



केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर का सहायक आयुक्त का कार्यालय  
OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS, CENTRAL EXCISE & SERVICE TAX  
निजामाबाद डिविजन : KNAR इस्टेट : तीसरा ताल  
NIZAMABAD DIVISION : KNAR ESTATE : 3RD FLOOR  
अशोक टॉकीज के पास : गोदाम रोड : निजामाबाद - 503003.  
NEAR ASHOK TALKIES : GODOWN ROAD : NIZAMABAD - 503003  
दूरभाष /Phone:08462-228147, फैक्स/ Fax: 08462-228113, ईमेल/E-mail: cexnzb@yahoo.com

पत्र सं / C. No. V/Gen/30/02/2017

दिनांक / Date: 18.04.2017

**NOTICE INVITING QUOTATIONS FOR HIRING OFFICE PREMISES ON LONG TERM LEASE**

*The Assistant Commissioner of Customs, Central Excise & Service Tax, Nizamabad Division, Hyderabad-I Commissionerate, invites Sealed-Tenders from the interested parties for providing ready built office premises for Mancherial Divisional Office, in Mancherial Town, as detailed below, preferably situated at ground/first floor, having proper approach road, entrance, parking facility for minimum 5 four wheelers and 10 two wheeler vehicles and adequate toilet facilities. The Tender should be submitted for Carpet area as mentioned below and safe space for installing 10 KVA generator on the ground floor.*

2. The interested parties should send their proposal in a sealed cover addressed to the Assistant Commissioner, Central Excise & Service Tax, 3<sup>rd</sup> Floor, KNAR Estates, Near Ashok Talkies, Godown Road, Nizamabad - 503003 on or before 10.05.2017 before 17.00 hrs.

S. No	Name of the Division	Specifications	Required Carpet Area
1	Mancherial Divisional Office	As per Annexure-I	735 Sq.MT

specified which may be referred -

- i. General Instructions and Terms and Conditions of this contract :
- ii. Requirements and Facilities to be provided by the bidder: Annexure-II.
- iii. Formats of Technical Bid : Annexure-III (with Undertaking)
- iv. Format for Financial Bid : Annexure-IV
- v. Declaration : V
- vi. Tender acceptance letter : Annexure-VI

3. 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. The Second part should be the "Financial Bid" which should indicate the rent proposed to be charged and the other financial terms and conditions. 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 another sealed cover mentioning clearly "Tender for Office Accommodation for Mancherial Divisional Office". The bids to be sent to the Assistant Commissioner, Customs, Central Excise & Service Tax, Nizamabad Division, 3<sup>rd</sup> Floor, KNAR Estates, Near Ashok Talkies, Godown Road, Nizamabad - 503003.

4. The Critical Dates for the Tender Submission and processing are as under -

Published Date	18 <sup>th</sup> April, 2017
Bid Submission End Date **	10 May, 2017 (05:00 P.M.)
Technical Bid Opening Date	11 May, 2017 (11:00 A.M.)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	12 May, 2017 (11:00 A.M.)

5. In the event of any of the above-mentioned date being subsequently declared as a holiday / closed day for this office or any administrative reasons, the tenders will be opened on the next working day at the scheduled time.

  
19/04/17

(RAVI JARPULA)

