



सत्यमेव जयते

आयुक्त का कार्यालय
वस्तु एवं सेवा कर एवं केंद्रीय उत्पाद शुल्क, अहमदाबाद उत्तर
OFFICE OF THE COMMISSIONER,
CGST & CENTRAL EXCISE, AHMEDABAD NORTH,
कस्टम हाँउस (प्रथम तल) नवरंगपुरा, अहमदाबाद – 380 009
CUSTOM HOUSE(1ST FLOOR) NAVRANGPURA, AHMEDABAD - 380009



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TENDER NOTICE FOR HIRING OF OFFICE ACCOMMODATION ON LEASE/RENT BASIS

F. No. I/04-04/2016-17/Adm

Date: 25.09.2017

NOTICE INVITING QUOTATIONS FOR HIRING OFFICE PREMISES ON LONG TERM LEASE

Central Goods & Services Tax and Central Excise, Ahmedabad North Commissionerate, Ahmedabad invites Sealed Tenders from the interested parties for providing ready built office premises in the Ashram Road, Navrangpura, Naranpura, Ambawadi and/or Paldi areas of Ahmedabad having proper approach road, entrance, adequate parking and toilet facilities. The tender should be submitted for **Carpet area of 1900 to 2000 Sq. Meter** approximately **20452 to 21528 Sq. Feet.**

1. The interested parties should send their proposal in a sealed cover addressed to **the Additional Commissioner, Central Goods & Services Tax, Ahmedabad North, 1st Floor, Custom House, Opp. Old High Court, B/h Akashwani, Navrangpura, Ahmedabad – 380 009** on or before **16.10.2017** before **16.00** hrs. 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, air conditioning standards, year of construction etc (**As per Annexure “A” & “B”**). The second part should be the **“Financial Bid”** which should indicate the rent proposed to be charged and the other financial terms and conditions (**As per Annexure “C” and “D”**). Both 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 the sealed cover as mentioned in the above Para. The building must have the minimum requirements as in the Annexure **“A”**.
3. The Technical bid shall be opened in the first instance and the suitability of the accommodation shall be addressed 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 cabins suitable to us or promise to make cabins 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.
5. The period of lease should be minimum duration of **03 (Three) years**;
6. The competent authority reserves the right to reject any or all the proposals without assigning any reasons.
7. The last date of receipt of Tenders is **16.10.2017** before **16.00 hrs.**

(Raj Mohan Gautam)
Additional Commissioner
CGST & Central Excise,
Ahmedabad North

(2)

Annexure "A"

A. FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER	
01.	There should be provisions for 24 hrs. electric & water supply
02.	The area proposed to be preferably on the floors contiguous to each other.
03.	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.
04.	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement
05.	There should be proper road and entrance to the proposed building.
06.	Whether sufficient parking space is available

Annexure "B"

B. TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS	
01.	Full particulars of the legal owner of the premises: (i) Name (ii) Address of office & Residence (iii) Telephone No./Mobile No./Tele Fax (iv) E-Mail Address (v) PAN No. (vi) The location and address of the accommodation
02.	Full particulars of person(s) offering the premises on rent/lease and submitting the tender:
03.	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)
04.	Type of building – commercial or residential
05.	(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)
06.	Detailed approved plan of the accommodation
07.	Date of Construction
08.	Exact carpet area
09.	Exact built up area
10.	Floor Number offered
11.	No. of floors in the building
12.	Other Facilities and amenities available with the building
13.	Type, model, company & No. of lifts available/carrying capacity, provide details of make,
14.	Parking space available for department- area and specific how many Nos of vehicles can be parked
15.	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)
16.	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
17.	(a) Whether running water, drinking and otherwise, available round the clock. (b) Whether sanitary and water supply installations have been provide for?
18.	Whether separate electricity and having sufficient installed has been provided for?
19.	Sanctioned electricity load
20.	(a) Whether electrical installation and fitting, power, plugs, switches etc. provided or not?
	(b) Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor wise)
	(c) Details of power back-up facility

21.	Details of Fire Safety Mechanism, if any	
22.	Specify the lease period (minimum three years and provision for extension)	
23.	Whether the building is earth quake resistant. If so, please provide a certificate from the competent authority	
24.	Any other salient aspect of the building, which the party may like to mention:	
25.	If there are ready built cabins suitable to us or promise to make cabins as per requirement the same will be preferred	

Signature of Legal Owner/Power of Attorney Holder

Annexure "C"

C. FINANCIAL BID			
Sr. No.	Items	Rate per Sq. Feet.	Total
01.	Name & Address of the applicant with Phone Nos		
02.	Status of the applicant with regard to Building/Accommodation offered for hire by the owner or power of Attorney Holder		
03.	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)		
04.	Complete details of the building viz. Complete Postal address of the location		
05.	Rent in Indian Rupees per month per square feet of the carpet area as mentioned in Technical Bid. 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. All corporation taxes, Cess or any other tax applicable are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne by the Department. Service Tax will be borne by the tenant as applicable.		
06.	Rate of common area maintenance Per Sq. Feet on carpet area per month		
07.	Any other conditions having financial implications relevant to the offer of the building. Give details, if applicable		

Annexure "D"**D. 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 (Civil, electrical, plumbing)
- (II) The charges for the maintenance of the air-conditioning equipment if centralized and lifts;
- (III) The charges for parking space;
- (IV) The charges for security.
- (V) Taxes and duties, to be paid to various authorities.

Signature of Legal Owner/Power of Attorney Holder

(4)

Declaration

(i) I / We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

(ii) It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I / We shall be liable to such consequences / lawful action as the Society /Department may wish to take.

Signature of Legal Owner/Power of Attorney Holder