



**OFFICE OF THE DEPUTY COMMISSIONER  
CUSTOMS, CENTRAL EXCISE & SERVICE TAX, DIVISION-AMRAVATI  
KENDRIYA UTPAD SHULKA BHAWAN, NAVSARI, WALGAON ROAD  
AMRAVATI-444 604**

Email: cexamt@gmail.com



0721-2531863

**TENDER FOR HIRING OF READY-BUILT BUILDING FOR OFFICE  
ACCOMMODATION  
For  
ASSISTANT COMMISSIONER, CENTRAL GOOD SERVICE TAX, DIVISION AKOLA.**

Sealed tenders are invited for hiring of ready-built building for office accommodation having a desirable Carpet area for Central GST and Central Excise Division, Akola at the place shown in the below given table for an initial period of 3 (Three) years which may be renewed from time to time, if required by the Department. The net carpet area should preferably be in a single independent building.

Place where the area is required	Requirement of Area (in Sq. Mtrs.)	Requirement of Area (in Sq Ft.)
At Akola, Dist Akola, Maharashtra	<b>523</b>	<b>5630</b>

Interested persons who are legal owners can obtain the tender documents from Administrative Officer, Office of the Deputy Commissioner of Customs, Central Excise & Service Tax Central Excise Bhavan, Navsari, Amravati-444604 on any working day between 10.00 AM to 6.00 PM from 16.06.2017 to 30.06.2017 or alternatively it can be downloaded from the official website [www.cbec.gov.in](http://www.cbec.gov.in) / [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in)

The tenders should be submitted in a single sealed envelope marked "Tender for Hiring of Office Premises for Central GST and Central Excise Division, Akola". Reference Number: F.No. I(11)1/2017/Admn / dt. 16.06.2017. containing two separate sealed envelopes strictly for technical and financial bids each and for details please see annexure below.

- The place should be located at above mentioned area, suitable for use as office and preferably be ready to be occupied with partitions, cupboards, toilets etc. Sufficient parking space, water facility (drinking and non-drinking), standby power facility, and firefighting equipment should be made available according to the size of the building. The office premises should be legally free from all encumbrances, well connected by the public transport and should have wide approach road.
- Finalization of rent, based on location and quality of construction and other amenities provided, is subject to certification by CPWD/ hiring committee and final approval / sanction by the Department as per the rules framed in this regard.
- For any further details, the following persons may be contacted:**
  - Sh.Deshmukh, Superintendent, Amravati (Mob.9423124838 )
  - Sh. Kanhe ,Executive Assistant, Amravati (Mob.9730201627 )
  - Sh. Mohote, Executive Assistant, Amravati (Mob.9850511796 )

**Issue of tender forms** – 16.06.2017 to 04.07.2017.

**Last Date of submission of tender forms** – 5<sup>th</sup> July, 2017 upto 18.00 Hrs (Wednesday)

**Date of opening the sealed tenders** – 06.07.2017 at 15.00 hrs. (Thursday) in the Office of the Deputy Commissioner of Customs, Central Excise & Service Tax Central Excise Bhavan, Navsari, Amravati-444606.

4. Deputy Commissioner of Customs, Central Excise & Service Tax Central Excise Bhavan, Navsari, Amravati reserves the right to cancel this tender without giving any reason.

(M.V. Telgote)  
Deputy commissioner

**F.No. I (11)1/2017/Admn/**

**Amaravati, dtd. 16/06/2017**

**Copy to:**

1. Assistant Commissioner (P&V), Wardha Commissionerate, Nagpur.
2. The Notice Board.
3. The Web Master, CBEC, New Delhi with request to upload the same in the official website of CBEC.
4. Computer cell, Central Excise ,Nagpur with request to upload the same in official website of Nagpur Central Excise.
5. Guard File

