



Tender Notice for Hiring Of Office Premises

Sealed Tenders are invited for hiring of office building having adequate parking space as per the table below:

Sl. No.	Place	Space required(carpet Area) in Sq. ft.
1	Nalbari	1500 approx.
2	Nagaon	1500 approx.
3	Kokrajhar	1500 approx.
4	Haflong	1500 approx.

2. Tenders are invited in two bid tender system i.e. Technical Bid and Financial Bid for each of the place and the sealed Tenders should be addressed to Additional Commissioner, Central Goods & Services Tax, Sethi Trust Building, G S Road, Bhangagarh, Guwahati-781005. The Tender forms and details regarding General Terms and conditions can be obtained from the office of the Commissioner, Central Goods & Services Tax,, Sethi Trust Building, G S Road, Bhangagarh, Guwahati-781005 or can be downloaded from official website www.cbec.gov.in and

3. The rent will be approved by the competent authority on the basis of assessment and recommendation of CPWD and the owner should be willing to accept the rates/rent as approved. The Commissionerate reserves the right to amend any/ all terms and conditions as it deems necessary. The Commissionerate reserves the right to reject/accept any or all of the bids at any time without assigning any reason thereof.

4. The Tenders should reach this office **04/10/2017** up to 2.00 PM. The Technical bids will be opened by the Hiring committee at 4.00 PM on **04/10/2017** in the presence of all such bidders or representatives who wish to be present.

Sd/-

(J K Simte)
Addl Commissioner



भारत सरकार
GOVERNMENT OF INDIA
जीएसटी आयुक्तालय, गुवाहाटी
GST COMMISSIONERATE, GUWAHATI
सेठी ट्रस्ट बिल्डिंग, पांचवीं मंजिल, जी. एस रोड, भांगागढ़ , गुवाहाटी-781005
SETHI TRUST BUILDING, 5TH FLOOR, G.S. ROAD, BHANGAGARH, GUWAHATI
- 781 005



OFFICE OF THE COMMISSIONER
CENTRAL GOODS AND SERVICES TAX
Sethi Trust Building, Bhangagarh
Guwahati-781005

[Email: cceghy@nic.in](mailto:cceghy@nic.in) FAX: 0361-2465191

TENDER/OFFER DOCUMENT

Hiring of Office Accommodation



भारत सरकार
GOVERNMENT OF INDIA
जीएसटी आयुक्तालय, गुवाहाटी
GST COMMISSIONERATE, GUWAHATI
सेठी ट्रस्ट बिल्डिंग, पांचवीं मंजिल, जी. एस रोड, भांगागढ़ , गुवाहाटी-781005
SETHI TRUST BUILDING, 5TH FLOOR, G.S. ROAD, BHANGAGARH, GUWAHATI
- 781 005



OFFICE OF THE COMMISSIONER

CENTRAL GOODS AND SERVICE TAX

Sethi Trust Building, Bhangagarh

Guwahati-781005

[Email :cceghy@nic.in](mailto:cceghy@nic.in) FAX: 0361-2465191

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	<p>भारत सरकार GOVERNMENT OF INDIA जीएसटी आयुक्तालय, गुवाहाटी GST COMMISSIONERATE, GUWAHATI सेठी ट्रस्ट बिल्डिंग, पांचवीं मंजिल, जी. एस रोड, भांगागढ़, गुवाहाटी-781005 SETHI TRUST BUILDING, 5TH FLOOR, G.S. ROAD, BHANGAGARH, GUWAHATI - 781 005</p>	
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OFFICE OF THE COMMISSIONER
CENTRAL GOODS AND SERVICE TAX
Sethi Trust Building, Bhangagarh
Guwahati-781005
[Email :cceghy@nic.in](mailto:cceghy@nic.in) FAX: 0361-2465191

C.No. I(4)4/PRO/CE-GHY/2017

Date:

TENDER/OFFER
 DOCUMENT (TERMS & CONDITIONS)

