

GOVERNMENT OF INDIA, MINISTRY OF FINANCE, DEPARTMENT OF REVENUE,
CENTRAL BOARD OF EXCISE AND CUSTOMS,
DIRECTORATE GENERAL OF GST INTELLIGENCE,
MUMBAI ZONAL UNIT, 3RD FLOOR, NTC HOUSE, 15, N.M. ROAD,
BALLARD ESTATE, MUMBAI – 400 001.

F .No. DGCEI/D-11011/20/2015-ADMN.

Date:13.09.2017

TENDER NOTICE FOR HIRING OFFICE SPACE ON LONG
TERM LEASE AT MUMBAI

The Directorate General GST Intelligence, Mumbai Zonal Unit (MZU), invites online tenders at the Portal <https://eprocure.gov.in> from owners/landlords/lessors for hiring of office space of a total area of 40000 square feet 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 West Sub-National Unit and the Mumbai Zonal Unit of the Directorate General of Goods & Service Tax Intelligence (DGGSTI).

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 have proper connectivity with local transport and Railway Stations. The premises should be located preferably within 1.5 kms from the railway lines connecting Dadar to CST/Churchgate railway station (covering Western, Eastern and Harbour lines). 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.

3. Each tender should be submitted separately under “**Two Bid System**” and should contain **Technical and Price/Financial Bids separately**. Detailed terms and conditions of Tender Notice can be downloaded from <http://cbec.gov.in/tender> or <https://eprocure.gov.in> or collected from this office during the working hours.

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. Interested persons can download the Tenders with Technical and Financial Bids from <http://cbec.gov.in/tender> or <https://eprocure.gov.in> or obtain the details of Technical and Financial Bid from Administrative Officer, Office of the Additional Director General, Directorate General of GST Intelligence, Mumbai Zonal Unit, 3rd floor, NTC House, 15, N. M. Marg, Ballard Estate, Mumbai – 400 001. The Tenders with Technical and Financial Bids should be separately submitted only online at <https://eprocure.gov.in>.

6. Priority would be given to premises belonging to Public Sector Units/Govt. Department/Public Financial Institutions. Private Owners shall submit copies of documentary proof of ownership along with Technical Bid. **No Brokers please.**

7. The last date of receipt of tenders online at the address <https://eprocure.gov.in> is 09.10.2017 before **15.00hrs.** Offers beyond the specified date/time shall not be entertained. The DGGSTI, Mumbai Zonal Unit takes no responsibility for delay/loss or incorrect submissions or quotations.

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

Sd/-
(V.Srinivasan)
Assistant Director

Copy to :

1. Notice Board of DGCEI, Mumbai Zonal Unit, Mumbai.
2. Copy for website www.cbec.gov.in and <https://eprocure.gov.in>.

TERMS AND CONDITIONS

As per advertisement in News Paper on 16.09.2017(in Loksatta) and 16.09.2017 in (Times of India)

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/lessor) to this Directorate through the Portal <https://eprocure.gov.in>. Offers are invited directly from owners/landlords/lessor in the specified proforma and no brokerage shall be paid to anyone. Canvassing in any form will disqualify the owner/landlord/lessor.

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 have proper connectivity with local transport and Railway Stations. The premises should be located preferably within 1.5 kms from the railway lines connecting Dadar to CST/Churchgate railway station (covering Western, Eastern and Harbour lines). 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.

3. The owners/landlords/lessors should fill all the relevant details in the specified proforma properly. Incomplete proforma and offers in any

other format other than the specified proforma of Technical bid and Financial bid will not be considered and will be liable for rejection.

4. All the owners/landlords/lessors are requested to submit their offer (TECHNICAL BID and FINANCIAL BID) duly filled in with relevant documents/information on or before the last date and time for submission of offer at the Portal <https://eprocure.gov.in> as stated in the notice inviting offer.

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

6. There should not be any deviation in terms and conditions as have been stipulated in Technical and Financial bids.

7. The Technical Bids will be opened on 10.10.2017 at **15.00 Hrs** in the Portal <https://eprocure.gov.in> online. All owners/landlords/lessors are advised in their own interest to take note of the said date, time and venue for opening of the Technical bids.

8. 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 where Completion/Occupation certificate are not issued by the local authorities, the Directorate may consider such offer if otherwise fulfills all other terms and condition and identified as suitable Technical Bid.

9. 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.

10. The monthly rent quoted should include all taxes excluding GST, charges and assessment as applicable at the time of commencement of lease and nothing beyond the quoted rent shall be paid by the Directorate.

11. The owners/landlords/lessors will have to construct stationery room, record room, toilets etc. 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 owners/landlords/lessors at his own cost from the concerned local authorities.

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

13. 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.
- 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...

14. The owner/landlord/lessors 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/lessor at his own cost.

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

16. 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/lessor at his own cost.

17. 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/lessor.

18. 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 owners/landlords/lessors 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.

19. 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/lessor 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.

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

21. Since Directorate is the lessee/hire and has no insurable interest, the owner/landlord/lessor 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.

22. 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/lessor 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.

23. Whenever necessary, the owner/landlord/lessor(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 of the owner/landlord/lessor 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/lessor 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/lessor. 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/lessor to carry out the necessary repairs of the demised premises.

24. 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/lessor 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/lessor.

25. During the currency of the lease agreement the owner/landlord/lessor 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.

26. That if the owner/landlord/lessor 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.

27. That in the event of the owner/landlord owner/landlord/lessor 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 three calendar months from the date of receipt of such offer may Accept or reject such offer.

