भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER
केंद्रीय वस्तु एवं सेवा कर तथा केन्द्रीय उत्पाद शुल्क CENTRAL GST AND CENTRAL EXCISE
पी.सं.बी.13, जी एस टी भवन, प्रेस क्लब रोड P. B. No. 13, GST BHAVAN, PRESS CLUB ROAD
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Dated: 15.08.2025

TENDER NOTICE FOR HIRING OF OFFICE SPACE

The Commissioner of Central Tax and Central Excise, Thiruvananthapuram invites bids for hiring of office space of carpet area around **1490 Sq m** or **16,000 Sq. ft.** for the establishment of the following offices following offices at Thiruvananthapuram.

1	Approximate carpet area for setting up the office of the GST Appellate Tribunal, Thiruvananthapuram Bench	10000 Sq ft
2	Approximate carpet area for setting up the office of the Authorized Representative of Central Goods and Services Tax Department, GST Appellate Tribunal, Thiruvananthapuram Bench	3000 Sq ft
3	Approximate carpet area for setting up the office of the Authorized Representative of State Goods and Services Tax Department, GST Appellate Tribunal, Thiruvananthapuram Bench	3000 Sq ft

TIME SCHEDULE FOR TENDER

SL No	Particulars	Date
1	Tender e-publish date	**15.08.2025**
2	Document download start date	**15.08.2025**
3	Document download end date	**12.09.2025**
4	Bid submission start date	**15.08.2025**
5	Bid submission last date	**12.09.2025**
6	Tender opening date (Technical)	**15.09.2025**

2. Tender documents may be downloaded from CPPP site **http://eprocure.gov.in/eprocure/app** and uploaded within the given time schedule, for tender as above, by the bidders having Digital Signature (DSC) issued from any agency authorized by the Controller of Certifying Authority (CCA), Government of India. Interested bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website **http://eprocure.gov.in/eprocure/app.**

3. The portal enrolment is free of cost. Interested bidders shall submit their quotation online on **http://eprocure.gov.in/eprocure/app** as per the tender document in the website.

4. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website **http://eprocure.gov.in/eprocure/app** shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be rejected and the tenderer is liable to be banned.

5. The tenders shall be submitted **only online** and **in two parts viz., Technical Bid and Financial Bid, along with all the other tender documents mentioned in Annexure – II & III, duly signed in all the pages.** The format of Technical and Financial Bid is mentioned in **Annexure-IV and V.** All the pages of the bid being submitted must be signed and over writing, if any, has to be duly initialed by the owner/landlords or his authorized signatory and sequentially numbered by

the bidder irrespective of the nature of the content of the documents before uploading. Further, the 'Terms & Conditions' **[Annexure-II]** and Tender Acceptance Letter **[Annexure- III]** should also be duly signed and uploaded along with the other tender documents specified in **Annexure-II** [Terms & Conditions] on the CPPP. Technical bids not conforming to the above shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website **http://eprocure.gov.in/eprocure/app** shall not be considered. No correspondence will be entertained in this matter.

6. Interested service providers are advised to visit the CPPP website **http://eprocure.gov.in/eprocure/app** regularly till the closing date of submission of tender for any corrigendum/addendum/amendment.

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

8. The office space should have a carpet area of around **1490 Sq.m.** or **16,000 sq. ft. for** Thiruvananthapuram sitting of the **GST Appellate Tribunal** and Authorized representative Offices of CGST and SGST and should **comply with the parameters and have all the facilities mentioned in Annexure-II, enclosed with this tender.** The term carpet area shall have the same meaning as assigned to it under clause (k) of Section 2 of the Real Estate (Regulation and Development) Act, 2016.

9. The amount of rent payable for the premises to be taken will be as per the Government of India Rules and the same shall be fixed and paid in accordance with the Government of India instructions in force.

