



कार्यालय : आयुक्त केन्द्रीय वस्तु एवं सेवा कर (लेखा परीक्षा) आयुक्तालय
OFFICE OF COMMISSIONER CENTRAL GST AUDIT COMMISSIONERATE,
जी. एस. टी. भवन, एफ-ब्लॉक, ऋषि नगर, लुधियाना
GST BHAWAN, F- BLOCK, RISHI NAGAR, LUDHIANA

C.No.06/Adt Hqrs/Infra/Ldh/2017

Dated: .07.2017

TENDER NOTICE FOR HIRING OF OFFICE ACCOMMODATION

Sealed tenders are invited by Central GST Audit Commissionerate Ludhiana for hiring suitable office buildings with modern infrastructure & parking space preferably in modern area as per details below:-

S.No.	Name of the Formation	Location for Premise	Area (Sq.ft.) Appx.
01	GST Audit Commissionerate Plus Circles Ludhiana-I&II	Ludhiana, Punjab	20500 Sq.Ft.
02	GST Audit Circle Jalandhar	Jalandhar, Punjab	4000 Sq.Ft.
02	GST Audit Circle Mohali	Mohali, Punjab	4000 Sq.Ft.
03	GST Audit Circle Amritsar	Amritsar, Punjab	4000 Sq.Ft.
04	GST Audit Circle Phagwara	Phagwara, Punjab	3800 Sq.Ft.
05	GST Audit Circle Bathinda	Bathinda, Punjab	3800 Sq.Ft.

Separate bids/quotations should be submitted in respect of each office mentioned in the table above.

All the quotations should be addressed in the name of the Commissioner, Central GST Audit Commissionerate, GST Bhawan, F –Block, Rishi Nagar, Ludhiana. Quotations must reach this office within 30 days of publication of this notice.

The quotations are invited in two bid tender system wherein separate technical & financial bids should be submitted in separate envelopes with technical and financial bid clearly mentioned on the envelopes. The Tender Forms and details regarding General terms & condition (Annexure-A), Technical Bid (Annexure-B), and Financial Bid Annexure-C), can be obtained from Sh. Sanjeev Kumar Sharma, Superintendent (Hqrs.), Central GST Audit Commissionerate, GST Bhawan, F – Block, Rishi Nagar, Ludhiana, during office hours on any working day or can be downloaded from www.cbec.gov.in , <http://centralexciseludhiana.gov.in> or www.eprocure.gov.in.

The rent will be approved by the competent authority on the basis of assessment and recommendation of CPWD and the owner should be willing to accept the rates as approved.

The undersigned reserves the right to accept/reject any offer without assigning any reason.

-sd-

(Virendra K Verma)
Assistant Commissioner (P&V),
Central GST Audit Commissionerate,
Ludhiana

General Terms and Conditions:-

The building should have proper air conditioning facilities for proper functioning of IT infrastructure and with adequate parking facility. Technical bid should specify the total area, covered area, parking available, location certificate of ownership along with right to rent the property, provision for electricity and any other detail renderer would like to furnish. The landlord will provide rooms or constructed cabins as per requirement at their own cost. Financial bids would be considered only after technical bid are found suitable as per the requirement of the department. The applicant should be ready to lease out the accommodation for minimum period of 3 years and all the taxes in r/o building will be borne by the owner. **The offer should contain a categorical statement that rent assessed by CPWD and other prescribed condition as per Central Govt. norm for hiring accommodation shall be acceptable.**

1. The minimum criteria for prequalification will be as under:

- a. The Applicant(s) should be the bonafide Owner(s) or Power of Attorney Holder(s) of the Premises
- b. The Applicant(s) should be an Income Tax assessee(s) with PAN No. and its Tax returns must be up-to-date.
- c. The building should be constructed as per the sanctioned/approved Plan of the competent development Authority. The building should be well maintained
- d. The Premises should be situated in good residential/commercial locality preferably on ground floor with proper accessibility and provision for dedicated parking.)
- e. The building should be free from special Hazards like fire, water logging, flood, etc.
- f. Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanctions from the local municipal authorities should be in hand.
- g. The landlord should clear all the outstanding charges (mortgages/lease/easement/gift etc) and pending dues (arrears of taxes/electricity/telephone/water) and other statutory obligations of Municipality, Corporation as well as of revenue authorities.
- h. The occupancy certificate of the premises (in case of Apartments) from the local Authorities should be available for leasing the premises.
- i. The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes/alterations as required by the office.

Method of submitting Tenders: Tenders should be submitted only in sealed covers - Tender covers will have three parts:

First cover – Technical Bid cover – This cover should contain Part I of application duly filled and signed by the bidder/s in all pages, along with necessary enclosures. The cover should be closed and sealed and super scribed as “Technical bid (as per Annexure A) for Commissioner , Central Excise Audit, Chandigarh and should also contain the name and address of the bidder on the cover.

Second cover – Financial Bid cover – This cover should contain Part II of the application duly signed by the bidder/s in all pages. This cover should be closed and sealed and super scribed as “Financial Bid (as per Annexure B) for Commissioner, Central Excise Audit, Chandigarh and should also contain the name and address of the bidder/s on the cover.

Third cover – Both the first and second cover should be placed in the third cover and should be super scribed as “**SEALED TENDER FOR HIRING OF ACCOMODATION**” and to be addressed to- **The Commissioner, Central GST Audit Commissionerate, GST Bhawan, F –Block, Rishi Nagar, Ludhiana.**

2. Last date for submission of Tender: 30 Days from the Date of Publication of the notice.

3. Place for submission - **The Commissioner, Central GST Audit Commissionerate, GST Bhawan, F –Block, Rishi Nagar, Ludhiana.**

4. Tenders will be opened at Hqrs. office, Concerned parties will be informed accordingly.

5. Bidder should ensure that the tender is received by the Office before the date and time specified and no consideration whatsoever shall be given for postal or any kind of delay. Tenders received after the specified date and time are liable to be rejected and the decision is at the sole discretion of the Office.

6 This office reserves the right to accept or reject or cancel any or all tenders without assigning any reason thereof and also reserve the right to place the order to any technically suitable Bidder/s who may not be the lowest as it deemed fit and proper.

7. Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.

8. This Office will shortlist the offers based on information provided in Technical Bid tender in accordance with Office’s requirement, viz., locality of the proposed site, area of the premises offered, accessibility from main road, parking space provided, amenities & other infrastructure provided (like lift, back up DG set etc) and other essential requirements spelt out in Technical Bid.

9. The Financial Bid would be opened after short listing of Offers based on Technical Bid. Financial bid would be opened only for those short listed offers, on a future date and will be intimated to the short listed bidders at a later date.

10. The decision by this office on selection of the prospective offer is final.

11. In case of dispute the decision of this office will be final and binding on all.

12. Rent: The rent will be approved by the competent authority on the basis of assessment and recommendation of CPWD and the owner should be willing to accept the rates as approved

This Office shall start paying the rent from the date of taking of possession from the landlord. Before taking possession, it shall be ensured that necessary occupancy certificate is obtained from the appropriate authorities by the landlord and alterations agreed to be carried out by the landlord have actually been carried out to this Office's satisfaction. Joint measurement of the premises will be taken based on floor area.

13. Execution of the lease Documents: Once the premise is taken on lease by this Office, the Leaser deed as per the Office's Standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be borne by the landlord.

14. Any other government norms will be followed regarding hiring building for Government Office.

15. The lease period shall be for 03 years mandatory, extendable on need basis or on mutual understanding and will be fixed rent for 03 years and there will be no provision for enhancement of rent for the period under reference.

-sd-

Assistant Commissioner (P&V),

Central GST Audit Commissionerate, Ludhiana

Annexure-B

(Proforma for Technical Bid)

REG: Technical Bid for premises at

REF: Your advertisement dated _____ published in News Paper and at Office's website

GENERAL INFORMATION	
A. LOCATION	
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. Name of Applicant(s)	
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	
e) Floors no. /total no. of floors in building	
f) Whether the premises is vacant and available in "ready to occupied condition"	
i. Running Water Supply with R.O.	
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.	
SIGNATURE OF OWNERS	
Name	
Contact No. : (i) Mobile	
(ii) Landline:	

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 Banks 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.

(Proforma for Financial Bid)

REG: Financial Bid for premises at

REF: Your advertisement dated _____ published in News Paper and at Office's website

Dear Sir,

In continuation with the Technical Bid submitted by me / us in respect of premises situated at

.....,

I / We hereby offer the premises on lease / rental basis as under :

Sl. No	Floor	Total Area in Sq. Ft.	Total Rent (Payable per month in Rupees)

Total Amount including all taxes & liability.....

The rate quoted is inclusive of all taxes, cess, service charges, parking charges etc., per sq. ft. of carpet floor area calculated as per point ___ of Technical bid.

Yours faithfully,

(Name)

Place :

Date :