



**OFFICE OF THE COMMISSIONER
CENTRAL GST AUDIT COMMISSIONERATE DEHRADUN
170, KISHANPUR, OPPOSITE RAM KRISHAN ASHRAM,
RAJPUR ROAD, DEHRADUN.
Email: gstauditddn@gmail.com, ascgstdeh-uk@gov.in**

पत्रांक :V(1)Audit/GST/DDN/HQRS/Admin/8/2017/

दिनांक :

TENDER NOTICE No. 07/2017

INVITATION OF TENDER FOR HIRING OF OFFICE PREMISE

Commissioner, CGST Commissionerate Audit, Dehradun invites applications for hiring suitable office accommodation with modern infrastructure & parking space preferably within 4 to 5 Kilometer radius of 170-Kishanpur, Rajpur Road, Dehradun for Commissionerate office (Details in Annexure-I).

2. The details of locations of Commissionerate office along with carpet area required is provided in Annexure-I along with the tender documents. The documents are as follow:
 - (a) Annexure - I : Detailed list of required office premises at specified locations and approximate area required.
 - (b) Annexure- II : Terms & Conditions.
 - (c) Annexure – III : Proforma for Technical Bid – Part I
 - (d) Annexure – IV : Proforma for Financial Bid – Part II
3. The sealed tenders should be submitted in two parts (Part –I : Technical Bid and Part – II : Financial Bid) in separate covers. Tenders should be addressed in the name of The Commissioner (Audit), GST Audit

Commissionerate, Second Floor, 170, Rajpur Road, Opp. RamKrishan Ashram, Dehradun.

4. The Tender documents along with Annexure can be obtained from the Superintendent (Audit), CGST Audit Commissionerate, Second Floor, 170, Rajpur Road, Opp. Ram Krishan Ashram, Dehradun, during office hours on any working day or can be downloaded from www.cbec.gov.in .
5. Last date of receipt of Tender is **10.10.2017 till 12:00 Hours.**
6. Date of opening Tenders (Technical Bids only) is **11.10.2017 at 15:00 Hrs.** at the Commissionerate Office premises.
7. Financial bids of only those bidders that fulfill all the terms and conditions will be opened separately and the date of opening of financial bids will be informed accordingly.
8. The tenders received after the last date shall not be entertained under any circumstance.
9. The undersigned reserves the right to accept / reject any offer without assigning any reason.
10. Carpet area of Office premises required at Dehradun detailed in Annexure –I is approximate figures and can be subjected to change, as per the final requirement of the Department. Commissioner (Audit), GST Audit Commissionerate Dehradun reserves the right to make any changes and his decision would be final.
11. 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 as approved.
12. For further details please visit our departmental website – www.cbec.gov.in.

**Assistant Commissioner (Audit)
Central Goods & Service Tax
Audit Commissionerate Dehradun**

पत्रांक : V(1)Audit/GST/DDN/HQRS/Admin/8/2017/

दिनांक :

Copy to:

- 1.) Notice Board of the Office of the Commissioner (Audit), GST Audit Commissionerate, Dehradun.

Assistant Commissioner (Audit)

Annexure – I

Proposed Space Requirement for Central GST Audit Commissionerate Dehradun

S. No.	GST Formation – Commissionerate	Location	Net requirement of Space (Sq. Fts.)
1	Commissionerate Office	Dehradun (with in 4-5 Kms radius of present location of Office at 170, Kishanpur, Rajpur Road, Dehradun)	4000

Annexure – II

General Terms & Conditions:-

The building should have proper air conditioning facilities for proper functioning of IT infrastructure and with adequate parking facility. Technical bid should specify the total area, covered area, parking available, location certificate of ownership along with right to rent the property, provision of electricity and any other detail renderer would like to furnish. The landlord will provide rooms or constructed cabins as per requirement at their own cost. Financial bids would be considered only after technical bid are found suitable as per the requirement of the department. The applicant should be ready to lease out the accommodation for minimum period of 3 years and all the taxes in respect of building will be borne by the owner. **The offer should contain a categorical statement that rent assessed by CPWD and other prescribed condition as per Central Govt. norm for hiring accommodation shall be acceptable.**

1. The minimum criteria for prequalification will be as under :
 - a. The Applicant(s) should be the bonafide Owner(s) or Power of Attorney Holder(s) of the Premises.
 - b. The Applicant(s) should be an Income Tax assessee(s) with PAN No. and its Tax returns must be up-to-date.

