



**OFFICE OF THE COMMISSIONER OF CENTRAL GOODS & SERVICE Tax AND
CENTRAL TAX, SILIGURI COMMISSIONERATE, C.R. BUILDING, HAREN
MUKHERJEE ROAD, HAKIMPARA, SILIGURI, PIN-734001, PHONE/FAX –
(0353) 2523146.**

TENDER NOTICE FOR HIRING OFFICE SPACE

Central Goods Service & CX, Siliguri Commissionerate invites bids from the legal owners/power of attorney holders of premises for hiring office accommodation having approximate 2000-2400 sq.ft. for its office in any of the areas located at Municipal Corporation area of Balurghat (Dakshin Dinajpur) The lease period initially will be for a period of 03 (Three) years.

Interested parties having clear title may download the Technical Bid and Financial Bid formats from official website of cbec i.e. www.cbec.nic.in. The detailed terms and conditions of the tender are also given in the said website. The offer in sealed cover comprising Technical Bid and Financial Bid (each in separately sealed cover superscripted as "Technical Bid for hiring office space for Buniadpur and Balurghat Range office, and "Financial Bid for hiring office space for Buniadpur and Balurghat Range office complete in all respects may be submitted in person/registered post/speed post/courier so as to reach the undersigned to the abovementioned address on or before 18.00 Hrs on 03.10.2017. Offers received beyond the specified date/time shall not be entertained and Siliguri GST &CX Commissionerate takes no responsibility for delay/loss of documents sent by post/courier.

Priority would be given to the premises belonging to Public Sector Units/Govt. Departments/Public Financial Institutions. The lease agreement format of Govt. of India will be strictly adhered to. Being a Central Government Office, no security deposit/advance payment will be paid for the purpose of hiring the premises. No brokerage will be paid.

The technical bids will be opened on 12/10/2017 at 11.00 Hrs. Financial Bids of only those bidders whose technical officers are found valid, eligible and acceptable shall be opened. Siliguri GST & CX Commissionerate has the right to reject any or all bids without assigning any reasons thereof.

Tender Documents for hiring for hiring of office accommodation for Buniadpur and Balurghat Range office, under Dinajpur CGST Division,

- ❖ The tender consists of three parts
- ❖ Part-A –Terms and conditions
- ❖ Part B- Technical Bid
- ❖ Part C- Financial Bid

Both Part B and C should be sealed in separate envelopes and superscribed in bold letter:-

- a. Technical bid for hiring office space for Buniadpur and Balurghat Range office under Dinajpur GST Division
- b. Financial bid for hiring office space for Buniadpur and Balurghat Range office under Dinajpur GST Division
- c. Both these envelopes should be then placed in a single sealed cover superscripted "Tender for hiring office space for Buniadpur and Balurghat Range office, Dinajpur GST Division

Tenders (Technical Bid only) will be opened on 20.11.2017 at 11.00 Hrs at Siliguri GST &CX Commissionerate, Siliguri office in the presence of Bidders/representatives of Bidders, present, if any financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall only be opened.

Part A :- Terms & Conditions

1. **The Terms and condition shall form part of tender to be submitted by the bidder to the office of the Commissioner Customs, GST &CX, Siliguri Commissionerate.**
2. **All bidders are requested to submit the tender document(Technical & Financial Bids) duly filled in with relevant information supported by relevant documents at the following address:-**

**Office of the Commissioner
Central Goods & Service Tax, CX, Siliguri Commissionerate
Siliguri , C.R. Building Hareen Mukherjee Road , Hakimpara
Siliguri, Darjeeling West Bengal -734001**

