



जी. एस. टी. आसुचना महानिदेशालय,  
आंचलिक इकाई, पटना  
कैंप ऑफिस:- दूसरी तल्ला, शौर्य ट्रेड सेंटर,  
१५९, धालभूम रोड, साकची, जमशेदपुर ८३१००१-  
फ़ोन- ०६५७२४२९२६७- , २४८७०१६, २४३९२८९  
फैक्स: ०६५७- २४२६५०३



**DIRECTORATE GENERAL OF G.S.T.  
INTELLIGENCE,  
ZONAL UNIT, PATNA  
CAMP OFFICE:- 2nd Floor, Shaurya  
Trade Centre, 159, Dhalbhum Road,  
Sakchi, Jamshedpur-831001  
TELEPHONE- 0657 - 2429267, 2487016, 2439289  
FAX - 0657-242 6503  
Email-dggstipzu@gmail.com**

DGCEI F.No.45/DGGSTI/PaZU/Office Accommodation/JRU/2017

Date: 05/01/2018

**NOTICE INVITING TENDER**  
**(NATIONAL COMPETITIVE BIDDING)**  
**FOR HIRING OF OFFICE SPACE AT JAMSHEDPUR FOR OFFICE OF**  
**DIRECTORATE GENERAL OF GST INTELLIGENCE, JAMSHEDPUR REGIONAL UNIT**

- 1. Online bids are invited** for hiring of office premises for the Directorate General of GST Intelligence (**hereinafter 'DGGSTI' for brevity**), Jamshedpur Regional Unit at the place shown in the table given below for an initial period of 3 (Three) years which may be renewed from time to time, if required by the Department, having specifications and facilities as mentioned in the tender document. **Manual bids shall not be accepted.**

Sl. No	Description
1.	Carpet area of Building : Approximately 800 Sq. mtr.
2.	Premises should be in Jamshedpur conforming to the location and other requirements specified in the tender.

- 2. Document Download:** Tender documents may be downloaded from CBEC website [www.cbec.gov.in](http://www.cbec.gov.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under. In the event of any of the under-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.

**CRITICAL DATE SHEET**

Published Date	05.01.2018, 18:00 HRS.
Bid Submission End Date	29.01.2018, 16:00 HRS.
Technical Bid Opening Date	30.01.2018, 15:00 HRS.
Financial Bid Opening Date	30.01.2018, 15:00 HRS.



## Tender Conditions

### 1. Bid Submission:

- (i) Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the "Annexure-VI" for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (ii) Not more than one tender shall be submitted by one tenderer. However, in case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bid(s) containing technical bid, financial bid and EMD in respect of each of such premises. A breach of these conditions will render the tenders liable for rejection.
- (iii) Interested persons who are legal owner or Power of Attorney holder, who has downloaded the tender from the CBEC website [www.cbec.gov.in](http://www.cbec.gov.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected.
- (iv) Intending tenderers are advised to visit again CBEC website [www.cbec.gov.in](http://www.cbec.gov.in) and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

### **Submission of Tender**

- a. The tender should be submitted online in two parts viz: (a) "**Technical Bid**" which should contain technical parameters like Address of the building, Carpet area as well as built up area, year of construction, design of the premises, availability of sufficient parking space and other requirements as given in the terms and conditions attached herewith & (b) "**Financial Bid**" which should indicate the rent proposed to be charged and other financial terms and conditions.
  - All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
  - The offers submitted by telegram/fax/email/post/courier shall not be considered. No correspondence will be entertained in this matter.

### **Technical Bid:**

- a. The following documents are to be furnished by the bidder along with the 'Technical Bid' as per the tender document:
  - Signed and scanned Copy of the 'Technical Data Sheet' (Annexure-II).



- Signed and scanned copy of Permanent Account Number (PAN), GST Registration, if any.
- Signed and scanned copy of the 'Letter of Authorisation to submit bids' if submitted by the person other than the owner(s)/power of attorney holder.
- Signed and scanned Copy of the Declaration (Annexure-IV), Tender Acceptance Letter (Annexure-V).
- Signed and scanned Copy of the "Title Deed" showing the ownership of the premises or copy of Power of Attorney with the land owner (Copy of proof of ownership / Power of attorney).
- Signed and scanned Copy of the 'Affidavit' from owner(s)/power of attorney holder 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.
- Signed and scanned Copy of the Location Map of the proposed property.
- Signed and scanned Copy of the Approved layout plan of the offered premises with exact measurement for carpet area.

