



TENDER NOTICE FOR HIRING OFFICE SPACE

Assistant Commissioner of Central Goods & Services Tax, Dinajpur Division, Raiganj invites bids from the legal owners or power of attorney holder of premises /building for hiring office accommodation. Location & floor area of the premises /building required are furnished hereunder:-

<u>Location</u>	<u>Floor Area</u>
1. Islampur Preferably near National Highway	1000 Sqft. to 1200 Sqft.
2. Balurghat, within Municipal Area	2000 Sqft. To 2400 Sqft.

Interested parties having clear title may download the Technical Bid and Financial Bid formats from official website of CBEC i.e. www.CBEC.nic.in. The detailed terms and conditions of the tender are also given in the said website. The offer in sealed cover comprising Technical Bid and Financial Bid (each in separately sealed cover superscripted as "Technical Bids for hiring office space for Islampur office/Balurghat office" (as the case may be) and "Financial Bids for hiring office space for Islampur/Balurghat office(as the case may be) complete in all respects may be submitted by person/registered post/speed post/courier so as to reach the undersigned to the above mentioned address on or before 18.00 hrs. on 15.02.2018. Offers received beyond the specified date/time shall not be entertained and CGST, Dinajpur Division takes no responsibility for delay/loss of documents sent by post/courier.

Priority will be given to the premises belonging to public Sector Units/Govt. Departments/Public Financial Institutions. The lease agreement format of Govt. of India will be strictly adhered to. Being a Central Govt. Office, no security deposit/advance payment will be paid for the purpose of hiring the premises. No brokerage will be paid.

The technical bids will be opened on **19.02.2018 at 11.00 hrs.** Financial Bids of only those bidders whose technical offers are found valid, eligible and acceptable shall be opened. CGST, Dinajpur Division has the right to reject any or all bids without assigning any reasons thereof.

Tender Documents for hiring of the office accommodation for Islampur/Balurghat office (as the case may be) under CGST, Dinajpur Division. The tender consists of 03 (three) parts:

Part A: Terms and conditions.

Part B: Technical Bids.

Part C: Financial Bids.

Both Part B & C should be sealed in separate envelopes and superscripted in both letter:-

- Technical bid for hiring office space for Islampur/Balurghat office under CGST, Dinajpur Division.
- Financial bid for hiring office space for Islampur/Balurghat office under CGST, Dinajpur Dinajpur Division.
- Both these envelopes should be then places a single sealed cover superscripted "Tender for hiring office space for Islampur /Balurghat office under CGST, Dinajpur Division".

Tenders (Technical Bid only) will be opened on 19.02.2018 at 11.00 hrs. at CGST, Dinajpur Divisional office in presence of Bidders/representatives of Bidders , if any financial bids of only those bidders whose technical bids are found correct, eligible & acceptable shall only be opened.

Part A: - Terms and Conditions

1. The Terms and conditions shall form part of tender to be submitted by the bidder to the O/o- Assistant Commissioner of CGST, Dinajpur Division, Raiganj.
2. All bidders are requested to submit the tender document (Technical & Financial Bids) duly filled in with relevant documents at the mentioned address.
3. All columns in the tender document should be duly filled in and no column should be left blank. "Nil" or "Not applicable should be marked, where there is nothing to report". All the pages of the tender documents should be signed by the owner or his authorized power of attorney. Any other cutting of use of white ink should be duly initialed by the bidder. CGST, Dinajpur Division reserves its right to reject the incomplete tender or in case of information submitted in found to be correct.
4. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
5. Tender documents received by CGST, Dinajpur Division after date & time (i.e 15.02.2018 at 11.00) on shall be rejected outright & no correspondence in this regard shall be entertained.
6. The offer should remain valid for one year. During the valid period of the offer, the bidder should not withdraw/modify the offer in terms of area with price & other terms and conditions quoted in the Technical & Financial Bids. The bidder has to submit an undertaking on non-judicial stamp paper to requisite value duly signed by legal owner or his power of attorney holder that the bidder shall not back-out/cancel the offer/offer made to CGST, Dinajpur Division during the valid period.
7. There should not be any deviation in terms and conditions as have been stipulated in the tender documents.
8. The tender will be acceptable only from original owner of the building or having valid power of attorney. The space offered should be free from all encumbrances/claims and disputes/any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
9. Offers received from Government bodies/Public sector undertakings/State Housing Boards etc. would be given preference.
10. The building offered should be ready for immediate occupation.
11. The building should have separate electricity with having sufficient electricity load & water connection. If separate connection is not available to be got installed by the owner along with wiring.
12. The building should have easy approach and reasonable parking space free of cost for at least 02 (two) four wheelers and 5 to 7 motorcycles. The location should be in an area convenient for office use & should be easily accessible.
13. Independent building with guaranteed possession will be preferred.
14. The payment terms mentioned in the financial bid shall be strictly followed & no deviations will be allowed.
15. The rent approved by CPWD is liable to revision after 03 (three) years from the start of the lease or revision of the rent, provided that such revision shall not exceed 10% after a period of three years.
16. Canvassing in any form will automatically disqualify the offer. No brokerage will be paid.
17. The particulars of amenities of provided/proposed to be provided inside the property/building/complex should be clearly furnished in the Technical Bid.
18. The Technical Bid is required to be submitted along with certified copies of approved drawings from Municipality/similar Government/Local Government authority, certified copy of Land Deed, Municipal/Panchayet receipts, approved plan of building and copy of ownership of building Technical Bids received without these documents are liable for rejection without any reference to the party what so ever. Original of these documents/certificates shall be produced at the time of execution of lease Agreement.

19. The bidder is required to enter into lease agreement in the prescribed format approved by the Central Government.
20. The CGST, Dinajpur Division reserves the right to verify/inspect the building before finalization of Tender and reject it out rightly, if the building is not according to the specification required by CGST, Dinajpur Division.
21. All existing and future rates, taxes, insurance fee including public liability insurance, property taxes, assessment charges & other outgoings what so ever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by landlord.
22. Maintenance of the premises to be made (externally) by the owner.
23. Office of the Assistant Commissioner of CGST, Dinajpur Division, Raiganj may, during the lease period/extended lease period carry out such alternations to the existing building such as partitions, office fixtures and fittings as may be easily removable.
24. Being a Central Government office, no security deposit/advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evolution.
25. The office space should all have required electrical fixtures such as switches, power points, fans, lights etc.
26. The maintenance (civil, electrical, mechanical, plumbing including, consumable etc.) shall be provided by the owner will also undertake to carry out annual repair and maintenance every year. No additional charges will be paid for the same.
27. The building should have adequate toilet facilities.
28. The building should be in a ready to use condition with electricity, water, painted, sewerage. The electric power available should also be indicated.
29. The location should be in area convenient for office use and should be accessible.
30. No tender will be accepted by fax, email, telex & any other such means.
31. Tender is likely to be rejected because of non-fulfillment of any of the above items.
32. The short listed bidders will be informed in writing by CGST, Dinajpur Division under CGST, Siliguri Commissionerate, Siliguri for arrangements for site inspection of the offered premises.
33. All disputes lie with the jurisdiction of Islampur/ Raiganj and Balurghat. The CGST, Dinajpur Division reserves the right to reject all or any tender without assigning any reasons thereof.

Enclosed: 02 (two) Sheets.

(B.Bhowmick)
Assistant Commissioner
CGST, Dinajpur Division, Raiganj

C. No. I(1)01/ACCOM/CGST/DNJP/2017/

Date:

Copy forwarded to:

1. The Assistant Commissioner (P & V), Siliguri Commissionerate, Siliguri.
2. The Superintendent of Computer Cell for uploading at CBEC website.
3. Notice board of CGST, Dinajpur Division.

(B.Bhowmick)
Assistant Commissioner
CGST, Dinajpur Division, Raiganj

PART – B

TECHNICAL BID FOR HIRING OF OFFICE ACCOMODATION

01	Full particular of the legal owner of the premises: (i) Name: (ii) Address of office & residence: (iii) Tel/Mob No. (iv) Fax: (v) E-mail:	
02	Full particulars of persons offering the premises on rent/lease & submitting the tender:	
03	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)	
04	(a) Complete address and location of the building: (b) Details of the accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose certified sketch plan also):	
05	Total floor area offered for rent in sq. ft. Note: Definition of floor area: (i) Floor area is the area of the premises which is covered but excluding the following portions (s) Walls & Columns. (ii) Portico/canopy. (iii) Sanitary shafts. (iv) Stair case. (V) Bon louvers. (VI) Left wells. (VII) Air conditioning duct. (VIII) Balcony. (IX) Portion below window. (X) Loft.	
06	Particulars of completion certificate: (Enclosure attested/self-certified copy of completion certificate issued by Competent Authority)	
07	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)	
08	Facilities for vehicle parking (Mention details for four wheelers and two wheelers)	
09	No. of lift/carrying capacity, provide details of make year of installation etc.	
10	Number of Toilets – floor wise with details	
11	a. Whether running water, drinking & otherwise available round the clock. b. Whether sanitary and water supply installations have been provided for.	
12	Sanctioned electricity load:	
13	a. Whether electrical installation & 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 no. of fans floor wise)	
14	Details of fire safety Mechanism, if any	
15	Whether the premises is ready for occupation:	
16	The period and time when the said accommodation could be made available for occupation (after the approval):	
17	Specify the lease period (minimum three years) & provision for extension:	
18	Whether the owner of the building is agreeable to: (i) Monthly rent as determined and fixed (FRC by Competent Govt. Authority like CPWD). (ii) Monthly rent fixes as per & above to remain valid for initial lease period for three years.	
19	Provisions for regular repairs, maintenance & special repairs, if any of the building.	
20	Any other salient aspect of the building, which the party	

	may like to mention.	
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Declaration

1. I/we have read & understood the details terms and conditions of the tender applicable to the subject offer as supplied with the bid documents and agree to abide by the same I totally.
2. It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true & correct as per knowledge & behalf & in the event on any of the same being found to be not true. I/we shall be liable to such consequences/lawful action as the Department may wish to take.

Signature of legal Owner/Power of Attorney holder