भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
सहायक आयुक्त का कार्यालय
OFFICE OF THE ASSISTANT COMMISSIONER
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
एर्नाकुलम II प्रभाग, ERNAKULAM- II DIVISION
केन्द्रीय उत्पाद भवन, CENTRAL EXCISE BHAVAN
कथ्रिक्कादवु, KATHRIKKADAVU , कालूर, KALOOR
कोच्ची, KOCHI-682 017

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C.NO.I/15/1/2015-Admn. **Dated: 21.02.2017**

TENDER NOTICE FOR HIRING OF OFFICE SPACE

On behalf of the President of India, Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulam-II Division invites bids for hiring on rent suitable office accommodation having approximate Carpet area of around 1700 - 1900 sq. ft. from the legal owners / power of attorney holders of suitable buildings for the Office of the Superintendent of Central Excise, Customs & Service Tax, Cochin Range along with provision for not less than 4 (four) car parking space and space for Diesel Generator set within the limits of Thoppumpady area of Corporation of Cochin.

2 The amount of rent payable for the premises taken on lease 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. Interested parties having clear title may download the tender details from the official websites **www.cbec.gov.in, www.cenexkochi.gov.in, www.eprocure.gov.in** or obtain the same in person from the **Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulam-II Division, Central Excise Bhavan, Kathrikadavu, Kaloor, Cochin — 682017.** The bids, complete in all respects should be placed in sealed cover comprising Technical Bid and Financial Bid (each in separately

sealed cover superscribed as "**Technical Bid for hiring of office space for Range Office, Cochin**" and "**Financial Bid for hiring office space for Range Office, Cochin**" may be submitted in person and shall be received in the inward receipt counter of the office or by post/ courier, etc, on or before **05:00 PM** on **09.03.2017.** Offers received beyond the Specified date/ time shall not be entertained and this office shall not be responsible for delay in receipt or loss of documents sent by post / courier etc.

Enclosures :

(i) Terms and conditions
(ii) Format of Standard Lease Agreement (SLA)
(iii) Technical Bid & Financial bid Format
(iv) Format for declaration.

Sd/-

(RAJAN G. GEORGE)
ASSISTANT COMMISSIONER

Copy to:

1. The Superintendent (EDP), Central Excise Cochin for publication in the Official Websites i.e. in **www.cbec.gov.in, www.cenexcisekochi.gov.in and www.eprocure.gov.in**

2. The Notice Board at the office of the Principal Commissioner of Central Excise Customs & Service Tax Cochin.

3. The Notice Board at the office of Assistance Commissioner, EKM-II Division, Central Excise Bhavan, Kathrikkadavu, Cochin.

4. The Notice Board at the office of the Superintendent of Central Excise, Cochin Range, Thoppumpady, Cochin.

General Instructions:

(i) The tender consists of three parts - Part A (Terms and conditions & Format of Standard Lease Agreement (SLA)), Part B (Technical bid) and Part C (Financial bid).

(ii) Parts B and C should be sealed in separate envelopes and superscripted in bold letters (a) Technical bid for hiring of office space for Range Office, Cochin (b) Financial bid for hiring of office space for Range Office, Cochin. Both the envelopes should then be placed in a single sealed cover superscribed **"Tender for hiring of office space for Range Office, Cochin".**

(iii) Bids completed in all respects must be submitted at the inward receipt of **Office of the Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulam-II Division, Central Excise Bhavan, Kathrikadavu, Kaloor, Cochin-682017 before 05.00 PM on or before 09.03.2017** and acknowledgement obtained.

(iv) Tenders (Technical Bid only) will be opened on **10.03.2017, 10.30 AM**. at the Conference Hall, at 2nd Floor, **Office of the Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulam-II Division, Central Excise Bhavan, Kathrikadavu, Kaloor, Cochin - 682017** in the presence of bidders / representatives of the bidders, if any. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall be opened **at 10.30 AM on 10.03.2017.**

Part A: TERMS AND CONDITIONS:

1. The terms and conditions shall form part of tender to be submitted by the bidder to the Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulam-II Division, Central Excise Bhavan, Kathrikadavu, Kaloor, Cochin -682017.

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 other cutting or use of white ink should be duly attested by the bidder. Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulam-II Division, Central Excise Bhavan, Kathrikadavu, Kaloor, Cochin - 682017 reserves his 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. Tender documents received in the Office of the Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulam-II Division, Central Excise Bhavan, Kathrikadavu, Kaloor, Cochin -682017 after the due date and time i.e. **09.03.2017 05.00 PM** shall be liable to be rejected outright and no correspondence in this regard shall be entertained.

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

6. 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.

7. Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc, would be given preference.

8. The offered space should have separate electricity supply and having sufficient installed electricity load and water connection. If separate connection is not available, sub-meter etc. along with wiring shall be got installed by the owner.

9. The building in which space is offered should have easy and convenient approach and not less than 4 (four)car parking space. The location should be in an area convenient for office use and should be easily accessible by public transport system.

10. The particulars of amenities provided/proposed to be provided inside the property / building complex should be clearly furnished in the Technical Bid.

11. The Technical Bid is required to be submitted along with certified copies of approved drawings from Cochin Corporation Authorities or any other competent authority, certified copy 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.

12. The bidder is required to enter into Lease Agreement in the prescribed format approved by the Central Government (SLA) copy of which is enclosed for reference.

13. Maintenance of the building including premises is required to be undertaken by the owner.

14. The bidders shall quote expected amount of rent per month for the premises being hired in the financial bid. However, payment of rent will be subject to the issuance of Fair Rent Certificate by CPWD as per the procedure laid down by the Govt. No advance rent shall be paid by the Department as per the existing policy.

15. No security deposit or advance rent shall be paid.

16. All corporation taxes, cess or any other taxes as applicable during the period of lease shall be borne by the owner. However, Service tax, if any, paid by the owner shall be reimbursed by the department on actual basis along with the rent.

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

18. 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 8% per annum of the rent payable at the time of such revision.

19. 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 & lighting of common spaces, running of generator etc.

20. No brokerage shall be paid by the Department.

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

22. 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.

23. 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. No additional charges shall be paid for the same by the Department.

24. AC ducting, false ceiling, light fittings, power sockets etc. should be provided as per the design by the tenant.

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

26. 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.

27. 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.

28. The owner should make available not less than 4 (four) car parking space in the premises out of which at least two should be covered parking.

29. 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. Tender is likely to be rejected because of non-fulfilment of any of the above terms.

31. The Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulam-II Division, Central Excise Bhavan, Kathrikadavu, Kaloor, Cochin — 682017 reserves the right to reject all or any tender without assigning any reason thereof.

32. Office of the Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulam-II Division, 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.

33. 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.

34. The offer should remain valid for 6 (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 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 Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulum-II Division during the validity period.

35. The hiring of space will be for an initial period of 6 (six) years and could be extended further with mutual consent of both the parties.

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

37. The Assistant Commissioner of Central Excise, Customs & Service Tax, Ernakulam-II Division shall verify/inspect the building at any stage before finalization of the tender.

List of enclosures

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" showing the ownership of the premises or copy of agreement with the land owner.

2. Certified copies of approved drawings from Cochin Corporation authorities or any other competent authority of the area offered for rent/hire, certified copy 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.

PART B

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 (Ili) 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 power of attorney also If the applicant is other than owner)	
4.	Type of building — commercial or residential	
5.	(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)	
6.	Detailed approved plan of the accommodation	
7.	Date of Construction	

8.	Exact carpet area	
9.	Exact built up area	
10.	Floor Number offered	
11.	No. of floors In the building	
	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 confirming the municipality laws	
16.	(a) Whether running water, drinking and otherwise, available round the clock. (b) Whether sanitary and water supply installations have been provide 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.	Whether the building is earth quake resistant. if so, please provide a certificate from the competent authority	
23.	Any other salient aspect of the building, which the party may like to mention:	

Signature of Legal Owner/Power of Attorney Holder

PART C

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**
01	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. 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.		

02	Rate of common area maintenance Per sq. ft. on carpet area per month.		
03	Any other conditions having financial implications relevant to the Offer of the building. Give details, if applicable.		

Signature of Legal Owner/ Power of Attorney Holder