



OFFICE OF THE COMMISSIONER OF CENTRAL TAX
RANGA REDDY GST COMMISSIONERATE
POSNETT BHAVAN : TILAK ROAD : RAMKOTE : HYDERABAD-500001
Phone No. 040 – 24760794 E-mail: admnhyd4@gmail.com

F.No.I/11/01/2017/Pf-II-Admn.

दिनांक/Date: 02.02.2018

TENDER NOTICE FOR HIRING OF OFFICE ACCOMODATION ON LEASE/ RENT BASIS

NOTICE INVITING QUOTATIONS

FOR HIRING OFFICE PREMISES ON LONG TERM LEASE

The Commissioner of Central Tax, Ranga Reddy GST Commissionerate invites Sealed-Tenders from the interested parties for providing ready built office premises at the following locations in Hyderabad, preferably situated at ground/first floor, having proper approach road, entrance, with adequate parking facility and adequate toilet facilities. Wherever the requirement is for divisions and ranges, the space offered should be preferably in the same premises.

Sl. No.	Division/Range	Preferable location	Carpet area required (sq.mts)
1	Gachibowli division	Gachibowli/Madhapur/Kondapur/ Rayadurgam/Miyapur/Chandanagar/ Kukatpally/Kothaguda/hafeezpet/ Ayyappa society & other area in the vicinity.	For Gachibowli Division - 544
2	Gachibowli Ranges (05 Nos.)	Gachibowli/Madhapur/Kondapur/ Rayadurgam/Miyapur/Chandanagar/ Kukatpally/Kothaguda/hafeezpet/ Ayyappa society & other area in the vicinity.	For the Ranges of Gachibowli Division - 500

1. Interested parties should send their proposal in a sealed cover addressed to the Additional Commissioner(P&V) , Central Tax, Ranga Reddy GST Commissionerate, Posnett Bhavan, Tilak Road, Ramkote, Hyderabad -500 001.

Specified which may be referred.

- i) General Instructions and Terms & Conditions of this contract : Annexure I
- ii) Requirements and facilities to be provided by the bidder : Annexure-II
- iii) Formats of Technical Bid : Annexure-III (with Undertaking)
- iv) Format for Financial Bid : Annexure-IV
- v) Declaration : Annexure-V
- vi) Tender acceptance letter : Annexure-VI

3. The Proposal should be submitted in two parts. The first part should be the "**Technical Bid**" which should contain technical parameters like Address of the building, Carpet area as well as built up area, design of the premises, availability of parking space, air conditioning standards, year of construction etc. The Second part should be the "**Financial Bid**" which should indicate the rent proposed to be charged and the other financial terms and conditions. Both these bids should be in separately sealed envelopes and the envelopes should clearly indicate on the top "**Financial bid/ Technical bid**" as the case may be. Both these envelopes should be kept in another sealed cover mentioning clearly "**Tender for Office Accommodation for Gachibowli Division Office and Ranges Office**".

4. **Earnest Money Deposit (EMD)** or bid security of Rs.5000/- (Rs. Five Thousand only), shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, drawn in favour of The Commissioner Central Tax, Ranga Reddy GST Commissionerate. The Hard Copy of original documents in respect of Earnest Money, must be delivered to the Additional Commissioner(P&V), Central Tax, Ranga Reddy GST Commissionerate on or before Technical bid opening date/time as mentioned in critical date sheet. **Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.**

5. The Critical Dates for the Tender Submission and processing are as under -

Published Date	03.02.2018
Bid Submission End Date	26.02.2018
Technical Bid Opening Date	28.02.2018
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	---

6. In the event of any of the above-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.

(R.K.RAMAN)
ADDITIONAL COMMISSIONER(P&V)

ANNEXURE-I

GENERAL TERM AND CONDITIONS:

1. The Technical Bid should be accompanied by the following documents:
 - i) Location Map.
 - ii) Copy of agreement for acquisition of property.
 - iii) Approved plan of the offered premises with exact measurement for carpet area.
2. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within one month after acceptance of their offer. The offer should be valid for a minimum period of 36 months from due date of opening the tender. It may be noted that no negotiations will be carried out except with the lowest tender and therefore most competitive rates should be offered.
3. In case of re-hiring, the revision of rent by more than eight per cent (8%) per annum is permissible if the revised rent is within the FRC/RRC range.
4. Offers received from Public sector units/Government bodies would be given preference. No Earnest Money Deposit will be given by the department to the owner offering the premises. Tenders received after the due date and time for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of Tender documents.
5. The premises owners will have to furnish structural soundness certificate from a reputed Architect/ organization in this field approved by Council of Architects in case the offer is short listed. Similarly the RCC design and construction fitness should be certified by an engineer approved by the concerned Govt. department.
6. The building should have assured power back-up and running water supply on continuous basis.
7. The premises should not be mortgaged or leased and should be free from any encumbrances lien of any type. Bonafide owners of premises who possess free hold title on the said premises and who can in law let the premises to the Department are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.
8. The premises offered should consist of the minimum amenities/ facilities as mentioned in Annexure-II enclosed to this tender notice.

9. The premises offered should have construction approvals/clearance from all Central / State Government Department as may be necessary by the local authorities.
10. The Owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.
11. All the common amenities available in complex shall be made available to officers of the department in that complex.
12. The legal owner of the building should provide adequate parking for Govt/Visitors vehicles.
13. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the department.
14. In case of high-rise building, provision of lift is essential with assured power backup.
15. The building should have appropriate fire safety compliance mechanism.
16. The office space should have electric fixture like fans, tube lights, switches, power points of ISI/BIS specifications. The space offered should be free from any liability and litigation with respect to its ownership.
17. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.
18. The building should be secure enough to protect the government property.
19. There should be 1 chamber for Senior Officer with attached toilet / wash room.
20. Finalization of rent based on location and quality of construction is subject to certification to CPWD / hiring committee, subject to final approval and sanction by Government of India, as per rules framed in this regard.
21. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents are liable to be rejected. The tenderer, before submitting the tender should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details / documents would render the tenderer from invalid.
22. The owner should make available the building for inspection by the officers of the

Central Tax, Ranga Reddy GST Commissionerate after the opening of the technical bid/s.

24. The period of lease should be minimum for duration of Three (03) years.
25. Additional Commissioner(P&V), Central Tax, Ranga Reddy GST Commissionerate, reserves the right to amend these terms and conditions as it deems necessary.
26. Participation in the tender does not entail any commitment from Commissioner, Central Tax, Ranga Reddy GST Commissionerate. He reserves the right to reject any / all offers, including that of the lowest tenderer without assigning any reason.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from Sr. No. 1 to 25 will constitute the technical specification. The rent demanded per square meter of the covered area will constitute the Financial Bid. The rent offered should be inclusive of property tax or any other tax required to be paid by the property owner/s. The lease shall be for a minimum period of three(03) years subject to the conditions as may be prescribed by the government from time to time.

ANNEXURE-II

(FACILITIES REQUIRED TO B3E PROVIDED BY THE OWNER)

01	There should be provisions for 24 hrs Electricity and Water supply.
02	The area proposed to be preferably on the floors contiguous to each other.
03	There should be proper road approach and entrance to the proposed building.
04	The building should be in a ready to use condition with electricity, water, lifts, sewerage, fire fighting equipment and adequate toilet facilities. The electric power available should be indicated.
05	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement.
06	Facility for installing generators

ANNEXURE-III (TECHNICAL BID)

TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS :

01	Full particulars of the legal owner of the premises Name : Telephone: E- mail Address : PAN No. : The location and address of the proposed premises :
02	Full particulars of person(s) offering the premises on rent/ lease and submitting the tender.
03	Status of the applicant with regard to the premises offered for hiring (enclose power of attorney also if the applicant is other than owner)
04	Type of building - commercial or residential
05	Complete Address and location of the building. Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified sketch plan also)
06	Detailed approved plan of the accommodation
07	Date of Construction
08	Exact carpet area
09	Exact built up area
10	Floor number offered
11	No. of floors in the building
12	Floor wise No. of toilet
13	Distance from nearest railway station / Bus stand and name of the railway station / bus stand
14	Other facilities and amenities available with the building
15	Type, model, company and no. of lifts available / carrying capacity, provide details of make
16	Parking space available for department area and specific how many nos. of vehicles can be parked

17	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)
18	Clearances / no-objection certificate from all the relevant central / state / municipal authorities and Fire Department for use as office/ commercial
19	Whether running water, drinking and otherwise, available round the clock Whether sanitary and water supply installations have been provide for?
20	Whether separate electricity and having sufficient installed has been provided for?
21	Sanctioned Electricity Load
22	Whether building has been provided with fans in all rooms or not? Whether building has been provided with fans in all rooms or not? (If yes, give the Nos, of fans floor wise)
23	Details of power back up facility / ground space for installing 10 KVA generator.
24	Details of Fire Safety Mechanism, if any
25	Specify the lease period (minimum Five years and provision for extension)
26	Whether the building is earth quake resistant, if so, please provide a certificate from the competent authority.
27	If there are ready built cabins suitable to us or promise to make cabins as per requirement the same will be preferred.

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 :

ANNEXURE-IV (FINANCIAL BID)

FINANCIAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS

No.	Items	Details	
1	Name and Address of the applicant with phone Nos. and email ID's		
02	Status of the applicant with regard to Building / Accommodation offered for hire by the owner of Power of Attorney Holder.		
03	Full Particulars of the owner : Name : Address : Telephone Nos./Mobile Nos./Email ID : Business : Residential : Tele Fax No. : PAN Card (Photo copy) :		
04	Complete details of the building viz. Complete Postal address of the location	Rate Rs./ sq.mtr. of carpet area	Total Rs.
05	Rent in Indian Rupees per month per square meter of the carpet area as mentioned in Technical Bid. The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Govt and it will be applicable for the leased period of three years.		

	<p>All corporation taxes, cess or any other tax applicable are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne by the Department. GST will be borne by the tenant as applicable. (The amount should be inclusive of the rate for common area maintenance)</p>		
06	<p>Any other conditions having financial implications relevant to the offer of the building. Give details if applicable.</p>		

Note: The Financial Bid should include -

1. The rent proposed to be charged per sq.mtr. on the basis of carpet area which should be inclusive of all costs of services including.
2. The charges for the maintenance (Civil, electrical, plumbing)
3. The charges for the maintenances of the air-conditioning equipment if centralized and lifts.
4. The charges for parking space.
5. The charges for security.
6. Taxes and duties, to be paid to various authorities.

Signature of Legal Owner/ Power of Attorney Holder

ANNEXURE-V

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

Annexure-VI

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date:

To,

The Commissioner,
Central Tax,
Rangareddy GST Commissionerate

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: - _____

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s)

namely: _____

as per your advertisement, given in the above mentioned website(s).

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 have 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 the 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 the Bidder, with Official Seal)