



भारत सरकार
GOVERNMENT OF INDIA
आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क प्रधान आयुक्तालय, गुवाहाटी
CGST & CENTRAL EXCISE COMMISSIONERATE, GUWAHATI
जीएसटी भवन, केदार रोड, मछबोवा, गुवाहाटी 781001 -
GST BHAWAN, KEDAR ROAD, MACHKHOWA GUWAHATI - 781 001



F. No. I(22)19/GSTAT/PRO/ACCOM/CGST/GHY/2024-25/

Dated:- 03/09/24

NOTICE INVITING TENDER

**FOR HIRING OF OFFICE ACCOMMODATION AT GUWAHATI FOR OFFICE OF
GSTAT STATE BENCH & CBIC AR OFFICE AT GUWAHATI, ASSAM.**

DATED 03rd September, 2024

The Principal Commissioner, CGST & Cex, Guwahati invites online bids for hiring of suitable office accommodation for the **Office of Goods and Service Tax Appellate Tribunal (hereinafter referred to as "GSTAT") State Bench at Guwahati** and **Authorized Representative (hereinafter referred to as "AR") of CBIC office at Guwahati** (preferably in the same building/premises) as detailed in the table given below for an initial period of 5(five) years which may be extended from time to time, if required by the Department, having required specifications and facilities as mentioned in the tender document. Manual bids will not be accepted.

Sl. No.	Description
1.	Area Required for State Bench of GSTAT at Guwahati: 15,120 sq.ft. Area Required for CBIC AR office at Guwahati: 6327 sq.ft Total Area Required: 21,447 Sq.ft.
2.	Premises should be located in an area with good road connectivity at Guwahati.

2. The amount of rent payable for the premises to be 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. The tender is invited under two-bid system i.e. (1) Technical Bid and (2) Financial Bid. For further details and for understanding the procedure of bidding, www.eprocure.gov.in may be visited. For filling up e-tender for technical bid and financial bid, 'Terms and Conditions' are laid down; and following the said procedure, specifications for Technical bid are to be entered. The bid specifications duly completed in all respects shall be submitted on www.eprocure.gov.in in two separate folders viz. (1) Technical Bid and (2) Financial Bid. The Technical Bid shall be opened by the Tender Committee. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the tender Committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened by the Tender

Committee. Bidders shall submit the Technical as well as Financial bids through e-tender portal only. Scanned copies of all relevant documents should be attached with the bid. Bids submitted in any other form viz. Couriers/Post/in person shall not be accepted in the tender.

GENERAL GUIDANCE FOR E-TENDERING

Instructions/Guidelines for tenders for electronic submission of the tenders online (www.eprocure.gov.in) have been given below for assisting the relevant parties to participate in e-Tendering.

1. Registration of bidders

Any party having clear title willing to take part in the process of e-Tendering will have to enroll & register with the Government e-Procurement system, through logging on to (www.eprocure.gov.in). The bidder is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC)

Each bidder having valid Digital Signature Certificate (DSC) for submission of tenders can have the necessary details after log-in to www.eprocure.gov.in.

Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India. (Viz. nCode Solution, Safes crypt, e-Mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GOI (<https://eprocure.gov.in>). DSC is given as a USB e-Token. After obtaining the Class 2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available in the website.

3. Eligibility for Participation

Any party having clear title may take part in the aforementioned bidding.

4. Collection of Tender Documents

The bidder can search & download NIT & Tender Documents electronically directly once he logs on to the website given in clause 1 above, (www.eprocure.gov.in) using the Digital Signature Certificate (DSC) provided. This is the only mode of collection of tender documents.

5. Participation in the bidding process

A prospective bidder shall be allowed to participate in the bid either in the capacity of individual or as a partner of a firm or as a company. If a prospective bidder is found to have applied severally all his applications will be rejected for that job.

6. Submission of Tenders

6.1 General Process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders

are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The bidder needs to fill up all relevant information in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

6.2 **Technical proposal**

The Technical proposal should contain scanned copies and/or declarations in the standardized formats in covers (folders).

6.3 **Critical Date Sheet of the Tender:**

Tender Publishing Date & Time	03.09.2024 at 16:00 hrs
Bid Submission start Date & Time	03.09.2024 at 17:00 hrs
Bid submission end Date & Time	24.09.2024 at 17:00 hrs
Technical Bid opening Date & Time	25.09.2024 at 11:30 hrs

Enclosures:

(i) Terms and conditions

(ii) Format of Standard Lease Agreement (SLA)

(iii) Technical Bid & Financial bid Format and others (Annexure-I, II, III, IV&V)

(iv) Check List

(हेमांग फुकन /Hemanga Phukan)
संयुक्त आयुक्त /Joint Commissioner

F. No. I(22)19/GSTAT/PRO/ACCOM/CGST/GHY/2024-25/

Dated: 03 SEP 2024

Copy to:

1. The Administrative Officer (ET), Central GST, Guwahati for uploading on CPPP website <http://eprocure.gov.in/procure/app>.
2. The Superintendent, System (CCO) for uploading in the website of CBIC and CCO, Guwahati.