- c. The building should be constructed as per the sanctioned / approved plan of the competent development Authority. The building should be well maintained.
- d. The premises should be situated in good residential / commercial locality preferably with-in one Kilometer radius of Municipal Area or Bus Stand and on ground floor with proper accessibility and provision for dedicated parking.
- e. The building should be free from special Hazards like fire, water logging, flood etc.
- f. Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanction from the local municipal authorities should be in hand.
- g. The landlord should clear all the outstanding charges (mortgages / lease / easement / gift etc.) and pending dues (arrears of taxes / electricity / telephone /water) and other statutory obligations of Municipality, Corporation as well as of revenue Authorities.
- h. The occupancy certificate of the premises (in case of Apartments) from the local Authorities should be available for leasing the premises.
- i. The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes / alterations as required by the Office.

Method of submitting Tenders: Tenders should be submitted only in sealed covers – Tender covers will have three parts.

First cover - Technical Bid Cover – This cover should contain Part-I of application duly filled and signed by the bidder/s in all pages, along with necessary enclosures. The cover should be closed and sealed and super scribed as “Technical bid (**as per Annexure-III**) for Commissioner (Audit), GST Audit Commissionerate Dehardun” and should also contain the name and address of the bidder on the cover.

Second Cover – Financial Bid Cover – This cover should contain Part-II of the application duly signed by the bidder/s in all pages. This cover should be closed and sealed and super scribed as “Financial bid (**as per Annexure-IV**) for Commissioner (Audit), GST Audit Commissionerate Dehardun” and should also contain the name and address of the bidder on the cover.

Third Cover – Both the first and second cover should be placed in the third cover and should be super scribed “**SEALED TENDER FOR HIRING OF ACCOMODATION**” and to be addressed to - **The Commissioner (Audit), GST Audit Commissionerate, Dehradun, Second Floor, 170, Rajpur Road, Opp. RamKrishan Ashram, Dehradun.** Last date for submission of Tender : **10.10.2017**

2. Place for submission - **The Commissioner (Audit), GST Audit Commissionerate, Dehradun, Second Floor, 170, Rajpur Road, Opp. RamKrishan Ashram, Dehradun.**
3. Tenders will be opened at Hqrs. Office. Concerned party will be informed accordingly.
4. Bidder should ensure that the tender is received by the Office before the date and time. Specified and no consideration whatsoever shall be given for postal or any kind of delay. Tenders received after the specified date and time are liable to be rejected and the decision is at the sole discretion of the Office.
5. This office reserves the right to accept or reject or cancel any or all tenders without assigning any reason thereof and also reserve the right to place the order to any technically suitable Bidder/s who may not be the lowest as it deemed fit and proper.
6. Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.
7. This office will shortlist the offers based on information provided in Technical bid tender in accordance with Office’s requirement viz. locality of the proposed site, area of the premises offered, accessibility from main road, parking space provided, amenities & other infrastructure provided (like lift, back up DG Set etc.) and other essential requirements spelt out in Technical Bid.
8. The Financial Bid would be opened after short listing of Offers based on Technical Bid. Financial bid would be opened only for those short listed offers, on a future date and will be intimated to the short listed bidders at a later date.
9. The decision by this office on selection of the prospective offer is final.
10. In case of dispute the decision of this Office will be final and binding on all.

11. **Rent : 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 as approved.**

This Office shall start paying the rent from the date of taking possession from the landlord. Before taking possession, it shall be ensured that necessary occupancy certificate is obtained from the appropriate authorities by the landlord and alterations agreed to be carried out by the landlord have actually been carried out to this Office's satisfaction. Joint measurement of the premises will be taken based on floor area.

12. Execution of the Lease Documents: Once the premises are taken on lease by this office, the Lease deed as per the Office's standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be borne by the landlord.
13. Any other government norms will be followed regarding hiring building for Government Office.
14. **The lease period shall be for 03 years mandatory, extendable on need basis or on mutual understanding and will be fixed rent for 03 years and there will be no provision for enhancement of rent for the period under reference.**
15. **Following documents should be attached with the bid –**
 1. Documents for proof of owner ship.
 2. Location map and building map from competent authority.
 3. Sketch plan drawn to scale.
 4. Photographs showing exterior as well as interior.
 5. Completion certificate from concerned authority.
 6. Permission to construct.
 7. Building use permission.
 8. Clearance / NOC certificates from all competent authorities including fire department for use as office premise conforming to the MC Rules / By Rules.
 9. Copy of PAN /TAN number.
 10. Various Tax receipts (property, MC Tax, electricity bill etc.)
 11. Copy of IT returns for last three years.