सहायकआयुक्त/ASSISTANT COMMISSIONER

## **ANNEXURE-I**

### **GENERAL TERM AND CONDITIONS:**

1. The Technical Bid should be accompanied by the following document :
  - i) Location Map.
  - ii) Copy of agreement for acquisition of property.
  - iii) Approved plan of the offered premises with exact measurement for carpet area.
2. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within one month after acceptance of their offer. The offer should be valid for a minimum period of 36 months from due date of opening the tender. It may be noted that no negotiations will be carried out except with the lowest tender and therefore most competitive rates should be offered.
3. In case of re-hiring, the revision of rent by **not more than** eight per cent (8%) per annum is permissible if the revised rent is within the FRC/RRC range.
4. Offers received from Public sector units/Government bodies would be given preference. No Earnest Money Deposit will be given by the department to the owner offering the premises. Tenders received after the due date and time for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of tender documents.
5. The premises owners will have to furnish structural soundness certificate from a reputed Architect/ organization in this field approved by Council of Architects in case the offer is short listed. Similarly the RCC design and construction fitness should be certified by an engineer approved by the concerned Govt. department.
6. The building should have assured power back-up and running water supply on continuous basis.
7. The premises should not be mortgaged or leased and should be free any encumbrances lien of any type. Bona fide owners of premises who possess free hold title on the said premises and who can in law let the premises to the Department are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.
8. The premises offered should consist of the minimum amenities/ facilities as mentioned in Annexure-II enclosed to this tender notice.
9. The premises offered should have construction approvals/clearance from all Central / State Government Department as may be necessary by the local authorities.
10. The Owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.
11. All the common amenities available in complex shall be made available to officers of Customs in that complex.
12. The legal owner of the building should provide adequate parking for Govt./Visitors vehicle.
13. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the department.
14. In case of high-rise building, provision of lift is essential with assured power backup.
15. The building should have appropriate fire safety compliance mechanism.

16. The office space should have electric fixture like fans, tube lights, switches, power points of ISI/BIS specifications.
17. The space offered should be free from any liability and litigation with respect to its ownership.
18. There should be adequate separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.
19. The building should be secure enough to protect the government property.
20. There should be sufficient number of chamber for Senior Officer with attached toilet / wash room.
21. Finalization of rent based on location and quality of construction is subject to certification to CPWD / hiring committee, subject to final approval and sanction by Government of India, as per rules framed in this regard.
22. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents are liable to be rejected. The tenderer, before submitting the tender should be satisfy him about correctness and authenticity of the details and documents submitted. Submission of wrong details / documents would render the tenderer from invalid.
23. The owner should make available the building for inspection by the officers of the Customs, Central Excise & Service Tax, Hyderabad-I Commissionerate after the opening of the technical bid/s.
24. The period of lease should be minimum for duration of Three (03) years.
25. *The Assistant Commissioner, Central Excise, Nizamabad Division/Principal Commissioner, Customs, Central Excise & Service tax, Hyderabad-I Commissionerate, reserves the right to amend these terms and conditions as it deems necessary.*
26. Participation in the tender does not entail any commitment from Assistant Commissioner, Customs, Central Excise & Service tax, Hyderabad-I Commissionerate, and he reserves the right to reject any / all offers, including that of the lowest tenderer without assigning any reason.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from Sr. No. 1 to 25 will constitute the technical specification.

The rent demanded per square feet of the covered area will constitute the Financial Bid. The rent offered should be inclusive of property tax, or any other tax required to be paid by the property owner/s. the lease shall be for a minimum period of three (03) years subject to the conditions as may be prescribed by the government from time to time.

**ANNEXURE-II**

**(FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER)**

01	There should be provisions for 24 hrs. Electric and Water supply.
02	The area proposed to be preferably on the floors contiguous to each other.
03	There should be proper road approach and entrance to the proposed building.
04	The building should be in a ready to use condition with electricity, water, lifts, sewerage, fire fighting equipment and adequate toilet facilities. The electric power available should be indicated
05	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement.

**ANNEXURE-III (TECHNICAL BID)**  
**TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS :**

<b>01</b>	Full particulars of the legal owner of the premises Name : Address of Office and Residence : Telephone No. / Mobile No. / Tele Fax : E- mail Address : PAN No. : The location and address of the proposed premises :
<b>02</b>	Full particulars of person(s) offering the premises on rent/ lease and submitting the tender.
<b>03</b>	Status of the applicant with regard to the premises offered for hiring (enclose power of attorney also if the applicant is other than owner)
<b>04</b>	Type of building – commercial or residential
<b>05</b>	Complete Address and location of the building. Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified sketch plan also)
<b>06</b>	Detailed approved plan of the accommodation
<b>07</b>	Date of Construction
<b>08</b>	Exact carpet area
<b>09</b>	Exact built up area
<b>10</b>	Floor number offered
<b>11</b>	No. of floors in the building
<b>12</b>	Floor wise No. of toilet
<b>13</b>	Distance from nearest railway station / Bus stand and name of the railway station / bus stand
<b>14</b>	Distance from nearest railway station / Bus stand and name of the railway station / bus stand
<b>15</b>	Other facilities and amenities available with the building
<b>16</b>	Type, model, company and no. of lifts available / carrying capacity, provide details of make
<b>17</b>	Parking space available for department area and specific how many nos. of vehicles can be parked
<b>18</b>	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)
<b>19</b>	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.
<b>20</b>	Whether running water, drinking and otherwise, available round the clock Whether sanitary and water supply installations have been provide for?
<b>21</b>	Whether separate electricity and having sufficient installed has been

	provided for?
<b>22</b>	Sanctioned electricity load
<b>23</b>	Whether building has been provided with fans in all rooms or not? Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor wise)
<b>24</b>	Details of power back up facility / ground space for installing 10 KVA generator.
<b>25</b>	Details of Fire Safety Mechanism, if any
<b>26</b>	Specify the lease period (minimum <i>three years</i> and provision for extension)
<b>27</b>	Whether the building is earth quake resistant, if so, please provide a certificate from the competent authority.
<b>28</b>	there are ready built cabins suitable to us or promise to make cabins as per requirement the same will be preferred. Note: The technical bid for the premises may be rejected if the premises is not found suitable for the office premises on inspection by the officers of the Customs, Central Excise & Service Tax, Hyderabad-I Commissionerate.

I/We ..... son/daughter of ....., have gone through the various terms and conditions mentioned in the tender documents and I/we agree to abide by them. I/We ....., solemnly declare that, to the best of my knowledge and belief the information given above and in the enclosures accompanying it is correct complete and truly stated.

Place:  
Signature of legal Owner/  
Power of Attorney Holder  
Date:

## ANNEXURE-IV (FINANCIAL BID)

### FINANCIAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS

No.	Items	Details	
1	Name and Address of the applicant with phone Nos. and email ID's		
02	Status of the applicant with regard to Building / Accommodation offered for hire by the owner of power of Attorney Holder.		
03	Full Particulars of the owner : Name : Address : Telephone Nos./Mobile Nos./Email ID : Business : Residential : Tele Fax No. : PAN Card (Photo copy) :		
04	Complete details of the building viz. Complete Postal address of the location	Rate Rs./ sq.Mtrs. of carpet area	Total Rs.
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 and 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. (The amount should be inclusive of the rate for common area maintenance)		
06	Any other conditions having financial implications relevant to the offer of the building. Give details if applicable.		

**Note: The Financial Bid should include -**

- 1.The rent proposed to be charged per Sq.Mtrs. on the basis of carpet area which should be inclusive of all costs of services including.
- 2.The charges for the maintenance (Civil, electrical, plumbing)
- 3.The charges for the maintenances of the air-conditioning equipment if centralized and lifts.
- 4.The charges for parking space.
- 5.The charges for security.
- 6.Taxes and duties, to be paid to various authorities.

Signature of Legal Owner/ Power of Attorney Holder



**ANNEXURE-V**

**DECLARATION**

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 to totality. 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

**Annexure-VI**

**TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)**

Date:

To,  
The Assistant Commissioner,  
Customs, Central Excise & Service Tax,  
Nizamabad Division, KNAR Estate, 3<sup>rd</sup> floor  
Near Ashok Talkies, Godown Road,  
Nizamabad-503003.

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2.I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3.The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4.I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5.I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6.I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)