such case it shall be optional with the Directorate to determine the lease or to retain occupation of the demised premises, if the Directorate so desires without any diminution of rent hereby reserved.

33. The Directorate shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving two months notice in writing or subject the whole or a part of the premises. The owner / landlord shall not claim /entitled for any compensation/rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the Directorate.

34. That the Directorate will at the expiration of the said term or any extension thereof (if agreed to mutual) peaceable and quietly yield and deliver up possession of the demised premises to the owner / landlord in the nearly same condition as at the time of commencement of initial lease. Wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God accepted but this condition shall not be construed to render the Directorate liable to do any repairs of any kind to the demised premises.

35. After receipt of Directorate's confirmation for leasing of the premises which is considered to be most suitable / reasonable and its acceptance by its owner / landlord(s) backs out on account of any reason, the owner / landlord (s) is liable to

pay the Directorate the full expenditure incurred by the Directorate from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.

36. The Directorate reserves the right to accept or reject any or all the offers without assigning any reason thereof.

37. The premises offered should have construction approvals/clearance from all Central/State Government Departments as may be necessary by the local authorities.

38. Participation in the tender does not entail any commitment from the lessee and lessee reserves the right to reject any/all offers, including that of the lowest tenderer without assigning any reason.

We agree to the above terms and conditions.

Signature of owner / landlord.

**PROFORMA FOR TECHNICAL BID
DETAILS OF OFFER FOR LEASE**

Technical/Qualifying BID form for tender for hiring of office premises for the office of Additional Director General, DGGSTI, Zonal Unit, Lucknow.

01.	Details of owner / landlord	:	
	Name	:	
	Address	:	
	Telephone / Mobile No.	:	
	Fax No. (if any)	:	
	E-mail address	:	
	Name of contact Person & Phone No.	:	
02.	Details of the Property	:	
2.1	Address and locality in which the Property is situated	:	
2.2	Enclose a copy of Floor plan of the premises offered	:	
2.3	Usage of property as approved by Local Authorities (Strike out whichever is not applicable)	:	Residential / Commercial / Residential & Commercial / Shopping Centre / Shop cum Office
2.4	Type of structure (Strike out whichever is not applicable)	:	Load Bearing structure / RCC Framed structure
2.5	Number of floors in the building and the floors on which the premises offered.	: Floors in the building. Premises on Floor/s offered to the Directorate.
2.6	Floor wise rentable	:	<i>i) First floor Sq. ft.</i>

	Carpet Area		<p>ii) <i>Second floor</i> <i>Sq. ft.</i></p> <p>iii) <i>Third floor</i> <i>Sq. ft.</i></p> <p><i>etc.</i></p> <p><i>Note:-</i> The area offered should not include basement, which will be used exclusively for parking without any rent.</p>
2.7	Whether the building plan approved by the local authorities or not and enclosed the copy of the same.	:	<p><i>Yes / No</i></p> <p><i>(if yes, copy enclosed)</i></p>
2.8	Is the building ready to use? Please enclose BU permission	:	<p><i>Yes / No</i></p> <p><i>(if yes, enclosed BU permission)</i></p>
03.	Amenities / facilities provided	:	
3.1	Whether Municipal water supply available or not. If not state the other source of water supply.	:	<p>Yes / No</p> <p>Other sources</p> <p>.....</p>
3.2	Whether sanitary facilities (Toilets / Bath rooms / WC) available within the premises offered.	:	<p>Yes / No</p> <p>..... Toilets / Bathrooms /WC</p>
3.3	Whether separate 3 phase electric power supply available or not. If available state the sanctioned power load.	:	<p>Yes / No</p> <p>..... KVA</p>
3.4	Whether agreeing to provide free proper parking space for 30-40 four wheelers and 75-100 two wheelers.	:	<p>Yes / No</p>

3.5	Whether the premises offered is centrally air conditioned or not.	:	Yes / No
3.6	Whether lift facility available or not.	:	Yes / No
3.7	Stand by Generator arrangement, if any.	:	Yes / No
3.8	Fire fighting arrangement, if any.	:	Yes / No
3.9	Security arrangement, if any.	:	Yes / No
3.10	Please mention if any other facility is provided.	:
04.	Lease terms & Loan	:	
4.1	Lease period offered (generally for 15 years)	: Years
4.2	Period initial lease (<i>generally 5 years</i>).	: Years
4.3	Number of renewal option (minimum two renewal options)	: Options

Place :

Date :

Signature of owner / Landlord

**PROFORMA FOR FINANCIAL BID
OFFER FOR LEASING OF PREMISES**

(To be submitted in a separate sealed envelope super-scribed ‘Financial Bid’)

With reference to your advertisement in the newspaper(s) dated -----, I/We hereby offer the premises owned by me/us for housing your office on lease basis as per terms and conditions and other details furnished in the technical bid. The general information of the premises offered to the Directorate on lease and the rent per Sq. ft. of rentable area is as under :

1	Name of the owner / Land lord/s	
2	Location of the premises : i.e. Plot no./ Name of the Building. ii. Name of the street / Locality	
3	RENTABLE Carpet AREA of the premises offered. No rent for basement should be quoted. Basement will be used exclusively for parking free of cost. Sq. ft. on Ground floor Sq. ft. on First floor Sq. ft. on Second floor
4	Rent per sq. ft carpet area on each floor and the total monthly rent. The rent and the taxes should be mentioned separately)	Rs..... Per sq. ft. Per month for Ground Floor. Rs..... Per sq. ft. Per month for First Floor etc. Or Lump sum Rs. Per month.
5	Whether agreeing that the revision of rent at the time of renewal will be as per norms fixed by DG HRD.	Yes / No (In view of Para 6(2) (b)(b) of infrastructure manual.)

6	Service charges per month for additional facilities like exclusive lift, stand by generator set, Air Conditioning, electrical fixtures, if any	Rs..... per sq. ft. <u>Carpet Area</u> per month.
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Note:-

1. Above rent is exclusive of GST which, if payable, would be paid by the department on actual.
2. The rent will be subject to Rent Reasonableness Certificate/ FRC by CPWD as per procedure laid down by the Government and it will be applicable for the lease period of three years.
3. No advance rent or deposit will be paid by the Government as matter of policy.
4. The lease deed will be in the format of Standard Lease agreement as approved by the Directorate of Estate and shall be executed with the appropriate authorities. The stamp duty charges relating to registration, if any, shall be borne by the land lord.

Date:

Place:

Signature of Owner/ Landlord