(PROFORMA FOR TECHNICAL BID)

REG: Technical Bid for premises at

REF: Your advertisement dated published in News paper and at Office’s website.

1	PARTICULARS	
	Full particulars of the legal owner of the premises :	Details
	a) Name	
	b) Address (Office & Residence)	
	c) Telephone and Mobile No.	
	d) E-mail ID	
	e) PAN / TAN No.	
2	Whether Power of Attorney (PA) holder has powers to grant premises on lease / sub lease : YES / NO	
3	Name & Address of PA Holder	
4	Address of the premises offered for Hiring	
5	Is the premises is ready for possession	
6	Year of construction	
7	Details of construction of the Building : RCC construction or Load bearing Brich construction (please mention)	
8	Whether plans are approved by the local authorities (attach copy of sanctioned building plan) – Yes / No.	
9	Whether direct access is available from the main road – Yes / No	
10	Whether lift facility is available – Yes/No.	

11	Title Deed (attach copy of title deed)	
12	Exact carpet Area (Floor wise) in Sq. Ft.	
13	Exact built up Area in Sq. Ft.	
14	Offered area for hiring in Sq. Ft.	
14	Floor number to be offered	
15	No. of floors in the building	
16	Type of building – Residential / Commercial / Institutional / Industrial	
17	Location	
18	Whether all statutory obligations are cleared (Please enclose IT Return, Municipality Tax Receipt – Current and other supporting documents) – Yes/No	
19	Area of parking space available for department	
20	No. of vehicle which can be parked there (Four wheeler & two wheeler pl. specify separately)	
21	Whether parking area is with shed / covered – Yes /No.	
22	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership.	
23	Pending taxes / dues, if any.	
24	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.	
25	Whether running water, drinking and otherwise, available round the clock.	

26	No. of Toilets and its area.	
27	No. of Rooms with attached Toilet.	
28	Whether separate electricity connection and sufficient installation has been provided for ?	
29	Sanctioned commercial electricity load.	
30	Whether electrical installation and fitting, power, plugs, switches etc. provided or not.	
31	Whether building has been provided with fans in all rooms or not?(if yes, give the no. of fans floor wise)	
32	Space for installation of Generator / DG Set	
33	Details of Fire Safety mechanism, if any.	
34	Whether the building is earthquake resistant. If so, please provide the certificate from the competent authority.	
35	Any other salient aspect of the building, which the party may like to mention.	
36	Distance from location mentioned in Annexure-II (1(d))	
37	Surrounding of the Building – North /East/ South/West	
38	Date of external / internal painting on the Wall and Doors / Windows	
39	Whether floor is of Vitrified tiles / marbles/ Granite (Pl. Specify)	
40	Whether the owner has any objection on construction of temporary rooms / cabins by the department as per requirement.	

41	Insurance of the Property valid upto (pl. specify the date)	
42	Width of the approach road on which the Building is located	
43	Name of the office or persons with occupation already rented out in the same building, if any (pl. attach copy of agreement)	

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 Department may wish to take.

Signature of the Legal Owner / Power of Attorney Holder

Place :

Name :

Date:

Annexure – IV

(PROFORMA FOR FINANCIAL BID)

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

REG : Financial Bid for premises at

REF: Your advertisement dated published in News paper and at Office's website, I hereby offer the premises on lease / rental basis as under :

S.No.	General Information	Details
1	Name of the Building / Premises with complete Address (City, Street, Pin Code etc.)	
2	Name and Address of the Applicant with phone nos.	
3	Status of the applicant with regard to Building / Accommodation offered for hire by the owner or Power of Attorney Holder.	
4	Full particulars of the owner :	
	a. Name	
	b. Residential Address	
	c. Telephone nos. / mobile nos.	
	d. Business	
	e. PAN Card (Photocopy)	
5	Total offered area for hiring in Sq. ft. (with details with floor wise)	
6	Rent per Square feet of the carpet area per month as mentioned in Technical Bid. The rent will be inclusive of all taxes to be borne by the landlord as per terms and conditions of the Tender. (Rs.)	
7	Rent payable per month (Rs.)	
8	Rent for providing other facility (if any) Please specify separately.	
9	Total Rent Payable (Rs.)	

The rent will be subject to issue of fair rent certificate by the CPWD as per procedure laid down by the Govt. All taxes, cess, service charges, parking charges etc. will be borne by the Landlord. The electricity and water bills as per actual consumption to be borne by the Government.

Signature of the Legal Owner / Power of Attorney Holder

Place :

Name :

Date: