भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
कोच्चि, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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C.NO.I/22/03/2017-PRO.Pt.I Dated:15.02.2018

TENDER NOTICE FOR HIRING OF OFFICE SPACE

The Principal Commissioner of Central Tax and Central Excise, Kochi invites bids for hiring on rent suitable office accommodation as per the below mentioned schedule.

TIME SCHEDULE FOR TENDER

SL No.	Particulars	Date
1	Tender e-publish date	**19/02/2018**
2	Document download start date	**19/02/2018**
3	Document download last date	**12/03/2018**
4	Bid submission start date	**19/02/2018**
5	Bid submission last date	**12/03/2018, 05.00 PM**
6	Tender opening date (Technical)	**15/03/2018, 10.00 AM**

2. Tender documents may be downloaded from CPPP site **http://eprocure.gov.in/eprocure/app** and upload within the time schedule, for tender as above, by the bidders having Digital Signature Certificate (DSC) issued from any agency authorised by 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**. 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 **http: //eprocure.gov.in/eprocure/app**. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website.

3. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website https://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 completely rejected and tenderer is liable to be banned.

4. The tenders shall be submitted **only online** and **in two parts viz., Technical Bid and Financial Bid, along with all the tender documents mentioned in the Annexure-II & III, duly signed in all the pages.** The format of Technical and Financial Bid is mentioned in **Annexure-IV**. All the pages of bid being submitted must be signed and over writing, if any, has to be duly initialled by the owner/ landlords or his authorised signatory and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Further, the 'Terms & Conditions' **(Annexure-II)** & Tender Acceptance Letter **(Annexure-III)** should also be duly signed and uploaded along with other tender documents. It may be noted that, in case of non-uploading of copies of documents specified in **Annexure-II** (Terms & Conditions) on the CPPP, such technical bid, shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website https://eprocure.gov.in/eprocure/app shall not be considered. No correspondence will be entertained in this matter.

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

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

7. The office accommodation should have a Carpet area of around **1400 Sq.ft. (approx) for GST Range office at Kavaratti, Union Territory of Lakshadweep** and should **comply with the parameters and have all the facilities mentioned in Annexure-II, enclosed to this tender.**

8. 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.

9. Interested parties having clear title may also download the tender from the official websites **www.cbec.gov.in** and **www.cenexkochi.gov.in**.

10. The bids, complete in all respects should be submitted through the Government e-procurement portal **https://eprocure.gov.in/eprocure/app** on or before **5.00 PM on 12.03.2018.** Offers received beyond the specified date/ time shall not be entertained.

Enclosures:

(i) Annexure – I (General Instructions).
(ii) Annexure – II (Terms and conditions).
(iii) Annexure – III (Tender Acceptance Letter).
(iv) Annexure – IV (Technical Bid & Financial bid Format).

15/2/18

(Dr.Tiju.T)
Additional Commissioner

Copy to:

1. The Notice Board at the office of the Principal Commissioner of Central Excise Customs & Service Tax Cochin.
2. Asst. Commissioner(Systems) to publish in the department web sites.

Annexure – I

(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) 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.

(iii) 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.

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

(v) Tenders (**Technical Bid only**) will be opened on **15.03.2018, 10.00 AM** at the Conference Hall, **Office of the Commissioner of Central Tax and Central Excise, C.R. Building, I.S. Press Road, Kochi-682018**.

(vi) 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 through the CPPP site.

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 other 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 (Audit), C.R. Building, I.S. Press Road, Kochi-682018 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. 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.

6. The office space offered must be legally approved for commercial/Corporate/office use and must meet the building norms prescribed by the appropriate Govt. 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. If space is offered on different floors preference shall be given to premises having contiguous floors.

7. The building/premises offered should have good facade with contemporaneous elevators (In case of high-rise building). The premises should be furnished and in a ready to occupy condition with and elegant false ceiling, Partitions/Cabins/Cubicles, Toilets (toilet facilities, including separate toilets for men & women). At the beginning of the tenancy, the owner/landlord shall carry out the additions/alterations such as partition, false ceiling, lights,

computer networking, office fixtures (Movable and Immovable) and fittings to suit the Commissionerate's requirements and the cost for such alterations would be borne by the Owner/landlord.

8. The building/premises offered 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. All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Commissionerate.

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. 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 with 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 Commissionerate will carry out tenable repairs to the premises. If the owner/landlord fails to do this, the Commissionerate will have right to carry out the repairs and recover the cost from the Owner/landlord or from the rent payable to Owner/landlord.

11. The Technical Bid is required to be submitted along with certified copies of approved drawings from Panchayath / Municipal / 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 (Standard Lease Agreement format) 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 **rates for the space to be rented only as "Rate per square feet per month of carpet area" (in both words and figures).** 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. 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. In case a particular bidder owns more than one premises in each of these locations 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.

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

17. All Panchayath/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.

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 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.

20. Department shall not pay any charges other than the rent approved by CPWD. The rent should factor-in other common maintenance charges in proportion to the office area taken on lease by the Department towards maintaining common facilities, if any, viz. security, electricity, towards lift & 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 demised 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. 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 Directorate.

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 demised portion or by encroaching upon the open spaces which been available to the exclusive use of the GST Range Office.

33. The Principal Commissioner of Central Tax and Central Excise 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 or subject the whole or a part of the premises. 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 Central Tax and Central Excise Commissionerate, Cochin.

34. If the demised 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 Central Tax and Central Excise Commissionerate, Cochin, then in such case it shall be optional with the Commissionerate to determine the lease or to retain occupation of the demised premises, if the Commissionerate so desires without any diminution of rent hereby reserved.

35. That the Principal Commissioner of Central Tax and Central Excise will at the expiration of the said term or any extension thereof (if agreed to mutual) quietly yield and deliver up possession of the demised premises to the owner / landlord in the nearly same condition as at the time of commencement of initial lease. Wear & 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 Central Tax and Central Excise Department liable to do any repairs of any kind to the demised premises.

36. After receipt of the Principal Commissioner of Central Tax and Central Excise's 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 Central Tax and Central Excise Department, 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.

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

39. The Principal Commissioner of Central Tax and Central Excise, C.R. Building, I.S. Press Road, Kochi-682018 reserves the right to reject all or any tender without assigning any reason thereof.

40. The Principal Commissioner of Central Tax and Central Excise, C.R. Building, I.S. Press Road, Kochi-682018 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.

41. 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.

42. 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 Principal Commissioner of Central Tax and Central Excise, C.R. Building, I.S. Press Road, Kochi-682018during the validity period.

43. 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.

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

45. The Principal Commissioner of Central Tax and Central Excise, C.R. Building, I.S. Press Road, Cochin-682018 or his representative shall verify/inspect the building at any stage before finalization of the tender.

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 approved drawings from Panchayat / Municipal / 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.

Annexure – III
(TENDER ACCEPTANCE LETTER)
(To be uploaded with the Technical Bid)

To

The Principal Commissioner
Central Tax & Central Excise
C.R. Building,
I.S. Press Road, Cochin-682018.

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.	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, built up/plinth area, no. of floors, floor wise area) (Enclose Certified Sketch Plan also)	

6.	Detailed approved plan of the accommodation (enclose approved plan)	
7.	Date of Construction	
8.	Exact carpet area	
9.	Exact built up/plinth 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 3 (three) 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:	

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

Annexure – IV
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.	**Details**	
01	Total Carpet area offered for rent (in sq. ft.)	
02	Rate per sq. ft. on carpet area *	
03	Total rent per month *	
04	Any other conditions having financial implications relevant to the Offer of the building. Give details, if applicable.	

** 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 Panchayat/ Municipal/ 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. GST as applicable will be reimbursed by the department on actual basis.*

Signature of Legal Owner/ Power of Attorney Holder