**Financial Bid:**

- a. The following documents are to be furnished by the bidder along with the 'Financial Bid' as per the tender document:
  - Signed and scanned copy of the "Financial Bid" (Annexure-III) quoting the monthly rate of rent per square meter of carpet area (inclusive of all costs of services / charges for the maintenance of common facilities, taxes except GST) and other vital details thereof.
  - Signed and scanned copy of the 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 Additional Director General, Directorate General of GST Intelligence, Zonal Unit, Patna during the validity period.
- b. The bidder should refrain from indicating the rents and other financial details in the 'technical bid' and if they do so, the bid will be rejected.



### **IMPORTANT NOTE**

1. The Directorate General GST Intelligence, Patna Zonal Unit, invites online tenders from owners/ landlords for hiring of suitable office space **for it's Regional Unit at Jamshedpur** of a total carpet area of approximately **800 square meter** with adequate facilities including adequate power (with power back up/space of DG set)/ water supply and sufficient parking space for the office of the Jamshedpur Regional Unit (JRU) of the Directorate General of GST Intelligence (DGGSTI). **NO BROKERS PLEASE.**
2. Owing to nature of work, it would be preferred that the area offered for rent should be in a single building for exclusive use by the Directorate. The premises should have proper connectivity with local transport and Railway Stations. The premises should be located within the Area maintained by M/s JUSCO, **preferably in the areas of SAKCHI & BISTUPUR.** The premises should be ready for immediate occupation. Interested parties with clear title alone should apply. The offered space should not be on sharing with any other office/agencies. Thus, the space offered for rent should be on a continuous basis so that there is no other office or agency in between the offices of the Directorate. If space is offered on different floors, it should be on continuous floors.
3. Each tender should be submitted **online only through e-procurement website [www.eprocure.gov.in](http://www.eprocure.gov.in)** and should contain **Technical and Financial Bids separately.**
4. Finalization of rent based on parking area, location & quality of construction etc. is subject to certification by CPWD / hiring committee and is also subject to the final approval & sanction by Government of India, as per rules framed in this regard.
5. The last date of receipt of tenders at the address mentioned above is **29.01.2018 before 16.00hrs.** Offers beyond the specified date/time shall not be entertained. The DGGSTI, Patna Zonal Unit takes no responsibility for delay/loss of documents.
6. The bids will be opened at the office of the Additional Director General, Directorate General of GST Intelligence, Patna Zonal Unit, Camp at Jamshedpur at the scheduled date and time. No further communication shall be made separately regarding dates of opening of Technical & Financial Bids unless there is any change in date or time of opening of bids. All the interested parties / bidders may remain present at the time of opening of bids at the date, time and place as mentioned above in the



**office of the Additional Director General, Directorate General of GST Intelligence, Patna Zonal Unit** presently located at **Camp at:- 2<sup>nd</sup> Floor, Shaurya Trade Centre, 159, Dhalbhum Road, Sakchi, Jamshedpur – 831001 (Jharkhand)**. After evaluation of the technical bids, bidders will get the information regarding their eligibility/pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to the successful bidders which can be checked by the bidders on the portal. The financial bids of the successful bidders (found to be qualified in the technical bid) will be decrypted and opened online on the schedule date after the pre-scheduled time by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.

- 7. The hard copy of the original instrument in respect of original copy of undertaking/affidavits, self-attested copies of the certificates and other documents must be delivered to the tender inviting authority in his office on or before bid opening date/time, as mentioned in the CRITICAL DATE SHEET.** After opening of the Technical Bid, the original documents as per the requirement of e-tender document will be verified by the office of the Additional Director General, Directorate General of GST Intelligence, Patna Zonal Unit. The Additional Director General, Directorate General of GST Intelligence, Patna Zonal Unit reserves the right to seek any document in original related to the premises offered for hire for the purpose of verification at any stage of the tender process.
- 8.** Following Five Annexures (as below forms) the part of this tender:
  - i) General Instructions and Terms & Conditions of this contract: Annexure-I
  - ii) Formats of Technical Bid: Annexure-II (with Undertaking)
  - iii) Format for Financial Bid: Annexure-III
  - iv) Declaration: Annexure-IV &
  - v) Tender acceptance letter: Annexure-V
  - vi) Instructions for online bid submission: Annexure-VI
- 9.** The Directorate reserves all the right to accept or reject any or all the offers without assigning any reason thereof.

