



OFFICE OF THE PRINCIPAL COMMISSIONER,
CENTRAL EXCISE, CUSTOMS & SERVICE TAX,
SILVASSA COMMISISONERATE
4TH FLOOR, ADARSHDHAM BUILDING, OPP. OLD TOWN POLICE STATION,
VAPI- DAMAN ROAD, VAPI-396191

F. No. I/4-6/2005-Adm/Pt.I

Vapi, Date: 31.08.2016

Tender Notice for hiring of Office Accommodation

Sealed tenders are hereby invited for hiring of office premises at Vapi/Silvassa from legal owners of building/premises in the form of two bid System i.e. Technical Bid and Financial Bid separately for below mentioned description:

Sr. No.	Description
1.	Carpet Area: Around 5,000-5500 Sq. ft. in Vapi City/Silvassa having adequate parking space with exclusive entrance and on the single floor.

2. The rent will be subject to 'Fair Rent' certified by the CPWD.

A. Technical Parameters /Terms & Conditions : (FOR TECHNICAL BID)

1. Full postal address of the building proposed for hiring.
2. Key plan/Blue print of the building.
3. Easy access/non congested area/ in non market area.
4. Quality/year of construction.
5. The building should be fit for commercial/office use and the area specified above should be on the same floor.
6. The office space should not be in a mall/shopping area.
7. The legal owner should provide assured sufficient parking space for approx 30 four wheelers. The owner must also provide built cabins/work stations for staffs as per requirement along with appropriate flooring and tiling.
8. There should be a provision for 24 hours Electricity supply, preferably with 100% power back-up, round the clock.
9. Space should also be available for DG set.
10. The legal owner will undertake to carry out annual repairs and maintenance every year.
11. Provision of exclusive lift is essential.
12. The building should have appropriate fire safety compliance mechanism.
13. The space offered should be free from any liability and litigation with respect to its ownership, Lease/renting and pending payments against the offered space.
14. There should be sufficient provision of toilets for ladies and gents separately with sanitary and water supply installation.
15. The building should have adequate security cover to protect government property intended to be leased/hired.
16. Exact built-up area and carpet area should be specified separately.
17. Clearances/No Objection Certificate from all the relevant Central/State/Municipal authorities and Fire Department for use as office premises, conforming the municipality law including NOC from the Municipal Deptt. should be provided.
18. Facilities and amenities available with the building should be mentioned clearly.
19. The owner has to submit an undertaking that he/she will not himself either erect or install or permit others to erect/install any billboards etc. for advertisement within the precincts/ premises/outside the building.

B. Financial Parameters/Terms & Conditions : (FOR FINANCIAL BID)

1. Monthly rent demanded excluding Property Tax.
2. Lease period and extension/termination of lease after giving notice as per legal requirements.
3. Mode of periodical revision of the rent by mutual agreement.
4. The following other charges on actual basis:- (i) Municipal or local taxes (ii) Annual maintenance Charges (iii) Misc. charges for common facilities.
5. Undertaking given by the owner regarding Fair Rent Certificate issued by CPWD.

The proposal should be submitted in two parts. The first part should be the "Technical Bid" which should contain technical parameters. The second part should be the "Financial Bid" containing financial parameters. Both the bids should be in separate sealed envelopes and envelopes should clearly indicate on the top "Financial/Technical Bid". Both the envelopes should be kept in the sealed cover as mentioned in the above Para. The technical bid will be opened in the first instance and the financial bid shall be opened only in respect of those parties which are short listed on the basis of their Technical bids.

The interested parties should send their proposal in a sealed cover super scribing the same as "Quotation for hiring of office accommodation" addressed to the undersigned and the same should be submitted by the legal owner of the building along with a non-encumbrance certificate. Please apply on or before 25.09.2016 by 16:00 hours. Offers beyond the specified date / time shall not be entertained and this office takes no responsibility for delays / loss of documents sent by post / courier / or any other means.

Detailed terms and conditions of Tender Notice can be downloaded from www.cbec.gov.in/hdocs-cbec/tender/tenders-idx or www.centralexcisevapi.gov.in/tnt.asp. Interested persons can obtain the details of technical and financial bid from Shri Bharat Bhushan, Superintendent (HQ), Central Excise & Service Tax, Silvassa Commissionerate at Vapi (Contact No.: 9428160063).

The department reserves the right to reject any bid without assigning any reason.