10. Interested parties (PSUs, Govt. and Non-Govt.) having clear title may download the tender from **http://eprocure.gov.in/eprocure/app.**

11. The bids, complete in all respects should be submitted through the Government e-procurement portal **http://eprocure.gov.in/eprocure/app on or before 05.00 P.M on 12.09.2025.** The Commissioner of Central Tax and Central Excise, Thiruvananthapuram reserves the right to extent the last date prescribed for submission of tenders; if required. **Offers received beyond the specified date or the extended date as the case may be shall not be entertained.**

12. The prospective bidders may contact Shri. S Suresh, Superintendent at Mobile: 9349322092 for any clarifications for submitting the tender.

Enclosures:

1. **Annexure – I (General Instructions)**
2. **Annexure – II (Terms & Conditions)**
3. **Annexure – III (Tender Acceptance Letter)**
4. **Annexure – IV (Technical Bid Format)**
5. **Annexure –V (Financial Bid Format)**
6. **Annexure – VI (Indicative structure required for the premises)**

Additional Commissioner

Copy to:

1. **The Notice Board at the office of the Commissioner of Central Tax & Central Excise, Thiruvananthapuram.**

Annexure – I (General Instructions)

1. The tender consists of three parts - **Part A [Terms and Conditions], Part B [Technical Bid] and Part C [Financial Bid].**

2. The bidders should fill all the relevant details in the specified proforma properly. Incomplete proforma and offers in any other format other than the specified proforma of Technical Bid and Financial Bid will not be considered and will be liable for rejection.

3. All the bidders are requested to submit their offer (TECHNICAL BID and FINANCIAL BID) duly filled in with relevant documents/information on or before the last date and time as stated in the tender notice.

4. Offers received after due date and time as stated in the tender notice shall be rejected.

5. Tenders (**Technical Bid only**) will be opened at the Conference Hall, 4th Floor, Office of the Commissioner of Central Tax and Central Excise, Thiruvananthapuram, GST Bhavan, Press Club Road, Statue, Thiruvananthapuram – 695001. The Technical Bid will be opened at 11 AM on 15.09.2025 and extension of date and time if any; will be communicated to the tenderers and the tenderers or their authorized representative may attend.

6. Before accepting Technical Bid, all the documents and space/building shall be inspected by a committee authorized by the Commissioner, Central Tax and Central Excise, Thiruvananthapuram and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final. The Technical bids shall be opened in the first instance. The physical inspection of the premises will also be carried out to verify whether the premises comply with the terms and conditions as mentioned in Annexure-II.

7. The **Financial Bids** of those who qualify on evaluation of technical bids by the Technical Evaluation Committee would be opened later, the date of which will be intimated to the qualified bidders.

Annexure – II (TERMS AND CONDITIONS)

1. The terms and conditions shall form part of tender to be submitted by the bidder along with other documents.

2. All columns in the tender document shall be duly filled in and no column shall be left blank. “Nil” or “Not applicable" shall be marked, where there is nothing to report. All the pages of the tender document shall be signed by the owner or his authorized Power of Attorney. Any cutting or use of white ink should be duly attested by the bidder. In case of Co- Owners/ Joint Owners, the bid documents i.e., technical bid, financial bid and other documents, should be signed by all the Co-Owners/Joint Owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the other remaining owners. The Commissioner of Central Tax and Central Excise, Thiruvananthapuram reserves the right to reject incomplete tender or in the event of any of the particulars being found to be incorrect.

3. In case the space in tender document is found to be insufficient, the bidder may use additional sheet or pages to provide required particulars.

4. No tender will be accepted by fax, email, telex or any other such means.

5. The tender shall be acceptable only from the original owners of the space or from those having valid power of attorney. The space offered should be free from all encumbrances/claims/liabilities and disputes and litigation with respect to its ownership, lease /renting and pending dues etc.

5. The office space offered must be within the limits of the Corporation of Thiruvananthapuram preferably within a radius of 6 Kms from the Secretariat

and legally approved for commercial/Corporate/office use and must meet the building norms prescribed by the appropriate Government Authority with regard to fire safety, disaster management, structural stability etc. The said premises should be ready for immediate occupation. Interested parties with clear title alone should apply. The space of approximately 10000 Sq ft for housing the GST Appellate Tribunal shall invariably be offered in the same floor or contiguous two floors. The space for housing the Authorized Representative Office of the Central GST and State GST shall also be offered in the same building / premises. If space is offered on different floors preference shall be given to premises having contiguous floors.

6. The building /premises offered should have good facade with contemporaneous elevators (in case of high-rise building) and the premises should preferably be disabled friendly conforming to the requirements of disabled persons as prescribed under the Right of Persons with Disabilities Act, 2016. The flooring should be of standard quality vitrified tiles / granite / marble. The premises should be partitioned at the expense of the landlord / owner and given in ready to occupy / ready to move in condition with two Court Rooms with elevated platform for judges, two Chambers for Judges, Conference Hall for Tribunal and Partitions/Cabins/Cubicles for officials of the Tribunal and Authorized Representative offices of CGST and SGST with Local Area Network Cabling [about 50 LAN and electrical nodes] as per plan of the department, air-conditioning, office fixtures, lights, elegant false ceiling [gypsum ceiling with moisture resistant board / grid ceiling with particle board / PVC Sheet], Toilets (toilet facilities, including separate toilets for men and women with standard branded sanitary fittings) in each floor as per the requirement / drawing / plan of the department. The partitioning of Court Hall with entry / exit doors [one door exclusively for entry / exit of Judges] should be carried out with water proof and termite proof standard quality plywood of 18 mm thickness with electrical points and LAN Nodes for installing audio visual equipment for online hearing. The cabins for officials should be partitioned with water proof and termite proof standard quality plywood of 18 mm thickness / toughened glass 8 mm and above and the cubicles / work stations for staff with water proof and termite proof standard quality plywood of 18 mm thickness / aluminum sections of 1.2 mm or above with side

covering with cloth / veneer / laminated sheet. The Conference Hall shall be partitioned with water proof and termite proof standard quality plywood of 18 mm thickness / toughened glass 8 mm and above with duct / electrical points and LAN Nodes for connecting audio visual equipment for video conferencing. The indicative structural requirement of the office of the GST Appellate Tribunal and the Office of the Authorized Representative of the Central GST and State GST Departments are given as Annexure – VI. The layout given in Annexure – VI is only indicative and the Commissioner of Central Tax and Central Excise, Thiruvananthapuram reserves the right to change / alter / modify the indicative structural requirements as and when required.

7. The owner/landlord shall before commencement of the tenancy, carry out the additions / alterations as above as per the plan/ requirement of the department at their cost. Permission /approval if any; required for addition / alteration / modification of the premises shall be obtained by the landlord / owner at their cost from the concerned local authorities.

8. The owner / landlord shall allow the lessee to construct additional cabins / partitions / record room toilets etc. as per the requirement of the department as and when required and make modifications / alterations in the premises, if so desired by the department.

9. The building/premises offered should have separate electricity supply and having sufficient installed electricity load and water connection and shall also provide adequate power back up facility. If separate connection is not available, sub-meter etc., along with wiring shall be got installed by the owner. All internal and external walls should be painted with good quality paint at the time of handing over the premises to the lessee.

10. The building in which space is offered should have easy and convenient approach and not less than 20 [twenty] car parking space and parking space to accommodate at least 20 two-wheelers in addition to the car parking space. The location should be in an area convenient for office use and should be easily accessible by public transport system.

11. The particulars of amenities provided/proposed to be provided inside the property / building complex should be clearly furnished in the Technical Bid. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered shall be safe, strong, sound and durable remaining life of more than 30 years. Distempering of the building, polishing/oil painting of the wood and iron work will be carried out by owner/landlord once in three years. Whenever necessary, the party will carry out tenable repairs to the premises. If the owner/landlord fails to do this, the lessee will have right to carry out the repairs and recover the cost from the Owner/landlord or from the rent payable to Owner/landlord.

12. The Technical Bid is required to be submitted along with **certified copies of Land Deed, Municipal receipts, and approved plan of building and copy of ownership of building**. **Technical Bids received without the said documents are liable for rejection without any reference to the party whatsoever**. Original documents/ certificates shall be produced at the time of execution of Lease Agreement.

13. The bidder is required to enter into Lease Agreement in the prescribed format approved by the Central Government [Standard Lease Agreement format] separately for the space of GST Appellate Tribunal and the Offices of the Authorized Representative of Central GST and State GST. The copy of the Standard Lease Agreement is enclosed for reference.

