



कार्यालय सहायक आयुक्त,

केंद्रीय उत्पाद शुल्क एवं सेवा कर मंडल, अमृतसर

Email:- [cgst.amritsar@gmail.com](mailto:cgst.amritsar@gmail.com)

Phone Number 0183-2506407

C. No. I-12 (I) Admn./ASR/2017/

Dated:-

## निविदा सूचना

### INVITATION FOR HIRING OF OFFICE PREMISES

1. The Commissioner, Central Excise & Service Tax Commissionerate, Jalandhar invites applications for hiring of office accommodation for various GST Divisions and Range offices at Amritsar, Tarn Taran, Batala, Dhariwal Gurdaspur, Dinanagar, Pathankot & Audit Circle office at Amritsar (Details in Annexure -I).
2. The details of locations of proposed GST offices along with carpet area required are provided in Annexure - I along with the tender documents. The documents are as follows:
  - a) Annexure-I: Detailed list of required office premises at specified locations and approximate area required
  - b) Annexure-II: Terms and Conditions
  - c) Annexure-III: Proforma for Technical Bid-Part-I
  - d) Annexure-IV: Proforma for Financial Bid -Part-II
3. The sealed tenders should be submitted in two parts (part-I -Technical Bid and Part-II- financial Bid) in separate covers.
4. Tender documents along with Annexure-I can be obtained from Assistant Commissioner, Central Excise & Service Tax Division, 2<sup>nd</sup> Floor, Custom House, The Mall, Amritsar on all working days or send request for the said documents on official email ID:- [cgst.amritsar@gmail.com](mailto:cgst.amritsar@gmail.com)
5. Last date of receipt of tender is **17.05.2017 till 15:00 hours.**
6. Date of opening of tenders (technical bids only) is **18.05.2017 at 11:00 hours.**
7. Financial Bids of only those bidders that fulfill all the terms and conditions will be opened separately and the date of opening of financial bids will be informed accordingly.
8. The tenders received after the last date shall not be entertained under any circumstances.
9. The Commissioner, Central Excise & Service Tax Commissionerate, Jalandhar reserves the right to reject any or all the tenders without providing any reasons thereof.
10. Carpet area of Office premises required at each location detailed in Annexure-I are approximate figures and can be subjected to change, as per the final requirements of the Department. Commissioner, Central Excise & Service Tax Commissionerate, Jalandhar reserves the right to make any changes and his decision would be final.
11. For further enquiry please send requirement at official email ID:- [cgst.amritsar@gmail.com](mailto:cgst.amritsar@gmail.com)

(ब्राह्म लाल मीना)  
सहायक आयुक्त

**ANNEXURE-I**

**PROPOSED SPACE REQUIREMENT FOR NEW GST DIVISION,**

<b>S.No.</b>	<b>Division</b>	<b>Ranges</b>	<b>Area Required for the office Building ( in Sq.mtr)</b>	<b>Proposed Locations for office premises at</b>
1.	GST Division-II Amritsar	Division office & Four GST Ranges at Amritsar	1644.518	Ranjit Avenue, Amritsar
		GST Range Office at Tarn Taran	149.067	Tarn Taran
		Division Office + Range Batala-II	1197.31	Batala
		GST Range Dhariwal	149.067	Dhariwal on/ near Amritsar-Pathankot National Highway
2.	GST Division- Batala	GST Range Gurdaspur	149.067	Gurdaspur on/ near Amritsar-Pathankot National Highway
		GST Range Dinanagar	149.067	Dinanagar on/ near Amritsar-Pathankot National Highway
		Division office & Five GST Ranges at Pathankot	1794.00	Dalhousie Road, Pathankot
3.	GST Division- Pathankot			
4.	GST Audit Circle, Amritsar	GST Audit Circle, Amritsar	157.00	Ranjit Avenue, Amritsar

## ANNEXURE-II

### TERMS & CONDITIONS FOR THE TENDER

#### OFFICE ACCOMMODATION FOR VARIOUS GST DIVISION AND RANGE OFFICES

1. The interested parties should send their proposal addressed to **Assistant Commissioner, Central Excise & Service Tax Division, 2<sup>nd</sup> Floor, The Mall, Amritsar.** Only persons having the legal rights for leasing out of the premises can send their proposals.
2. The premises should be in the locations proposed in Column 5 of Annexure-I and should confirm to the details of carpet area as specified in the corresponding column against the locations Or as per the final requirement of the department.
3. Building/ premises shall be built up using concrete structures and should be disable friendly.
4. The building/ premises should have proper hygiene and ventilation.
5. The premises shall have proper electrical wiring and fittings/ installations and shall have 24 hours load sanction of minimum 30 KW and further provisions for increasing as per requirement. 30 KW DG Set & maintenance will be provided by the person leasing the building , however cost of fuel for running the DG set will be borne by the department.
6. The building should have appropriate facility/ wiring for installation of air conditioners and other electronic equipments.
7. The floor should have tiling or equivalent flooring material.
8. For Division Offices the premises shall be maximum 2 floors and for range offices the premises shall be single floor. The premises located on the ground floor will be preferred. In case the premises offered are not on the ground floor then appropriate facility of lift shall be provided.
9. The Building/Premises should be constructed as per the sanctioned/ approved plan of the competent development authority/ Municipal and other local laws and regulations.
10. The building should be free from special hazards like fire, water logging etc.
11. The ambience of the Building should be elegant, airy and free from encumbrances, encroachment and should have well connected approach road (minimum 25 feet road).
12. The premises shall have separate toilets for Ladies and Gents.
13. The premises shall have plastic emulsion or equivalent painted on the walls.
14. The premises shall have proper fire-fighting system installed.
15. Premises should have appropriate parking facility for four-wheeler vehicles.

16. Plinth height of the building shall be minimum 450-500 mm above ground level.
17. The roof of the premises shall have water proofing treatment.
18. The applicant shall be willing to make partitions/ alterations to premises as required by the department.
19. The applicant shall have full legal rights for leasing out the building/ premises on rent/ hiring to the Department.
20. The premises offered should be in ready to occupy condition such as Lifts (wherever more than single floor), Running Water Supply for sanitation and for drinking with R.O., Plumbing, Adequate Toilet Facility, Sewerage, Firefighting Equipment, Telephone Connectivity, and the premises will have to be handed over for possession to the Department within 01 month after acceptance of the offer by **The Commissioner, Central Excise & Service Tax Commissionerate, Jalandhar**. However, the handover time can be extended in appropriate case, due to some valid reason.
22. The tender should be submitted in a single sealed envelope marked "Tenders for Office Accommodation" containing two separate sealed envelopes for Technical & Financial Bids marked clearly on top as "Technical Bid" and "Financial Bid". Please note that the conditional offers are not acceptable and liable to be rejected straightaway.
23. All the details and documents mentioned in the tender form - technical (Annexure -III) and financial bid (Annexure - IV) must be submitted. An incomplete application is liable to be rejected and submission of wrong details/documents with application for tender would render invalid.
24. The offer should be valid for a minimum period of 6 months from the date of opening of the tender. The bidder must agree that the building will be leased out to the department for a minimum duration of 5 years, extendable to further periods, as mutually agreed. However, the Department can vacate the premises by giving two months notice to the bidder.
25. The Technical bids shall be opened in the first instance. Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by **The Commissioner, Central Excise & Service Tax Commissionerate, Jalandhar** 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 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.
26. The opening of financial bids shall be done at a later date. The financial bids of only those bidders will be opened which are short-listed after assessing the suitability of the accommodation, compliance to technical specifications, verification of their credentials and other liabilities. The short-listed bidders will be notified about the date and timing of opening of financial bids.

27. The building should meet all other safety norms like earthquakes resistance, flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract. . All internal and external walls should be well painted at the time of handing over the premises to the Department.
28. The Department will enter into Lease Agreement with the person filing the tender.
29. The charges for the maintenance (Civil, electrical, plumbing, lift, parking space, security, taxes and duties), if any, will be borne by the person leasing the premises.
30. The Department shall pay charges towards electric power, light and water used on the said premises during the lease period on actual consumption basis.
31. The rent proposed to be charged should be inclusive of all amenities but excluding taxes. The taxes that are to be levied should be mentioned separately.
32. Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD / Hiring Committee and final approval/sanction by the Government of India. The parties may note that under the existing rules, no increase is allowed in rental charges during the initial three year period of the lease agreement.
32. The rent proposed in the financial bid or as fixed by the CPWD/competent authority or as per negotiations whichever is lesser will be accepted / fixed. The rent fixed at the hiring stage will be effective during the entire period of the contract.
33. The participation in the tender process does not entail any commitment from the Commissioner, Central Excise & Service Tax , Jalandhar, who reserves the right to reject any/all offers including that of the lowest bidder, without assigning any reasons.
34. Only one proposal for one premise will be entertained.
35. The Commissioner, Central Excise & Service Tax, Jalandhar, reserves the right to amend the above terms and conditions at any time during the tendering process. Offers beyond the specified date/time shall not be entertained and The Commissioner, Central Excise & Service Tax, Jalandhar takes no responsibility for any delay/loss of documents sent by RPAD/Speed Post.
36. In case of any legal dispute arising out of this tender/ contract, the jurisdiction shall be the Courts at Amritsar only.
37. The agreement of the hired building will be executed in the Standard Lease Agreement format on the basis of above terms and conditions or as amended by **The Commissioner, Central Excise & Service Tax, Commissionerate, Jalandhar.**

**OFFER SUBMITTED FOR LEASING PREMISES FOR VARIOUS GST DIVISION AND RANGE OFFICES**

**TECHNICAL BID**

**(To be submitted in a separate sealed envelope super scribed Technical Bid')**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_, I/We offer the premises owned by us for Central Excise & Service Tax Division-II, Amritsar.

<b>GENERAL INFORMATION</b>	
<b>A. LOCATION</b>	
a Name of the Building	
b) Building Number	
c) Name of street/Road	
d) Name of City	
e) Pin Code-	
f) PAN No.	
g) E-mail Address	
<b>B. Name of Applicant(s)</b>	
a) Whether the Applicant has full rights for leasing out the building/ premises on rent/ hiring.	
b) Date of Completion Certificate	
c) Carpet Area offered	
d) Built up Area offered	
a) Floors no. /total no. of floors in building	
b) Whether the premises is vacant and available in "ready to occupied condition"	
i. Running Water Supply with R.Q.	
ii. Whether plans are approved by the local authorities	
iii. Whether occupation certificate has been obtained.	
iv. Width of road in front of premises.	
v. Type of flooring	
vi. Type of painting (Please specify) White wash.	
g) Services	
i. Whether fire -fighting arrangements provided	
ii No. of four wheeler for which parking is available	
iii. Whether willing to make additions/alterations in the premises as per requirements	
iv. Clearance/ NOC of all the relevant Central/ State/Municipal Authority and Fire Department for use as office/ commercial premises conforming the municipality laws.	
h) Whether there is facility to install air-conditioners	

i) Whether premises located on the ground floor.	
j) Whether there is a provision of lift (in case premises being offered has more than one floor.)	
k) Whether water proofing treatment on the terrace done as required.	
<b>SIGNATURE OF OWNERS</b>	
<b>Name</b>	
<b>Contact No. (i) Mobile</b>	
<b>ii) Landline :</b>	

**NOTE-**

The carpet area of any floor shall be the covered floor area worked out excluding the following portions of the building.

Sanitary accommodation, except mentioned otherwise in a specific case. Verandahs, except where fully enclosed and used as internal passages and corridors, Corridors and Passages, except where used as internal passages and corridors exclusive to the unit, Entrance halls and porches, vertical sun brakes box louvers, Staircase, Shafts and machine rooms for lifts, Barsaties\*, lofts, Garages, Air-conditioning ducts and air-conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 sq. Mtrs. in area.

**Rates should not be mentioned here or anywhere in Technical Bid.  
DECLARATION**

I/We confirm that the above particulars are correct to the best of our knowledge.  
I/We will give the consent as per your standard Performa if you find our premises suitable.

PLACE:

SIGNATURE

DATE:

NAME

**Enclosures:-**

1. Documents for proof of ownership (Tax receipt/Electricity Bill)
2. Location map and building map.
3. Sketch plan drawn to scale.
4. Photographs showing exterior as well as interior.
5. Completion certificate.
6. Permission to construct.
7. Building use permission.
8. Certificates from competent authorities.

Office accommodation Tender**FINANCIAL BID**

(To be submitted in a separate sealed envelope super- scribed Financial Bid')

With reference to your advertisement in the..... dated .....,I/We offer the premises owned by us for Central Excise and Service Tax Division-II, Amritsar.

<b>GENERAL INFORMATION</b>	
<b>A. LOCATION</b>	
a Name of the Building	
b)Building Number	
c) Name of street/Road	
d)Name of City	
e) Pin Code-	
f) PAN No.	
g) E-mail Address	
<b>B. Name of Applicant(s)</b>	
i) Name and address of the applicant with phone number	
ii) Status of applicant with regard to building/ premises accommodation offered for hire by the owner or power of attorney holder or any other	
<b>C. Rent (...../sq.ft.)</b> (The rent will be subject to issue of fair rent certificate by the CPWD as per procedure laid down by the Govt. No advance rent or deposit will paid by the Govt. as a matter of policy) Rent per sq. Ft. of carpet area. All municipal taxes, cess, or any other tax applicable are to be borne by Landlord. The electricity and water bills, as per actual consumption to be borne by Government.	
<b>D.i)</b> Lease period shall be 3 years with an option to renew the lease for further mutually agreed upon period. ii) The lease deed will be in the format of Standard Lease Agreement as approved by the Directorate of Estates (copy of which is available on the web site) and shall be executed with the appropriate authorities. The stamp duty charges relating to the registration, if any, shall be borne by the Landlords. Rent proposed to be charged per sq. feet on the basis of the carpet area which should be inclusive of all cost of services including	
i. Charges of maintenance( civil, electrical, plumbing)	
ii. Charges of maintenance of Air condition of equipment if centralized and lifts.	
iii. Charges of parking space	
iv. Charges of security	
v. Taxes and duties to be paid the various authorities	

SIGNATURE OF Applicant Name :