(हेमांग फुकन /Hemanga Phukan)
संयुक्त आयुक्त /Joint Commissioner

Enclosure-I:TERMS AND CONDITIONS:

(Please go through the terms and condition carefully before participation.)

1. The terms and conditions shall form part of tender to be submitted by the bidder to the O/o the Principal Commissioner, CGST & Cex, Guwahati.
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. Tender document shall be digitally signed by the owner or his authorized Power of Attorney holder. O/o the Principal Commissioner, CGST & Cex, Guwahati reserves the right to reject incomplete tender or in the event of any of the particulars being found to be incorrect.
3. Tender documents received after the due date shall be liable to be rejected outright and no correspondence in this regard shall be entertained.
4. No tender shall be accepted by post/ courier/ in person.
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 offered space should have separate electricity supply and should have 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.
7. Premises having ready built cabins will be preferred. However if the selected premises does not have ready built cabins then cabins should be built by the owner of the premises within one month after acceptance of his bid and before the premise is handed over to O/o the Principal Commissioner, CGST & Cex, Guwahati.
8. Premises should be located in an area with good road connectivity at Guwahati and should have enough facade.
9. The building in which space is offered should have easy and convenient approach and dedicated parking space for approx. 50 (fifty) cars. The location should be in an area

convenient for office use and should be easily accessible by public transport system. Premises where an entire stand-alone independent building is on offer will be preferred.

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

11. The Technical bids shall be opened in the first instance. 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 the Technical bid. Before accepting Technical Bid, all the documents and space/ Building shall be inspected by a committee authorized by the O/o the Principal Commissioner, CGST & Cex, Guwahati and only those premises found satisfactory in all respect shall be considered for opening the financial bid and such decision shall be final.

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

13. The Technical Bid is required to be submitted along with scanned copies of approved drawings from Panchayat / 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.

14. The financial bids of only those bidders will be opened which are shortlisted after assessing the suitability of the accommodation, compliance to technical specifications, verification of their credentials and other liabilities. The opening of financial bids shall be done at a later date. The short-listed bidders will be notified about the date and timing of opening of financial bids.

15. The bidder is required to enter into Lease Agreement in the prescribed format approved by the Central Government (Standard Lease Agreement format) as applicable at the relevant time. Copy of SLA, presently approved is enclosed for reference.

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

17. 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 Government. No advance rent shall be paid by the Department as per the existing policy.

18. No bidding fee/ Security deposit is required for bidding.

19. All Panchayat/Municipal/Corporation taxes, cess or any other taxes as applicable during the period of lease shall be borne by the owner. However, Goods and Services tax, if applicable, paid by the owner shall be reimbursed by the department on actual basis along with the rent.

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

21. 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 05(five) years** from the start of the lease or revision of the rent, subject to necessary approvals as per extant instructions in force at the relevant period.

22. The premises offered should consist of the following minimum amenities / facilities:

- a) Lifts of reputed make having adequate capacity, if premises offered is on upper floors;
- b) Uninterrupted power supply for essential services and common area lighting;
- c) Adequate lighting in the campus/ compound;
- d) Sufficient car parking space in office premises;
- e) Presentable entrance, foyers, lobbies;
- f) All internal and external walls should be painted in good quality paint;
- g) Provision of adequate water supply and electricity;
- h) Adequate open space surrounding the building;

- i) The building should be in ready to use condition with electricity, water, lifts sewerage, firefighting equipment and adequate toilet facility.

23. No brokerage shall be paid by the Department.

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

25. The office space shall have all required electrical fixtures such as switches, power points, fans, lights etc, along with DG sets for 24x7 power supply.

26. 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.

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

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

29. 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.

30. Flooring should be of vitrified tiles/marble/granite of standard quality. The internal and external walls should be properly painted with standard quality paint.

31. The owner shall make available at least 30 (thirty) car parking space for GST Appellate Tribunal, State Branch.

32. 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.

33. Tender is likely to be rejected because of non-fulfillment of any of the above terms.

34. O/o the Principal Commissioner, CGST & Cex, Guwahati 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.

35. If at any stage it is found that any of the details/ documents furnished by the bidder is false/misleading/fabricated, his bid would be liable for cancellation without intimation to the bidder.

36. The offer should remain valid for at least **6 (six) months**. During the validity period of the offer, the bidder shall 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 the scanned copy of 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, CGST & Cex, Guwahati during the validity period.