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

to verify whether the premises comply with the terms and conditions as mentioned in Annexure-II.

29. 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.

30. 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.

31. The Directorate shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord/lessor by giving two months notice in writing or subject the whole or a part of the premises. The owner/landlord/lessor 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.

32. That the Directorate will at the expiration of the said term or any extension thereof (if agreed to mutual) peaceably and quietly yield and deliver up possession of the demised premises to the owner/landlord/lessor 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 expected but this condition shall not be construed to render the Directorate liable to do any repairs of any kind to the demised premises.

33. 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/lessor(s) backs out on account of any reason, the owner/landlord/lessor(s) is liable to pay the Directorate the full expenditure incurred by the Directorate from releasing of advertisement to finalizing the premises; other incidental expenditure incurred in the process and any other punitive damages considered reasonable.

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

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

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

Signature of owner/landlord/lessor.

PROFORMA FOR TECHNICAL BID			
DETAILS OF OFFER FOR LEASE			
(To be submitted online at the Portal https://eprocure.gov.in under the head ‘Technical Bid’)			
1	Date of Advertisement	:	
2	Details of owner / landlord	:	
2.1	Name	:	
2.2	Address	:	
2.3	Telephone / Mobile No.	:	
2.4	Fax No. If any)	:	
2.5	E-mail address	:	
2.6	Name of contact Person & Phone No.	:	
3	Details of the Property	:	
3.1	Address and locality in which the Property is situated	:	
3.2	Enclose a copy of Floor plan of the premises offered	:	
3.3	Usage of property as approved by Local Authorities (Strike out whichever is not applicable)	:	Residential / Commercial / Residential & Commercial / Shopping Centre / Shop cum Office
3.4	Type of structure (Strike out whichever is not applicable)	:	Load Bearing structure / RCC Framed structure
3.5	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.
3.6	Floor wise rentable area (inner to inner dimension of the external walls i.e. the usable floor area at any floor level and includes all internal	:	i) Basement Sq. ft. ii) Ground floor Sq. ft.

	partitions, walls columns, door jams, balconies, bathrooms, lavatories kitchen, Pantry and excludes external walls, balconies, portico / canopy, external staircase, loft, sanitary shafts, lift well, space below the window will, box louver, A.C. shaft, etc.) of the premises offered.	iii) First floor Sq. ft. iv) Second floor Sq. ft. v) Third floor Sq. ft.
3.7	Whether the building plan approved by the local authorities or not and enclosed the copy of the same.	:
3.8	Whether the construction of the building / premises offered completed or not. If under construction, state the time period required for its completion.	Completed in / under constrection and will be ready on
3.9	If building premises offered is comleted confirm that the construction is done as per approved building plan and if not state the deviations from the approved plan	Completed as per approved plan / Completed with deviations are as under :

3.10	Whether the premises is ready for occupation and Completion / Occupation certificate obtained from the concerned authorities. If yes, enclose a copy of the same and if not, state the present status and time period required for obtaining of the same.	:	Ready for occupation and Completion and Occupation certificate already obtained / Completion and Occupation certificate will be obtained within Days.
4	Amenities / facilities provided	:	
4.1	Whether Municipal water supply available or not. If not state the other source of water supply.	:	Yes / No Other sources
4.2	Whether sanitary facilities (Toilets / Bath rooms / WC) available within the premises offered.	:	Yes / No Toilets / Bathrooms /WC
4.3	Whether separate 3 phase electric power supply available or not. If available state the sanctioned power load.	:	Yes / No KVA
4.4	Whether exclusive parking space is available for Directorate's staff and customers or not. If yes, indicate approximate area of exclusive parking space offered.	:	Yes / No
4.5	Whether the premises offered is centrally air conditioned or not.	:	Yes / No
4.6	Whether lift facility available or not.	:	Yes / No
4.7	Stand by Generator arrangement, if any.	:	Yes / No

4.8	Fire fighting arrangement, if any.	:	Yes / No
4.9	Security arrangement, if any.	:	Yes / No
4.10	Please mention if any other facility is provided.	:
5	Lease terms & Loan	:	
5.1	Lease period offered (generally for 15 years)	: Years
5.2	Period initial lease (generally 5 years)	: Years
5.3	Number of renewal option (minimum two renewal options)	: Options
Place :			
Date :			Signature of Owner / Landlord/Lessor

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

(To be submitted online at the Portal <https://eprocure.gov.in> under the head ‘Financial Bid’)

With reference to your advertisement in the Portal <https://eprocure.gov.in> and in newspaper/s dated 16.09.2017, 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. Plot no./ Name of the Building	
	ii. Name of the street / Locality	
3	RENTABLE FLOOR AREA of the premises offered Sq. ft. in Basement
	 Sq. ft. on Ground floor
	 Sq. ft. on First floor
	 Sq. ft. on Second floor
4	Monthly RENT per sq. ft or LUMPSUM (on rentable area basis inclusive of all taxes as applicable)	Rs..... Per sq. ft. Per month for Basement
		Rs..... Per sq. ft. Per month for Ground Floor
		Rs..... Per sq. ft. Per month for First Floor
		etc.
		Or Lumpsum Rs. Per month
5	Increase in rent at the time of exercising renewal options %

	within the lease period	
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. per month
7	Parking space offered within the monthly rent in column 4 sq. ft.
8	Particulars of exclusive parking space offered at additional rent if any	Rs. per sq. ft. per month for Sq. ft. exclusive parking area
9	Other charges, Rental Deposit, if any	
Place :		
Date :		Signature of Owner/Landlord/Lessor