14. Maintenance of the building including premises is required to be undertaken by the owner. The bidders shall quote **rates for the carpet area to be rented only as "Rate per square feet per month" (in both words and figures). The rate quoted shall be exclusive of GST.** However, acceptance and payment of rent will be subject to the issuance of Rent Reasonableness Certificate by CPWD as per the procedure laid down by the Government for the carpet area determined by CPWD. The rent will be paid only from the date of taking possession of the premises. The bidder would be liable for ensuring compliance with the relevant rules, and regulations as notified by the government in this regard from time to time.

15. All Panchayat/Municipal/Corporation taxes, cess or any other taxes as applicable during the period of lease shall be borne by the owner. However, GST, if any, paid by the owner shall be reimbursed by the department on actual basis along with the rent.

16. In case a particular bidder owns more than one premise and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid, financial bid in respect of each premises.

17. No security deposit or advance rent shall be paid by the Department as per the existing policy.

18. Electricity and water bills as per actual consumption shall be borne by the Department.

19. 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 four years from the start of the lease or revision of the rent, provided that such revision shall not exceed 15 % of the rent payable at the time of execution of the original / initial lease deed.

20. The Department shall pay common maintenance charges in proportion to the office area taken on lease by the Department which shall also be based on the actual expenditure incurred towards maintaining common facilities viz. security, electricity towards lift and lighting of common spaces, running of generator etc.

21. No brokerage shall be paid by the Department.

22. The payment terms mentioned in the financial bid shall be strictly followed.

23. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc., along with DG sets for 24x7 power supply.

24. Maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be undertaken by the owner and the owner shall also carry out annual repair and maintenance every year. In the event of failure or neglect or default on the part or the owner / landlord to carry out or effect necessary repairs, it will be optional for the lessee either to terminate the lease or to retain the occupation of the premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner / landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner / landlord. No rent will be payable for the period during which the lessee is deprived of the use of the premises or part thereof due to the failure, neglect or default of the owner / landlord to carry out the necessary repairs of the leased premises.

25. AC ducting, false ceiling, internal cabins, light fittings, power sockets etc. should be provided by the owner/landlord as per the design of the department.

26. Suitable common amenities like toilets, pantry etc. should be available which are in usable condition.

27. The offered space should be in a ready to use condition with approved electricity, water, sewerage connections etc. The electric power load available should also be indicated.

28. Flooring should be of vitrified tiles/marble/granite of standard quality. The internal and external walls and ceilings should be properly painted with standard quality paint.

29. The Department reserves the right to set up additional Generator Sets and other electrical fittings in the premises/ common areas of the building as required from time to time for which the successful bidder shall facilitate such installations at no additional cost.

30. During the currency of the agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the Department with any party affecting Department's right of occupation and any of the terms of the lease without written consent of the Department.

31. After taking possession, if it is found that any item or work remains unattended or not according to this Department's specifications, the owner/landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default this Department will have the right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner / landlords.

32. That if the landlord is desirous of making any addition to the building it shall be ensured by him that no access/approach by whatever means from the leased portion or by encroaching upon the open spaces which been available to the exclusive use of the lessee.

33. The Department of Revenue, Ministry of Finance, Government of India, or the Commissioner of Central Tax and Central Excise, Thiruvananthapuram acting on behalf of the Department of Revenue, shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving two months' notice in writing. The owner/ landlord shall not claim/entitled for any compensation/rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the department/ lessee.

34. If the leased premises at the time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God and be not caused by the acts or neglect or fault of the department /lessee, then in such case it shall be optional with the department /lessee to determine the lease or to retain occupation of the leased premises, if the department /lessee so desires without any diminution of rent hereby reserved.

35. That the Department of Revenue, Ministry of Finance, Government of India or the Commissioner of Central Tax and Central Excise, Thiruvananthapuram acting on behalf of the Department of Revenue, will at the expiration of the said term or any extension thereof (if agreed to mutually) quietly yield and deliver up possession of the leased premises to the owner / landlord in the nearly same condition as at the time of commencement of initial lease. Wear and tear, and damage by fire, earthquake, cyclone, tempest, flood and violence of any army or mob or other irresistible force or act of God excepted but this condition shall not be construed to render the department /lessee liable to do any repairs of any kind to the leased premises.