(M.V. Telgote)  
Deputy commissioner

**Part A - TERMS AND CONDITIONS:**

1. The Terms and conditions shall form part of tender to be submitted by the bidder to the Deputy Commissioner, Customs, Central Excise & Service Tax, Central Excise Bhawan, Navsari, Amravati.
2. All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly initialled by the bidder. The Deputy Commissioner, Customs, Central Excise & Service Tax, Central Excise Bhawan, Navsari, Amravati reserves the right to reject incomplete tender or tender having incorrect information.
3. In case the space in tender document is found insufficient, the bidder may use separate sheet(s) to provide full information.
4. Tender documents received by the Deputy Commissioner, Customs, Central Excise & Service Tax, Central Excise Bhawan, Navsari, Amravati after due date and time i.e. 6.00 PM on 05.07.2017 shall be rejected outright and no correspondence in this regard shall be entertained.
5. The tender will be acceptable only from original owner of the building or person having valid power of attorney. The space offered should be free from all encumbrances/ claims and disputes/ any liability and litigation with respect to its ownership, lease/ renting and pending payments against the offered space.
6. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
7. The building should have separate electricity supply and having sufficient installed electricity load, assured power backup and running water supply on continuous basis. If separate connection is not available sub-meter etc. to be got installed by the owner along with wiring.
8. The building should have easy and convenient approach, reasonable parking space for vehicles. The location should be in an area convenient for office use and should be easily accessible by public transport system. In case of high rise building, provision of lift is essential with assured power backup
9. The particulars of amenities provided/ proposed to be provided inside the property/ building complex should be clearly furnished in the Technical Bid.
10. Technical Bid is required to be submitted along with certified copies of approved drawings from Municipal Corporation Authorities or any other competent authority, certified copy of Land Deed, Municipal receipts, and approved plan of building and copy of document regarding ownership of building. Technical Bid received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents/ certificates shall be produced at the time of execution of Lease Agreement.
11. The bidder is required to enter into Lease Agreement in the prescribed format i.e. Standard Lease Agreement (SLA) approved by the Central Government.
12. The Deputy Commissioner, Customs, Central Excise & Service Tax, Central Excise Bhawan, Navsari, Amravati reserves the right to verify/ inspect the building before finalization of Tender and reject it out rightly, if the building is not according to the specification required by the Office of the Deputy Commissioner of Customs, Central Excise & Service Tax Central Excise Bhawan, Navsari, Amravati.

13. Maintenance of the building including premises to be undertaken by the owner.
14. The bidders should quote the rent for the premises being hired in the Financial Bid. However, the payment of rent will be subject to the issuance of Rent Reasonableness Certificate (RRC) (also called Fair Rent Certificate - FRC) by CPWD as per procedure laid down by the Govt.
15. All corporation taxes, cess or any other taxes as applicable are to be borne by the landlord.
16. The electricity and water bills as per actual consumption to be borne by the Department. No advance rent is payable by the Govt, as a matter of policy.
17. 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 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.
18. Being a Central Government Office, no security Deposit / advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation. No brokerage will be paid.
19. The payment terms mentioned in the Financial Bid shall be strictly followed.
20. The Division office, Amravati may, during the lease period/ extended lease period carry out such alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.
21. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc.
22. The maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance and painting every alternate year. No additional charges shall be paid for the same.
23. Toilets & Pantry should be in usable condition.
24. The offered space should be in a ready to use condition with electricity connection, water, paint, sewerage. The electric power available should also be indicated.
25. Adequate/ proportionate to the covered area parking space should be provided by the owner.
26. No tender will be accepted by fax, email, telefax or any other such means.
27. Tender is likely to be rejected because of non-fulfillment of any of the above terms.
28. The Deputy Commissioner of Customs, Central Excise & Service Tax Central Excise Bhavan, Navsari, Amravati reserves the right to reject all or any tender without assigning any reason thereof.
29. The building shall be inspected by the person(s) authorized by the Deputy Commissioner of Customs, Central Excise & Service Tax Central Excise Bhavan, Navsari, Amravati and only buildings found suitable shall be proceeded with and such decision shall be final.

30. If at any stage it is found that any of the details/ documents furnished by the bidder are false/ misleading/ fabricated, his/her bid would be liable for cancellation.
31. The offer should remain valid for 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 Technical Bid or 'Financial Bid'. The bidder has 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 made to the Division Office, Amravati during the validity period.
32. The hiring will be for an initial period of three years and can be extended further with mutual consent of both the parties.
33. The owner/ the holder of power of attorney should intimate in writing the likely date of handing over of the premises.
34. The bidder shall be responsible to calculate the grand total considering all the aspects in the Financial Bid. The Department shall not take any responsibility for calculating the grand total on the Financial Bid.

Place:

Date:

Signature of Legal Owner/ Power of Attorney Holder

#### **DECLARATION**

I/We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building, etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the department may wish to take.

Place:

Date:

Signature of Legal Owner/ Power of Attorney Holder

## **TECHNICAL BID**

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

With reference to your advertisement/Website in the.....

Dated....., I/We offer the premises owned by us for CENTRAL GOODS SERVICE TAX, DIVISION AKOLA.

GENERAL INFORMATION	
A. LOCATION	
a) Name of the Building	
b) Building Number	
c) Name of street/Road	
d) Name City	
e) Pin Code	
f) PAN No.	
g) E-mail Address	
B. Name of Owner (s)	
a) Building	
i) Loading bearing	YES / NO
ii) Framed Structure	YES / NO
Type of Building	
Residential – Institutional	
C. No. of Rooms & Details of other accommodation ( attach a copy of the layout plan )	
D. Details of Accommodation offered for rent ( Viz. carpet area, no. of floors, floors wise area) enclosed certified sketch plan.	
E. Date of Completion certificate.	
F. Carpet area offered for rent	
G. Built up area offered for rent	
H. Floors no./ total no. of floors in building	
I. Whether the premises is vacant and available in ‘ ready to occupied condition ‘	
J. Amenities available	
i. Electric Power supply	
ii. Running Water Supply	
iii. Whether plans are approved by the local authorities.	
iv. Whether occupation certificate has been obtained	
v. Whether direct access is available from the main road	
vi. Whether building is independent if not, who will be occupying the other portions of the building.	
vii. Type of flooring	
ix. Type of painting (please specify) White wash Distempered POP with oil bound distempering	
x. Flooring is toilets.	
xi. Whether buit in wardrobes are available in rooms	
xii. Type if wiring (please specify) open wiring/ concealed) K) Services	
xiii. Whether water is available from bore-well	
xiv. Whether water is available from	

Municipal Corporation with overhead tank and sump	
xv. Whether Septic Tank provided	
xvi. Whether Municipal Sewage system provided	
xvii. Whether fire-fighting arrangements provided	
xviii. Whether compound wall constructed	
xix. Whether garden available within the compound	
xx. No. of four wheeler for which parking is available	
xxi. Type of parking such as open, covered or closed, may be specified.	
xxiii. Whether Yard light provided.	
xxiv. Whether Access to terrace provided	
xxv. Whether willing to make additions/ alterations in the premises as per requirements	
xxvi. Clearance/ NOC of all the relevant Central/ State/ Municipal Authority and Fire Department for use as office/ commercial premises conforming the municipality laws.	
xxvii. Whether structural stability certificate from a structural Engineer submitted.	
xxviii. Whether there is any central air-conditioning duct/ plan	
xxix. Whether there is excessive use fir combustible material such as wood work/ thermacoal in the construction.	
xxx. Whether there is a provision of goods lift	
xxxi. Whether pre-construction / post construction anti-termite treatment has been provided.	
xxxii. Whether the plinth height of building minimum 450-500 mm above ground level.	
xxxiii. 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>	

**DECLARATION**

I/We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building, etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the department may wish to take.

Place:

Date:

Signature of Legal Owner/ Power of Attorney Holder

## **“List of enclosures”.**

Attested photocopies/ certified true copies of the following documents are required to be annexed with the Technical Bid. The Technical Bid received without these documents are liable to rejection without any reference to the party whatsoever. Originals 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 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.
4. Completion certificate
5. Photographs
6. Building use permission
7. Permission to construct



**FINACIAL BID FOR OFFICE OF THE ASSISTANT COMMISSIONER**  
**CENTRAL GOODS SERVICE TAX, DIVISION AKOLA**  
**COMMISSIONERTE, WARDHA**  
**Financial Bid**

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

With reference to your advertisement/Website in the.....

Dated....., I/We offer the premises owned by us for CENTRAL  
GOODS SERVICE TAX, DIVISION AKOLA.

<b>GENRAL INFORMATION</b>	
<b>A. LOCATION</b>	
i. Building Number	
ii. Building Number	
iii. Name of Street/ Road	
iv. Name of City	
v. Pin Code-	
vi. PAN No.	
vii. E-mail Address	
<b>B. Name of owner (s)</b>	
i. Name and address of the applicant with phone numbers	
ii. Status of applicant with regard to building accommodation offered for hire by the owner or power of attorney holder.	
<b>C. Rent (..... Rs. / 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 by 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. <b>ii)</b> The lease deed will be in the format of Standard Lease Agreement as approved by the Directors 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	

iii. Charges of maintenance (Civil, electrical, plumbing )	
iv. Charges of maintenance of air condition of equipment if centralized and lifts.	
v. Charges of parking space	
vi. Charges of Security	
vii. Taxes and duties to be paid the various authorities	
<b>SIGNATURE OF OWNERS</b>	
<b>Name : Contact No. : (i) Mobile :</b>	
<b>(ii) Lndline :</b>	

**DECLARATION**

I/We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building, etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the department may wish to take.

Place:

Date:

Signature of Legal Owner/ Power of Attorney Holder