To

All the intending Parties

Sub: Tender for hiring of office premises for of the Commissioner, Central Goods & Services Tax, Guwahati – reg. Dear Sirs/Madams,

The Office of the Commissioner, Central Goods & Service Tax, Guwahati intends to hire office space at the locations mentioned in the table below:-

Sl. No	Place	Space required	Nodal Officer	Address/Tel. No. of nodal officer
1.	Nalbari	1500 approx.	-do-	-do-
2.	Nagaon	1500 approx.	-do-	-do-
3.	Kokrajhar	1500 approx.	-do-	-do-
4.	Hafalong	1500 approx	-do-	-do-

The hiring of office space will be for 3(three years) initially which may be renewed from time to time, if required by the office of the Commissioner, Central Goods & Service Tax, Guwahati.

1. The premises having following amenities/facilities and features will be preferred for consideration and will gain weighted:-

- I. Copy of occupancy/completion certificate.
- II. Copy of Fire safety Certificate issued by Fire Department.
- III. Copy of consent of Assam Pollution Control Board as per provisions of the Environment (Protection) Act, 1986, if applicable.
- IV. Whether the premises are free from encumbrances, a certificate in this regard may be obtained from an Advocate or CA.
- V. Please clarify the kind of "Mortgage" of the property as reflected in your tender/offer documents.
- VI. The building offered should be complete and suitable for use as office.
- VII. The building offered should be ready to be occupied. The office premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road. Finalization of rent, based on location and other amenities provided, is subject to certification by CPWD/hiring committee and final approval/ sanction by the Government of India as per the rules framed in this regard. Surrounding of the building, space available within the premises of the building, approach road leading to the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and other related factors will be important criteria for qualifying the Technical Bid.
- VIII. There should be adequate natural lighting in the campus/compound.
- IX. There should be provision of service water system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
- X. There should be adequate cross-ventilation.
- XI. The building should have adequate fire system measures and security measures as per legal requirement.
- XII. The building should meet all other safety norms like earthquake resistance flood etc. required under the law. property should be insured against all types of damages during the entire period of contract.
- XIII. The net carpet area should preferably be in a single independent building with multiple floors.
- XIV. The premises should have suitable power supply for commercial operations.

- XV. Uninterrupted power supply for essential services and common area lighting.
- XVI. There should be adequate open space for generators and provision for connecting them to the power supply lines.
- XVII. The premises should have minimum parking space for one car per 700 Sq. Ft. of rented carpet area. Earmarked parking exclusively for the hirer will be desirable.
- XVIII. All building services such as lifts (if it is 2nd floor and/or above), power supply, Air conditioning, Local Area Network, Plumbing, Sewerage System, Telephone connectivity should be fully operational at the time of submission of the offer by the Landlord.
- XIX. All internal and external walls should be painted with good quality paint at the time of handing over of the premises to the Commissionerate.
 - XX. There should be provision of ceramic tiles/marble flooring in general areas and wooden flooring/vitrified tiles in the cabins of senior officers.
 - XXI. There should be green area in the ground floor and potted plants in the covered/stairs of common area.

2. The intending parties should send their proposal/bid addressed to the office of the Nodal Officer, mentioned against each in the table above. The bid is to be submitted in two parts- Technical and Financial bid. The Technical and Financial bid proforma have been placed as Annexure-‘A’ and ‘B’ respectively to this tender document.

The tender documents can be downloaded from the official website at www.centralexcisequwahati.gov.in/

3. Following documents are essential and must be submitted as part of Technical Bid: -
- (a) Offer Letter (duly signed and stamped)
 - (b) This Tender/Offer document (duly signed and stamped on each page) in token acceptance of Terms & Conditions mentioned therein.
 - (c) Technical Bid in Annexure ‘A’ document (duly signed and stamped on each page)
 - (d) Other documents as detailed in the Technical Bid i.e. Annexure-‘A’ document (duly signed and stamped on each page)

Tender applications/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected.

4. The procedure for submitting bids is mentioned below:-

- a) For technical bid, documents at (a to d) of Para 3 above with all other required documents (duly signed) should be submitted **only in a sealed envelope** (Envelope-I) superscripted as Technical Bid for Office Accommodation for Central Goods & Service Tax at _____ (Name of the place).

- b) Financial bid should be submitted in another separate **sealed envelope** (Envelope-II), superscripted as 'Financial Bid' for office Accommodation for Central Goods & Service Tax at Name of the place.
- c) Both the aforesaid sealed envelopes (I&II) should be placed in another larger envelope which should also be properly sealed. This envelope should be superscripted as "Tender for Hiring office premises for Central Goods & Service Tax at (Name of the place) Reference NO C.No. I(4)4/PRO/CE-GHY/2017 dated [REDACTED] to be opened on 04.09.2017.

IMPORTANT NOTE

- I. The bidder should refrain from indicating the rents and other financial details in the technical bid and if they do so, the bid will be rejected as much as the envelope containing the financial bid shall not be opened.
 - II. Any deviation from the above procedure (e.g. putting together of Technical and Financial bids in the same cover, non submission of requisite documents, non sealing envelopes) shall lead to rejection of bid document (a&b) initio.
5. The bid documents can also be dropped along with the offer letter in the locked sealed Tender Box for each station in the office of the Nodal Officer by **14.09.2017 upto 2.00PM**. The Tender Box will be opened by the Hiring Committee at **4.00 PM on 14.09.2017** for Technical Bids only in the presence of all such bidders or representatives who wish to be present. The tender box will be opened in the Chamber of the Chairman, Hiring Committee, in the office of the Nodal Officers. The financial bids of those who qualify on evaluation of Technical bids by the Hiring Committee would be opened later, the date of which will be intimated to the qualified bidders separately.
6. After opening the Technical bids, Financial bids will be opened only after due physical inspection of the premises as per the details given in the tendered bid, to verify whether the offered premises complies with the desired technical specifications or not.
7. In case the premises is found as per the desired technical specification, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before the financial bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.
8. The opening of financial bids shall be done at a later date. The financial bids of only those offers will be opened which are short listed after assessing the suitability of the accommodation, terms and condition offered compliance to technical specifications, verification of their credentials and other liabilities. This will be done by the "Hiring Committee constituted, for the purpose. The shortlisted bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.

9. The rent proposed to be charged per square feet per month on the carpet area which should be inclusive of all services and taxes and duties to be paid to various authorities should be indicated in the financial bid only.
10. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within fifteen days of acceptance of the offer by the Hiring Committee.
11. The offer should be valid for a minimum period of 06 (six) months from the due date of opening of tender.
12. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.
13. Tenders received after the due date and time for whatever reason, shall not be entertained and the Commissionerate shall not be responsible for any loss or delay in delivery of tender documents.
14. The premises offered should have necessary construction approval/clearances from all Central/State Government/Local Bodies and should be legally free from all encumbrances.
15. Finalization of rent based on location and quality of construction and age of the building is Subject to certification by CPWD/Hiring committee and final approval/sanction by Government of India as per rules framed in this regard.
16. Renewal of lease agreement is also subject to certification by CPWD/Hiring Committee and final approval/sanction by Government of India as per rules framed in this regard.
17. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/documents is liable to be rejected. However, the Hiring committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Hiring Committee may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the tender form invalid.
18. Selected party shall be required to sign a Lease Agreement with the designated authority of Commissioner, Central Goods & Service Tax, Guwahati as a legal requirement. The agreement shall be signed initially for a period of 3 (three) years extendable for further period as per requirement. The original copy of the lease document shall be retained by the hirer. Monthly rent should be quoted on lump-sum basis for the entire area (covered/built up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc.) for the entire agreement period of 3 (three) years in the Financial Bid. Bidders may note that no increase in rental charges per month will be allowed during the initial 3 (three) years of the agreement period.

19. The monthly rent will start as and when possession of the building is taken over by the Commissionerate. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made unless specifically agreed in writing.
20. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.
21. The Commissioner, Central Goods & Service Tax, Guwahati shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates. For electricity supply through generator set, a separate meter should be installed.
22. The cost of repair and maintenance of civil/electrical installation including Air Conditioning plant, power back up (generator sets), lifts and common areas etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the Commissionerate. The scope of maintenance is enclosed as per Annexure- 'C'.
23. The security of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The cost of deployment of External Security for building will be met by the owner. The services like security and maintenance shall be of the quality acceptable to the Commissionerate. The internal security of the building will be taken care of by the Commissionerate. The bidder should make sure that the Lifts work smoothly during the period of contract.
24. In case the security of the building is taken by the Commissionerate/Government of India for strategic reasons, the rent to be paid to the bidder shall be accordingly reduced.
25. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of Commissioner, Central Goods & Service Tax, Guwahati. If the bidder fails to do so, Rs. 1000/- per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs. 1000/- per minor complaint.
26. The Commissionerate at any time during the Lease Period/ extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirement.
27. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/Tender. In case of any conflict in terms and conditions of Tender Documents, the conditions stipulated in the Tender Documents shall take precedence.

28. The Commissionerate reserves the right to amend any/all terms and conditions, as it deems necessary.

29. The assessment of reasonable rent will be done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.

30. Participation in the tender process does not entail the bidders any commitment from the Commissionerate. The Commissionerate will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract. The Commissionerate reserves the right to reject any/all offers without assigning any reasons.

J K Simte
ADDITIONAL COMMISSIONER
CENTRAL GOODS & SERVICE TAX, GUWAHATI

OFFER LETTER

To

The Nodal Officer,
O/o the Commissioner,
Central Goods & Service Tax,
Guwahati.

Sub: Hiring of office premises for the Commissioner, Central Goods & Service
Tax, Guwahati –reg.

Ref. No.dated_____

Sir,

With reference to your Tender Notice calling for offers for hiring of office accommodation for Commissioner, Central Goods & Service Tax, Guwahati. I/We hereby submit my/our offer as follows:-

(a) Technical Bid	Annexure-‘A’ (in separate sealed cover along with EMD amount as per condition ‘2’ (Envelope –I)
(b) Financial Bid	Annexure-‘B’ (in separate sealed cover (Envelope –II)

The two sealed envelopes containing technical bid and financial bid referred to above have been put in main envelope as required.

1. I hereby undertake to abide by various terms and conditions contained in your letter F. No. Dated calling for offers. (Copy duly signed, enclosed)
2. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Yours sincerely,

Dated:

Signature and stamp of the Owner/Bidder/Authorized Signatory with complete Name, Address, Contact No. Including Mobile No. (also Indicate the category in Which signing, whether on His own behalf of as Power Of Attorney/Authorized Signatory of the owner)

**Sub:Hiring of office premises for the Commissioner, Central Goods & Service Tax,
Guwahati – reg.**

Ref. No.I(4)4PRO/CE-GHY/2017/ dated

TECHNICAL BID

Attach extra sheets, if required, which should also be signed.

Sr. No.	Particulars	Details (Please tick/fill up with relevant)
1.	Name of person/party submitting the bid (hereinafter referred to as the bidder) Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	
2.	Status of the bidder (individual/Partnership Firm/Company/Society/Any other(specify)	
3.	Name of the person/party holding title to the property (hereinafter referred to as the owner) Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	
4.	Status of the owner (individual/Partnership Firm/Company/Society any other (Specify)	
5.	Whether the bidder is himself the owner of property offered on rent or Power of Attorney/duly Authorised signatory of owner(Specify clearly)	
6.	Contact details of the bidder	
	6.1Name	
	6.2Complete Postal Address	
	6.3Telephone Nos. Including Mobile Numbers	
	6.4Fax Nos.	
7.	Contact details of the owner (if different from bidder)	
	7.1Name	
	7.2Complete Postal Address	
	7.3Telephone Nos. including Mobile Numbers	
	7.4Fax Nos.	
8.	Details of property offered	
	8.1Location & Address of the property	
	8.2Is property duly authorized for office use (Attach documentary	
	8.3Whether the space offered for hire situated in more than one floor of a property, if yes, specify floors	
	8.4Total plot area of the property where office is offered (complete land area including open spaces, constructed are with the boundary of property offered on rent) (in Sq. Ft.)	
	8.5Total carpet area on each floor offered for rent (in Sq. Ft.)	
	8.6Total carpet area (total for all floors offered (excluding underground/covered parking areas) (in Sq. Ft.)	
	8.7Open area (open parking space inner roads, garden etc.)	
	8.8Covered parking area (garages underground parking etc. if any)	
	8.9Distance of the property from Railway Station	

8.10	Distance of the property from Bus Station	
8.11	Width of road on which the property is located	
8.12	Details regarding natural light and proper ventilation	
8.13	Whether all Govt. Dues including property tax, electricity, telephone, water bills etc have been duly paid upto date. (enclose documentary proof for the same.	
8.14	Parking space for car/vehicles available. Public parking places on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space and open parking	
8.15	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any.	
8.16	Details of lifts-capacity and number	
8.17	Details of available fire safety and security measures (attach documents)	
8.18	Whether suitable power supply for commercial operation is	
8.19	Whether adequate open space for installation of generator is	
8.20	Details of the power back up, whether available or not.	
8.21	Whether the premises are free from encumbrances, a certificate in this regard may be obtained from an Advocate or CA	
8.22	Please clarify the kind of "Mortgage" of the property as reflected in your tender/offer documents	
8.23	Whether the building has met all other safety norms like earthquake resistance flood etc. required under the law.(Attach	
8.24	Whether, the premises have suitable power supply for commercial operations.	

Enclose documents wherever required.

I have gone through the various terms and conditions mentioned in the Tender Documents and I agree to abide by them. I* _____
Son/Daughter of **solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it is correct, complete and truly stated.

Yours faithfully,

Place:

Signature:

Date:

Name:

Designation:

Name in full and block letters

Name in full and block letters.

Sub: Hiring of office premises for the Commissioner, Central Goods & Service Tax, Guwahati – reg.

Ref. No.I(4)4/PRO/CE-GHY/2017/

Dated

FINANCIAL BID

1. Name of the party
2. Address (with Tel. No. & Fax No.)
3. PAN
4. Name & Address of the proprietor, Partners/Directors(with Mobile Numbers)

Name & Address of the	Net Carpet Area offered	Rate per Sq.	Monthly rent per Sq. Ft. (exclusive	Monthly rent quoted for the net carpet area

Net carpet area means area of premises less, passage, walls/columns, staircases,Varanda, Lobby, Balcony, etc.

Sr. No.	Particulars	Amount
1	Rate of electricity per unit to be supplied through Gen-Set.	

Dated:

Yours sincerely,

Signature and stamp of the Owner/Bidder/Authorized Signatory with complete Name,Address, Contact No. Including Mobile No.(also Indicate the category in Which signing,whether on His own behalf of as Power Of Attorney/Authorized Signatory of the owner)

SCOPE OF MAINTENANCE

- Round the clock general security to the premises, access control and regulating visitor movement.
- Periodical maintenance of the building, which includes painting/cleaning of the exteriors and all the common areas of the building.
- Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
- Maintenance of all Elevators including payment of AMC.
- Lighting of common area and provisions of consumables for the same.
- Maintenance of Water supply system.
- Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
- Provision of signage pertaining to common services.
- Maintenance and running of motors and water pumps installed at the premises.
- Maintenance and running of common DG sets, Air conditioners and payment of their insurance and AMC.
- Regulating vehicle movement within the premises. Maintenance of green area and potted plants.