36. After receipt of the Commissioner of Central Tax and Central Excise, Thiruvananthapuram on behalf the Department of Revenue, Ministry of Finance, Government of India confirmation for leasing of the premises which is considered to be most suitable / reasonable and its acceptance by its owner / landlord(s), if its owner / landlord(s) backs out on account of any reason, the owner / landlord (s) is liable to pay the Department /lessee, the full expenditure incurred by the Department from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.

37. Participation in the tender does not entail any commitment from the lessee and lessee reserves the right to reject any/all offers, including that of the lowest tenderer without assigning any reason. Tender is liable to be rejected because of non-fulfilment of any of the above terms.

38. The Commissioner of Central Tax and Central Excise, Thiruvananthapuram reserves the right to reject all or any tender without assigning any reason thereof.

39. The Department of Revenue, Ministry of Finance, Government of India or the Commissioner of Central Tax and Central Excise, Thiruvananthapuram acting on behalf of the Department reserves the right during the lease period/extended lease period to carry out suitable alterations to the partitions,

office fixtures, fittings etc., provided by the lessor for the effective use of the office space hired.

40. If at any stage it is found that any of the details / documents furnished by the bidder is false/misleading/fabricated, his/her bid would be liable for cancellation without intimation to the bidder.

41. The offer should remain valid for 6 (six) months from opening of financial bid and allotment of the tender. 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 conditions quoted in the Technical or Financial bids. The bidder is required 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 the Commissioner of Central Tax and Central Excise, Thiruvananthapuram during the validity period.

42. The hiring of space will be for an initial period of 5 (five) years and could be extended further with mutual consent of both the parties.

43. The owner/the holder of power of attorney should intimate in writing the likely date of handing over of the premises.

44. The Department of Revenue, Ministry of Finance, Government of India or the Commissioner of Central Tax and Central Excise, Thiruvananthapuram or his representative acting on behalf of the Department shall verify/inspect the building at any stage before finalization of the tender.

Read and Accepted

Name & Signature with stamp (if any) of
Legal owner/Power of Attorney holder

List of enclosures to be submitted:

Attested photocopies /certified true copies of the following documents are required to be annexed with the Technical Bid. Technical Bids received without these documents are liable for rejection without any reference to the party, whatsoever. Original of these documents/ certificates shall be produced at the time of execution of Lease Agreement.

1. "Title Deed" or similar legal documents, clearly showing the ownership of the premises. In case of Power of Attorney holders, copy of power of attorney.

2. Certified copies of Land Deed, Corporation tax receipts and copy of ownership of building.

3. Affidavit from owners and if tender is submitted by the Power of Attorney Holder, an Affidavit from such Power of Attorney Holder regarding accommodation offered for hiring being free from any litigation / liability / pending dues and taxes.

Annexure – III (TENDER ACCEPTANCE LETTER)

To,

The Commissioner
Central GST & Central Excise,
Thiruvananthapuram
GST Bhavan, Press Club
Road, Statue,
Thiruvananthapuram -
695001

Sir,

Subject: Acceptance of Terms & Conditions of tender for "Hiring of Office Accommodation".

Tender Reference No:_____

1. I / We have downloaded / obtained the tender document(s) for the above mentioned tender 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 (including all documents like annexure(s), schedule(s), etc., which form part of the tender document) and signed on all the pages of the terms & conditions. I / we shall abide by the terms / conditions / clauses contained therein.

3. The corrigendum(s), issued from time to time by your department 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 we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Yours sincerely

Name & Signature with stamp (if any) of
Legal owner/Power of Attorney holder

PART B

Annexure – IV (TECHNICAL BID)

	TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS	
1.	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 (vi) PAN No. (vii) The location and address of the accommodation	
2.	Full particulars of person's offering the premises on rent/lease and submitting the tender:	
3.	Status of the applicant with regard to the accommodation offered for hiring (enclose title deed and other documents establishing the ownership of the building; power of attorney also if the applicant is other than owner)	
4.	(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)	
5.	Detailed approved plan of the accommodation (enclose approved plan)	

6.	Date of Construction	
7.	Exact carpet area	
8.	Exact built up area	
9.	Floor Number(s) offered	
10.	No. of floors In the building	
11.	Other Facilities and amenities available with the bundles	
12.	Type, model, company & No. of lifts available/carrying capacity, provide details of make.	
13.	Parking space available for department-area and specific how many Nos. of vehicles can be parked.	
14.	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)	
15.	Clearances/no-objection certificate from all the relevant Central/State/Municipal authorities and Fire Department for use as office/commercial premises conforming the municipality laws	
16.	(a) Whether running water, drinking and otherwise, available round the clock. (b) Whether sanitary and water supply installations have been provided for?	
17.	Whether separate electricity meter having sufficient installed capacity has been provided for?	
18.	Sanctioned electricity load	
19.	(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	
20.	Details of Fire Safety Mechanism, if any	
21.	Specify the lease period (minimum 5 (five) years and provision for extension)	
22.	Any other salient aspect of the building, which the party may like to mention:	

Name & signature with stamp (if any) of
Legal owner/Power of Attorney holder

PART C
Annexure –V (FINANCIAL BID)

A.	Name & Address of the applicant with Phone Nos;		
B.	Status of the applicant with regard to Building / Accommodation offered for hire by the owner or power of Attorney Holder;		
C.	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)		
D.	Complete details of the building viz. Complete postal address of the location		
E.	**Items**	**Rate Per Sq. Feet**	**Total [Rate per Sq Ft X Carpet Area offered]**
01	The rent will be subject to issue of Rent Reasonableness Certificate by CPWD as per procedure laid down by the Govt & it will be applicable for the leased period. All Panchayat/ Municipal/Corporation taxes, cess or any other tax applicable except GST are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne by the lessee, as applicable, will be borne by the tenant.		
02	Any other conditions having financial implications relevant to the Offer of the building. Give details, if applicable.		

Name & Signature with stamp (if any) of Legal owner/Power of Attorney holder

Annexure – VI
(Indicative Structure Required for the Premises)

TRIBUNAL				
Sl. No.	**Room**	**Quantity**	**Unit Area (Sq. Ft.)**	**Total Area (Sq. Ft.)**
1.	Member's Chamber	2	350	700
2.	Visitor's Room for VC and Members	1	300	300
3.	Court Room – Joint	1	900	900
4.	Court Room – Additional	1	700	700
5.	Assistant Registrar's Room	1	200	200
6.	Bar Room	1	600	600
7.	Library cum Conference Room	1	400	400
8.	Record Room	1	600	600
9.	Store for Stationery	1	100	100
10.	Reception and Filing Counter	1	150	150
11.	Computer Room	1	750	750
12.	Work Station for Staff		3000	3000
13.	Lavatory (2 each for men and women)	4 (Total)	150	600
14.	Maintenance Room	1	500	500
15.	Common Area (Canteen, Pantry, Recreation)	1	500	500
	Total			**10,000**

Authorized Representative CGST				
Sl. No.	**Room**	**Quantity**	**Unit Area (Sq. Ft.)**	**Total Area (Sq. Ft.)**
1.	Principal Commissioner/Commissioner	1	250	250
2.	Additional/Joint Commissioner	1	250	250
3.	Deputy/Asstt. Commissioner	2	180	360
4.	Superintendent [Work Stations]	5	120	600
5.	Inspector [Work Stations]	5	100	500
6.	Private Secretary	1	40	40
7.	Work Station for Staff including Records	10	70	700
8.	Lavatory (1 each for men and women)	2	150	300
	Total			**3000**

Authorized Representative SGST				
Sl. No.	**Room**	**Quantity**	**Unit Area (Sq. Ft.)**	**Total Area (Sq. Ft.)**
1.	Additional/Joint Commissioner	1	250	250
2.	Deputy/Asstt. Commissioner	5	180	900
3.	Work Station for Staff including Records	10	155	1550
4.	Lavatory (1 each for men and women)	2	150	300
	Total			**3000**