37. 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.

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

39. The Principal Commissioner, CGST & Cex, Guwahati or her representative shall verify/inspect the building at any stage before finalization of the tender.

40. The premises offered should preferably be handed over to move condition and owner of the premises will have to hand over the possession of premises preferably within **90 days** of the receipt of the approval by the Competent Authority.

41. Payment of rent shall commence w.e.f. the date of taking over possession of the fully furnished/operational building/space. No earnest money or security deposit or advance rent will be given by the O/o the Principal Commissioner, CGST & Cex, Guwahati
42. The premises offered for rent should be fit for office use and must have the approval/ clearance from all concerned Central/State Government Departments/ Local Authorities/ Municipal Corporation/ Fire Department etc as may be necessary by the local authorities for using the building as Govt. Office and should be legally free from all encumbrances.
43. In technical Evaluation, preference shall be given to new construction furnished plug and play office building having independent parking space.
44. The Principal Commissioner, CGST & CX, Guwahati reserves the right to amend/cancel/modify this tender at any point of time.

Important Note:

1. It is to be noted that Technical evaluation will be done only after verifying the location.
 2. Financial evaluation will be done after verifying the BOQ and SOQ
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Enclosure (ii)

LEASE AGREEMENT/SLA FORMAT

An agreement made on this.....day ofTwo thousand
and twenty four between

..... Hereinafter called The Lesser" (Which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the PRESIDENT OF INDIA (hereinafter referred as 'THE GOVERNMENT OF INDIA' or 'Lessee') of the other part. **WHEREBY IT IS**

AGREED AND DECLARED AS FOLLOWS:-1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the land, hereditaments and premises known as together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in SCHEDULE 'A'. 2. The lease shall commence/shall be deemed to have been commenced* on the day of two thousand twenty three and shall, subject to the terms hereof, continue for a term of years with an option to extend the period of lease for a further term as set out in clause 14 hereof.

3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs.....per month, which also includes a sum of Rs. towards 'maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the 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

4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule '13' and the Government of India shall upon the expiration of the terms hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India excepted, PROVIDED THAT THE GOVERNMENT OF INDIA shall not be responsible for any structural damage which may occur to the same during the terms hereby created or any renewal thereof.

5. The Government of India shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.

6. The Government of India shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.

7. All existing and future rates, taxes including property tax, assessment charges and other out-goings whatsoever of every description in respect of the said premises payable by the owner thereof, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Govt. of India and such recovery shall be proportionate to the amount of taxes payable during the pendency of the lease. In case, the said premises is portion of a building subject to payment of tax as one entity, the liability of the Govt. of India in respect of payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some

additional construction having been made by the Lessors, additional tax payable by the Govt. of India shall be as determined by the Central Public Works Department of the Govt. of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the Lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.

8. The Government of India shall pay all charges in respect of electricity power, light and water, used on the said premises during the continuance of these presents.

9. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Government of India in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Government of India may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.

10. The Government of India may, at any time during the terms hereby created and any renewal thereof, make such structural alterations to the existing buildings such as partitions, office, fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures, shall remain the property of the Government of India who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof, provided further that the Government of India shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the government of India excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER

that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.

11. The Government of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes, not within the control of the Government of India or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Government of India shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof.

12. The Government of India shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.

13. The Lessor agrees with the Government of India that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the Government of India's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.

14. If the Govt. of India shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Govt. of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present for renewal. "Provided that in the event of expiry of the terms of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction,

as the case may be and in case, of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to Lessee". "Provided further that the Lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted".

15. The Government of India shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.

16. Any notice to be made or given to the Government of India under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the on behalf of the Government of India, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by post in either case shall be assumed to have been delivered in the usual course of Post.

17. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitrator. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communications select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Government of India, Delhi. The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed thereunder shall be applicable to such arbitration proceedings which shall be held at .The arbitration proceedings shall be

conducted in Hindi/English/*.The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purposes of this clause, the officer mentioned in clause 16 shall be authorized to act and nominate arbitrator on behalf of the Government of India.

18. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

THE SCHEDULE 'A' REFERRED TO ABOVE

All that theThefloor of the building known as in the city ofwhich building bear Municipal No. and is situated on plot/land bearing Survey Nos..... and is bound on or towards East byon or towards West by..... on or towards North byor on towards South by

THE SCHEDULE 'B' REFERRED TO ABOVE

Details of fixtures and fittings:-

IN WITNESS WHERE OF THE OFFICIAL SEAL OFhas been affixed in the manner hereinafter mentioned and the lease agreement has been signed for and on behalf of the President of India on the day and year first above written by

(Signature)
For and on behalf of the President of India

In the presence of

Witnesses

1.