(Sushant Kumar)
Joint Commissioner
Central Excise, Customs & Service Tax,
Silvassa

Copy to :-

- (i) The Superintendent ,System, Hqrs., Silvassa :- with a direction to do the needful to upload it on official websites.
- (ii) Notice Board

Annexure A

A.	FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER	
1.	There should be provisions for 24 hrs. electric & water supply. Whether it is available ?	
2.	The area proposed shall be on the same floor.	
3.	The building should be in a ready to use condition with electricity, water, lifts, sewerage, firefighting equipment, and adequate toilet facilities. The electric power available should be indicated.	
4.	Suitable built-cabins, ready to use or the cabins as per requirement should be provided along with proper flooring and tiling.	
5.	Exclusive parking for approx 30 Four Wheelers must be available.	
6.	An undertaking from the owner to the effect that he/she will not himself/herself either erect or install or permit others to erect or install any billboards etc. for advertisement etc. within the present precincts / premises / outside the building.	
7.	Exclusive lift should be provided.	

Annexure "B"

B.	TECHNICAL BID SHOULD INTERALIA CONTAIN DETAILS AS FOLLOWS	
01.	Full particulars of the legal owner/proposed lessor of the premises: (i) Name (ii) Address of office & Residence (ii) Telephone No./Mobile No./Tele-Fax (iv) E-Mail Address (v) PAN No. (vi) The exact location and postal address of the premises with map	
02.	Full particulars of person(s) holding title of the premises	
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.	Type of building – commercial or residential	
05.	(a) Complete Address and location of the building with location map: (b) 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.	Other Facilities and amenities available with the building	
13.	Type, model, company & No. of lifts available/carrying capacity, provide details of make, model, installation year	
14.	Parking space in sq.ft. available for department ; Specify area available and how many number of vehicles can be parked: 4/2 wheeler	
15.	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 along with latest municipal tax bills) and whether mortgaged, any lien encumbrances property	
16.	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.	
17.	(a) Whether running water, drinking water is available around the clock or otherwise (b) Whether sanitary and water supply installations have been provided	
18.	Details of approach road such as width, distance from main road, slum localities on both side of the road	

19.	(a) Whether electrical installation and fitting, power, plugs, switches etc. provided or not?	
	(b) Whether provided with fans/air-conditioner in all rooms or not? (If yes, give the No. of fans floor wise) & Air conditioner (Air Condition standard)	
	(c) Details of power back-up facility/ Sanctioned Electric Load	
20.	whether separate electric connection having sufficient installed capacity	
21.	Details of Fire Safety Mechanism, if any	
22.	Whether the building is earth-quake resistant. If so, please provide a certificate from the competent authority	
23.	Any other salient aspect of the building, which the party may like to mention:	
24.	A short-note on the acquisition of the premises, including the time frame for handing over premises	
25.	Details of slum localities within a periphery of 1 km from the location	
26.	Whether Generator set will be provided in case there is failure of electricity	
27.	The number of toilet blocks, with persons capacity, on each floor should be mentioned	

Signature of Legal Owner/Power of Attorney Holder

Annexure "C"

C.	FINANCIAL BID	
Sr. No.	Items	
01.	Name & Address of the applicant with Phone Nos/Mobile Nos.	
02.	Status of the applicant with regard to Building/Accommodation offered for hire by the owner or power of Attorney Holder	
03.	Full Particulars of the owner: (i) Name (ii) Address(es) (iii) Telephone Nos/Mobile Nos. (iv) Business (v) Residential (vi) Tele Fax No. (vii) PAN Card (Photo copy attached)	
04.	Complete details of the building viz. Complete Postal address of the location and map	
05.	Rate of Rent in Indian Rupees per month per square feet 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. <u>Corporation taxes, Cess or any other tax applicable are to be borne by the landlord or Department (Please specify each tax separately).</u> The electricity bills as per actual consumption to be borne by the Department. Service Tax will be borne by the tenant as applicable.	
06.	Rate of common area maintenance Per Sq. Feet on carpet area per month included or separately paid by the department, if separate please specify rate in rupees per month	
07.	Any other conditions having financial implications relevant to the offer of the building. Give details, if applicable	

Annexure "D"

D. THE FINANCIAL BID SHOULD INCLUDE:

The rent proposed to be charged per Sq. Feet on the basis of carpet area which should be inclusive of all costs of services including:

- (I) The charges for the maintenance (civil, electrical, plumbing)
- (II) The charges for the maintenance of the air-conditioning equipment if centralized and lifts;
- (III) The charges for parking space;
- (IV) The charges for security.
- (V) Taxes and duties, to be paid to various authorities. (excluding service tax)

Signature of Legal Owner/Power of Attorney Holder