3. All columns in the tender document should be duly filled in and no column should be left blank. "Nil or "Not applicable should be marked, where there is nothing to report. All the pages of the tender documents should be signed by the owner or his authorized power of attorney. Any other cutting of use of white ink should be duly initialed by the bidder. The Siliguri GST Commissionerate reserves its right to reject the incomplete tender or in case information submitted is found to be incorrect.
4. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information
5. Tender documents received by Siliguri Commissionerate after date and time i.e. 18.00 Hrs on shall be rejected outright and no correspondence in this regard shall be entertained.
6. The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms of area and price and other terms and condition quoted in the Technical or Financial bids. The bidder has to submit an undertaking on non-judicial stamp paper of requisite value duly signed by legal owner or his power of attorney holder that the bidder shall not back out/cancel the offer/offers made to Siliguri GST communicated during the validity period.
7. There should not be any deviation in terms and conditions as have been stipulated in the tender documents.
8. The tender will be acceptable only from original owner of the building or having valid power of attorney. The space offered should be free from all encumbrances/claims and disputes/any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
9. Offers received from Government Bodies/Public Sector Undertakings/State Housing Boards etc. would be given preference.
10. The building offered should be ready for immediate occupation.
11. The building should have separate electricity and having sufficient installed electricity load and water connection. If separate connection is not available sub-meter etc. to be got installed by the owner along with wiring.
12. The building should have easy approach and reasonable parking space free of cost for at least two four wheelers and 3-4 motorcycles. The location should be in an area convenient for office use and should be easily accessible. The properties should be situated in areas around municipal Corporation area of Balurghat (Dakshin Dinajpur)
13. Independent building(s) with guaranteed possession will be preferred.
14. The payment terms mentioned in the financial bid shall be strictly followed and no deviations will be allowed.
15. The rate of rent finally approved by CPWD is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision.
16. Canvassing in any form will automatically disqualify the offer. No brokerage will be paid.
17. The particulars of amenities provided/proposed to be provided inside the property/building complex should be clearly furnished in the Technical Bid.
18. The technical Bid is required to be submitted along with certified copies of approved drawings from Balurghat (Dakshin Dinajpur) Municipal Corporation authorities or any other competent authority, certified copy of Land Deed, Municipal receipts, approved plan of building and copy of ownership of building. Technical Bids received without these documents are liable for rejection without any reference to the party whatsoever. Originals of these documents/certificates shall be produced at the time of execution of lease Agreement.
19. The bidder is required to enter into Lease Agreement in the prescribed format approved by the Central Government.
20. The GST Siliguri Commissionerate reserves the right to verify/inspect the building before finalization of Tender and reject it out rightly, if the building is not according to the specification required by Siliguri GST Commissionerate.
21. All existing and future rates, taxes insurance fee including public liability insurance, including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by landlord.
22. Maintenance of premises to be made (externally) by the owner.
23. The Siliguri GST Commissionerate may, during the lease period/extended lease period carry out such alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.

24. Being a Central Government Office, no security Deposit/advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation.
 25. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc.
 26. The maintenance (civil, electrical, mechanical, plumbing including, consumable etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same.
 27. The building should have adequate toilet facilities.
 28. The building should be in a ready to use condition with electricity, water, painted, sewerage. The electric power available should also be indicated.
 29. The location should be in area convenient for office use and should be easily accessible.
 30. No tender will be accepted by fax, email. Telex or any other such means.
 31. Tender is likely to be rejected because of non-fulfillment of any of the above terms.
 32. The short listed bidders will be informed in writing by Siliguri GST Commissionerate for arrangements for site inspection of the offered premises.
 33. All disputes lie with the jurisdiction of Siliguri only. The Siliguri GST Commissionerate reserves the right to reject all or any tender without assigning any reasons thereof.
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Sd/-

Assistant Commissioner (P&V)

PART-B

TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

01	Full Particulars of the legal owner of the premises. (i) Name (ii) Address of office & Residence: (iii) Telephone No./Mobile No. (iv) Tele Fax: (v) E-mail Address	
02	Full particulars of persons (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	(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)	
05	Total Floor Area offered for rent in Sq. ft. Note: Definition of floor area Floor area is the area of the premises which is covered but excluding the following portions (s) walls and Columns (ii) Portico/canopy (iii) Sanitary shafts (iv) Stair case 9v) Bon Louvers (vi) lift wells (vii) Air conditioning duct (viii) Balcony (xi) portion below windows (x) loft	
06	Particulars of completion certificate . Enclosure attested/self-certified copy of completion certificate issued by competent authority.	
07	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)	
08	Facilities for vehicle parking (Mention details for four wheelers and two wheelers)	
09	No. of lift//carrying capacity, provide details of make year of installation etc.	
10	Number of Toilets-floor wise with details	
11	(a) Whether running water, drinking and otherwise, available round the clock. (b) Whether sanitary and water supply installations have	

	been provided for	
13	Sanctioned electricity load	
14	(a) Whether electrical installation and fitting, power plugs, witches 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)	
15	Details of Fire Safety Mechanism, if any	
16	Whether the premises is ready for occupation	
17	The period and time when the said accommodation could be made available for occupation (after the approval):	
18	Specify the lease period (minimum three years) and provision for extension	
19	Whether the owner of the building is agreeable to (i) Monthly rent as determined and fixed (FRC by Competent Govt. Authority like CPWD (ii) (ii) Monthly rent fixes as per (i) above to remain valid for initial lease period of three years	
20	Provisions for regular repairs and maintenance and special repairs, if any of the building	
21	Any other salient aspect of the building, which the party may like to mention.	

Declaration

1. I/We have read and understood the detailed terms and conditions of the tender applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
2. It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my knowledge and behalf 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 legal Owner/Power of Attorney Holder

PART-C FINANCIAL BID FOR HIRING OF OFFICE ACCOMMODATION		
01	Name & Address of the applicant with Phone Nos.	
02	Status of the applicant with regards 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) (iv) Tele Fax No.	
04	Complete details of the building viz. Complete postal address of the location	
05	Rent in Indian Rupees per month per square feet (during the initial lease period of three years) of the floor 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. No advance rent is payable by the Govt. No advance rent is payable by Govt. as a matter of policy) All corporation taxes or any other tax applicable are to be borne by the landlord, if not please specify. The electricity and water bills as per actual consumption to be borne by office.	

Signature of legal Owner/Power of Attorney Holder