2.

(Signature) Name and address of the lessor

In case the Lessor is a Company, Firm or Society at Add

And by the Lessor in presence of

Witness

1

2

For and on behalf of having authority to sign on behalf of the lessor

..... vide resolution date.....of

*Portions which are not applicable may be scored off at the time of filling up of the
standard lease Agreement (SLA) format.

(Enclosure-iii)

ANNEXURE-I

(To be downloaded, filled in by hand and scanned copy to be uploaded in the folder of Technical Bid)

**TECHNICAL BID
TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS**

	Full particulars of the legal owner of the premises:	
1	Name	
2	Address of office & Residence	
3	Telephone No./Mobile No.	
4	Fax No:	
5	E-Mail Address	
6	PAN No	
7	The location and address of the accommodation	
8	Status of the applicant with regard to the accommodation offered for hiring (enclose scanned copy of power of attorney also, if the applicant is other than owner)	
9	Type of building — Commercial or Residential	
10	Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose scanned copy of Certified Sketch Plan also)	
11	Whether Scanned copy of Detailed approved plan/ drawing of the accommodation enclosed	
12	Date of Construction	
13	Exact carpet area	
14	Exact built up area	
15	Floor Numbers offered	
16	No. of floors In the building	
Other Facilities and amenities available with the bundles		
17	Type, model, company & No. of lifts available/carrying capacity, provide details of make,	

18	Parking space available for department-area and specific how many Nos. of vehicles can be parked	
19	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes/ dues or like (enclose Scanned copy of Affidavit from owner or Power of Attorney holder)	
20	Scanned copy of 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	
21	(a) Whether running water, drinking and otherwise, available round the clock.	
	(b) Whether sanitary and water supply installations have been provided for?	
22	Whether separate electricity meter having sufficient installed capacity has been provided for?	
23	Sanctioned electricity load	
24	(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	
25	Details of Fire Safety Mechanism	
26	Specify the lease period (minimum 5 (Five) years and provision for extension)	
27	Whether the building is earth quake resistant. if so, please provide a certificate from the competent authority	
28	Any other salient aspect of the building, which the party may like to mention, including parking area for vehicles offered for free.	

Signature of Legal Owner/ Power of Attorney Holder

ANNEXURE-II

FINANCIAL BID

(To be downloaded, filled in by hand and scanned copy to be uploaded in the folder of Financial Bid)

1. Name of bidder Individual/ Company / Firm / Agency:
2. Address (with Ph& Fax No.)
3. Complete details of the building viz. Complete postal address of the location:

Sl no.	Descriptions	Rent per sq.ft(in Rs.)	GST per month (in Rs.)	Total Carpet area offered (Sqft)	Total Amount per month (in Rs.)	Remarks
1	Basic rent per sqft of carpet area per month					

Signature of Legal Owner/ Power of Attorney
Holder

Annexure -III
DECLARATION

**(To be downloaded, filled in by hand and scanned copy to be
uploaded in the folder of Technical Bid)**

1. I, _____ Son/Daughter/Wife _____ of
Shri _____ Proprietor/Director/authorized signatory
the agency/Firm/ Company mentioned above, am competent to sign this
declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them;

3. The information / documents furnished along with the above application
are true and authentic to the best of my knowledge and belief. I / we, am
/ are well aware of the fact that furnishing of any false/ misleading
information / fabricated document would lead to rejection of my tender at
any stage .

Date:
Place:

Signature of authorized person

Full Name:

ANNEXURE-IV

Important Dates and Information

Sl.No.	Particulars	Date & Time
01	Date of uploading of NIT Documents (online)	
02	Documents download start date (Online)	
03	Bid submission start date (online)	
04	Bid submission closing (online)	
05	Bid opening date for Technical Proposal (Online)	
06	Date of uploading list of Technically qualified bidders (online)	To be notified accordingly
07	Date and place for opening financial proposal (online)	To be notified accordingly

Enclosure- V

CHECKLIST FOR SUBMISSION OF DOCUMENTS WITH THE TECHNICAL BID (Scanned copies)

- 1) Application - Technical Bid as per Annexure-I of the bid document;
- 2) Enclose scanned copy of power of attorney also, if the applicant is other than owner;
- 3) Attested copy of PAN Card;
- 4) Attested copy of GST registration certificate;
- 5) Enclose scanned copy of Certified Sketch Plan also;
- 6) Scanned copy of 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 ;
- 7) Signed declaration as given on Annexure -III of the bid document.
- 8) Scanned copy of "Title Deed" showing the ownership of the premises or copy of agreement with the land owner.
- 9) Scanned 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.
- 10) Scanned copy of 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.

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