**Sd. /-**  
(Dharmjeet Kumar)  
Joint Director

Copy to :

1. Notice Board of DGCEI, Patna Zonal Unit, Camp Office at Jamshedpur;



2. Copy for website [www.cbec.gov.in](http://www.cbec.gov.in);

## **ANNEXURE-I**

### **TERMS AND CONDITIONS:**

1. The technical bid containing notice inviting offer, terms and conditions and details of the offer shall form part of the tender to be submitted by the owner of the premises (referred to as owner / landlord / lesser) to this Directorate. Offers are invited directly from owners / landlords in the specified proforma and no brokerage shall be paid to anyone. Canvassing in any form will disqualify the owner / landlord.
2. Bonafide owners of the premises / power of attorney holder, who possess freehold title on the said premises, and who can as per the law lease the premises to this Directorate are only invited to participate in the tender. **Tender from intermediaries or brokers will not be entertained.**
3. Owing to nature of work, it would be preferred that the area offered for rent should be in a single building for exclusive use by the Directorate. The premises should have proper connectivity with local transport and Railway Stations. The premises should be located within the Area maintained by M/s JUSCO, **preferably in the areas of SAKCHI & BISTUPUR**. The premises should be ready for immediate occupation. Interested parties with clear title alone should apply. The offered space should not be on sharing with any other office/agencies. Thus, the space offered for rent should be on a continuous basis so that there is no other office or agency in between the offices of the Directorate. If space is offered on different floors preference shall be given to premises having continuous floors.
4. The owners/landlords 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.
5. All the owners/landlords 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 for submission of offer **through e-procurement website [www.eprocure.gov.in](http://www.eprocure.gov.in), only.**
6. Offers received by the Directorate after due date and time as stated in the notice inviting offer shall be rejected.
7. All the pages of the offer are to be signed and over - writing if any to be duly initialed by the owner / landlords or his authorized signatory.

8. The offer shall be valid at least for a minimum period of 6 months from the last date for submission.
9. There should not be any deviation in terms and conditions as have been stipulated in Technical and Financial bids.
10. The premises offered must comply with the minimum amenities/facilities as specified below:
  - i. The building should be located on sufficiently wide road (about 60 feet wide or more) and the approach to the offered building should be convenient and non-congested.
  - ii. The building should be operative 24 x 7 so that the office work beyond normal working hours and on non-working days is not hampered or stalled.
  - iii. Sufficient earmarked / reserved parking (about 4 to 6 for four wheelers and about 8 to 10 for two wheelers) exclusively for use of the hirer must be provided.
  - iv. The entire carpet area offered for rent should be located in one building and it should be contiguous. The required space should be offered in maximum up to two floors although space offered in one floor shall be preferred. If the space is offered on different floors, it should definitely be on contiguous floors and preferably internally connected.
  - v. The building should have provision for electrically operated lifts with assured power backup, if the entire office space is not on ground floor. The provision of the lift(s) is required to be made for the physically challenged persons in view of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1996 to create barrier free environment for persons with disabilities.
  - vi. The entire carpet area offered for rent should be for exclusive use of the hirer and no passage of any other person should be allowed through this area.
  - vii. The building should have proper and sufficient water, sewerage, electricity, fire-fighting equipment and adequate toilet facilities. The number of toilets for both genders should be sufficient as per the norms of the office premises. The owner should be willing to make alteration / additions of the toilet as per requirement of the hirer.
  - viii. The layout of the offered space should be in accordance with the requirement of DGGSTI for various rooms as per the staff strength. The



owner may be required to carry out such alterations to the existing partitions / fixtures and fittings as may be specified by the hirer to make it suitable for its use.

11. The **Technical Bids** will be opened on **30.01.2018 at 15.00 Hrs.** at **Camp Office of DGGSTI, Patna Zonal Unit at 2<sup>nd</sup> Floor, Shaurya Trade Centre, 159 Dhalbhum Road, Sakchi, Jamshedpur – 831 001 (Jharkhand)** in the presence of owner/ landlords, who choose to be present at the above said office. All owner / landlords are advised in their own interest to be present on the said date, time and venue for opening of the Technical bids.
12. **After screening of the Technical bids, short-listed landlords will be informed by the Directorate for arranging site-inspection of the offered premises.** In places where Completion/Occupation certificate are not issued by the local authorities, the Directorate may consider such offer if otherwise fulfills all other terms and condition and identified as suitable Technical Bid.
13. The premises offered should be secure and in ready condition and the owners / power of attorney holders of the premises will have to hand over the possession of the premises within 45 days from the date of acceptance of their offer. The offer should be valid for a minimum period of 36 months from due date of opening the tender.
14. During the validity period of the offer, the bidder should not withdraw / modify in the terms of area and price and other terms and conditions quoted in Technical or Financial Bids. As such, 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 Additional Director General, Directorate General of GST Intelligence, Patna Zonal Unit during the validity period.
15. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered shall be safe, strong, stable, sound and durable remaining life of more than 30 years.
16. The monthly rent quoted should include all taxes excluding GST, charges and assessment as applicable at the time of commencement of lease and nothing beyond the quoted rent shall be paid by the Directorate.
17. The owner/landlords will have to construct stationery room, record room, toilets etc. per Directorate's requirement/Directorate's plan and make modifications/alterations in the premises if so desired by the Directorate at his own cost before handing over possession to the Directorate. Permission/approval required if any regarding additions /



alterations / modifications of the premises shall be obtained by the owner / landlords at his own cost from the concerned local authorities.

18. The owner/landlords shall provide suitable cabins for officers and staff on mutually agreed terms or as per rates determined by CPWD authorities.
19. 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 ready to use condition with electricity, water, lifts sewerage, firefighting equipment and adequate toilet facility.
  - j) Proper commuting facilities with wide approach road for movement of vehicles.
20. The owner / landlord shall provide adequate electric power load as per requirement of the Directorate at his own cost before handing over possession to the Directorate. If additional electric power load is required by the Directorate later on, i. e. after taking over possession with electric load of required capacity) within the lease period, the same shall be arranged by the owner / landlord at his own cost.
21. The owner/landlord will provide sufficient frontage adequate parking space in the building, without any additional rental overheads, for the Directorate's visitors, employees etc.
22. All statutory clearances and permissions required for construction / modification / additions/alterations and leasing of the premises to the Directorate shall be obtained by the owner/ landlord at his own cost.
23. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of Directorate. The registration charges, stamp duty for registration of lease deed to be borne by the owner /landlord.
24. Directorate shall have the right to carry out necessary alterations/ modifications or make such structural or other changes to / in the premises as may be required by it for the purpose of its functioning. Provided always that the Directorate shall not make any permanent structural alterations incapable of being reversed or which would render incapable the restoration of the premises to its original position without

the consent in writing of owner / landlord(s) but such consent shall not be unreasonably withheld in the case of such alterations as shall be necessary or required by Directorate for the purpose of better amenities and carrying on its function effectively. But the Lessee Directorate shall have all to make temporary alterations in the demised premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on the day to day activities.

- 25.** Directorate shall have the right to install satellite dishes / communication towers and other communication equipment etc. as deemed necessary by the Directorate for facilitating electronic communication and / or Core Directorate as also installation of power generating/ amplifying devices including but not restricted to power transformers, Power Generators etc. as well as placing of sign boards, Directorate's boarding / publicity materials. Air conditioners etc. in the terrace for its activities and the owner / landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent but however if any damage is resulted upon the demised premises due to such activities, the Directorate would be liable to repair the damage so caused, normal wear & tear is however excepted.
- 26.** The Directorate shall have right to install generator sets for carrying its function effectively.
- 27.** Since Directorate is the lessee / hirer and has no insurable interest, the owner / landlord hereby has to insure the premises / assets rented / hired against risks like burglary, fire or natural calamity at his (owner's) own cost and the Directorate will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets.
- 28.** Painting of the premises including front and back verandahs, bath rooms, toilets, boundary wall, the entire interior and exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the Directorate will be carried out by the owner / landlord once in two years within the lease period. In case the owner / landlord fails to do so, the Directorate shall have the right to arrange it at the cost of the owner / landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner / landlord.
- 29.** Whenever necessary, the owner / landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and 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 Directorate either to terminate the lease or to retain the occupation of the demised 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 Directorate is deprived of the use of the demised 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.

30. The possession of the premises will be given to the Directorate after completion of entire work as per Directorate's requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to Directorate'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 the Directorate will have 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.
31. During the currency of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the Directorate with any party affecting Directorate's right of occupation and any of the terms of the lease without written consent of the Directorate.
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 Directorate.
33. That in the event of the owner / landlord deciding to sell the demised premises during the period of tenancy or at the expiration of the same he shall in the first instance offer them to the Directorate at the lowest price which he is prepared to accept for them and the Directorate shall within **three calendar month** from the date of receipt of such offer may Accept or reject such offer.
34. Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by **the Additional Director General, Directorate General of GST Intelligence, Zonal Unit, Patna** 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 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.
35. 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.

- 36.** 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 Directorate, then in such case it shall be optional with the Directorate to determine the lease or to retain occupation of the demised premises, if the Directorate so desires without any diminution of rent hereby reserved.
- 37.** The Directorate 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 Directorate.
- 38.** That the Directorate will at the expiration of the said term or any extension thereof (if agreed to mutual) peaceable and 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, 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 Directorate liable to do any repairs of any kind to the demised premises.
- 39.** After receipt of Directorate's confirmation for leasing of the premises which is considered to be most suitable / reasonable and its acceptance by its owner / landlord(s) backs out on account of any reason, the owner / landlord (s) is liable to pay the Directorate the full expenditure incurred by the Directorate from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.
- 40.** The Directorate reserves the right to accept or reject any or all the offers without assigning any reason thereof.
- 41.** The premises offered should have construction approvals/clearance from all Central/State Government Departments as may be necessary by the local authorities.
- 42.** 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.



#### **43. List of Enclosures:-**

Attested/certified scanned copies of the following documents are required to be uploaded on CPPP portal along with the Technical Bid. Technical Bids received without these documents are liable to be rejected 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 Power of Attorney with the land owner (Copy of proof of ownership / Power of attorney).
2. Certified copies of approved drawings from LOCAL DEVELOPMENT AUTHORITY or any other competent authority of the area offered for rent/hire, certified copy of Land Deed, Municipal Corporation tax receipts.
3. Location Map of the proposed property
4. Approved layout plan of the offered premises with exact measurement for carpet area.
5. Affidavit from owners/power of attorney holder 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.

**Signature of Legal Owner/Power of Attorney holder/Authorised person**



## ANNEXURE-II

### PROFORMA FOR TECHNICAL BID DETAILS OF OFFER FOR LEASEING OF PREMISES

1	Date of Advertisement	:	
<b>2</b>	<b>Details of owner / landlord</b>	:	
2.1	Name	:	
2.2	Address	:	
2.3	Telephone / Mobile No.	:	
2.4	Fax No., (if any)	:	
2.5	E-mail address	:	
2.6	Name of contact Person & Phone No.	:	
<b>3</b>	<b>Details of the Property</b>	:	
3.1	Address and locality in which the Property is situated	:	
3.2	Enclose a copy of Floor plan of the premises offered	:	
3.3	Usage of property as approved by Local Authorities (Strike out whichever is not applicable)	:	Residential / Commercial / Residential & Commercial / Shopping Centre / Shop cum Office
3.4	Type of structure (Strike out whichever is not applicable)	:	Load Bearing structure / RCC Framed structure
3.5	Number of floors in the building and the floors on which the premises offered.	:	..... Floors in the building. Premises on ..... Floor/s offered to the Directorate.
3.6	Floor wise rentable area (inner to inner dimension of the external walls i.e. the usable floor area at any floor level and includes all internal partitions, walls columns, door jams, balconies, bathrooms, lavatories kitchen, Pantry and excludes external walls, balconies, portico / canopy, external staircase, loft, sanitary shafts, lift well, space below the window will, box louver, A.C. shaft, etc.) of the premises offered.	:	i) Basement..... Sq. ft. ii) Ground floor ..... Sq. ft. iii) First floor ..... Sq. ft. iv) Second floor ..... Sq. ft. v) Third floor ..... Sq. ft.

3.7	Whether the building plan approved by the local authorities or not and enclosed the copy of the same.	:	
3.8	Whether the construction of the building / premises offered completed or not. If under construction, state the time period required for its completion.	:	Completed in..... /under construction and will be ready on .....
3.9	If building premises offered is completed confirm that the construction is done as per approved building plan and if not state the deviations from the approved plan	:	Completed as per approved plan / Completed with deviations are as under:- ..... ..... .....
3.10	Whether the premises is ready for occupation and Completion / Occupation certificate obtained from the concerned authorities. If yes, enclose a copy of the same and if not, state the present status and time period required for obtaining of the same.	:	Ready for occupation and Completion and Occupation certificate already obtained/ .... ..... ..... Completion and Occupation certificate will be obtained within ..... Days.
<b>4</b>	<b>Amenities / facilities provided</b>	:	
4.1	Whether Municipal water supply available or not. If not state the other source of water supply.	:	Yes / No / Other sources .....
4.2	Whether sanitary facilities (Toilets / Bath rooms / WC) available within the premises offered.	:	Yes / No ..... Toilets Bathrooms /WC
4.3	Whether separate 3 phase electric power supply available or not. If available state the sanctioned power load.	:	Yes / ..... KVA
4.4	Whether exclusive parking space is available for Directorate's staff and customers or not. If yes, indicate approximate area of exclusive	:	Yes / No



	parking space offered.	:	
4.5	Whether the premises offered is centrally air conditioned or not.	:	Yes / No
4.6	Whether lift facility available or not.	:	Yes / No
4.7	Stand by Generator arrangement, if any.	:	Yes / No
4.8	Fire-fighting arrangement, if any.	:	Yes / No
4.9	Security arrangement, if any.	:	Yes / No
4.10	Please mention if any other facility is provided.	:	..... .....
<b>5</b>	<b>Lease terms &amp; Loan</b>	:	
5.1	Lease period offered (generally for 15 years)	:	..... Years
5.2	Period initial lease (generally 5 years)	:	..... Years
5.3	Number of renewal option (minimum two renewal options)	:	..... Options

**Place :**

**Date :**

**Signature of Legal Owner/Power of Attorney Holder/Authorised Person**

### **UNDERTAKING**

I/ We..... Son/daughter of ....., have gone through the various terms and conditions mentioned in the tender documents and I/we agree to abide by them. I/We ....., solemnly declare that, to the best of my knowledge and belief the information given above and in the enclosures accompanying it is correct complete and truly stated.

**Place:**

**Date:**

**Signature of Legal Owner/Power of Attorney Holder/Authorised Person**





### ANNEXURE-III

## **PROFORMA FOR FINANCIAL BID DETAILS OF OFFER FOR LEASEING OF PREMISES**

1	Name of the owner / Land lord/s	
2	Location of the premises : i. Plot no./Name of the Building ii. Name of the street / Locality	
3	RENTABLE FLOOR AREA of the premises offered	.....Sq. ft. in Basement ..... Sq. ft. on Ground floor ..... Sq. ft. on First floor ..... Sq. ft. on Second floor
4	Monthly RENT per sq. ft or LUMPSUM (on rentable area basis inclusive of all taxes as applicable)	Rs..... Per sq. ft. Per month for Basement Rs.....Per sq. ft. Per month for Ground Floor Rs..... Per sq. ft. Per month for First Floor etc. <b>Or</b> Lumpsum Rs. .... Per month
5	Increase in rent at the time of exercising renewal options within the lease period	..... %
6	Service charges per month for additional facilities like exclusive lift, stand by generator set, Air Conditioning, electrical fixtures, if any	Rs..... Per Sq. ft. per month
7	Parking space offered within the monthly rent in column 4	..... Sq. ft.
8	Particulars of exclusive parking space offered at additional rent, if any	Rs..... Per sq. ft. per month for ..... Sq. ft. exclusive parking area
9	Other charges, Rental Deposit, if any	

**Place :**

**Date :**

**Signature of Legal Owner/Power of Attorney Holder/Authorised Person**



## **ANNEXURE-IV**

### **DECLARATION**

I / We ....., have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in to totality. It is hereby declared that the particulars of the buildings 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 Society / Department may wish to take.

**Signature of Legal Owner/Power of Attorney Holder/Authorised Person**



**Annexure-V**  
**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

To,

Date:

The Additional Director General  
Directorate General of GST Intelligence  
Zonal Unit, Patna

**Sub: Acceptance of Terms & Conditions of Tender**

Tender Reference No:

Name of Tender / Work: - \_\_\_\_\_

Dear Sir,

1. We have downloaded the tender document(s) for the above mentioned 'Tender' from the website(s) namely:  
\_\_\_\_\_ as per your advertisement, given in the above-mentioned website.
2. We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

**Signature of Legal Owner/Power of Attorney Holder/Authorised Person**



## **Annexure-VI**

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION:**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS:**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP



Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS:**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other



accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS:**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk.