



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX,  
केन्द्रीय उत्पाद और सेवा कर आयुक्त का कार्यालय  
3RD FLOOR, C.R. BUILDING (ANNEXE), B.C. PATEL PATH, PATNA –800001  
तिसरा मंजिल, केन्द्रीय राजस्व भवन, बीर चंद पटेल पथ, पटना- ८0000१.  
दूरभाष सं / PHONE NO.-. 0612 2505951 .फैक्स सं -/ FAX NO. 06122504388  
WEB SITE: www.cexpatna.bih.nic.in



C. No. II(39)16-CR(ET)2014/

Dated: /11/2014

## TENDER NOTICE

### INVITATION OF TENDER FOR HIRING OF OFFICE PREMISES

Sealed tenders/ bids are invited from building owners for hiring of premises having an area of about 22610 sq. ft. [2100.50 Sq. Mtr] for office accommodation at Patna.

The detailed criteria, terms & conditions along with Technical and Financial bid forms can be procured either from the Administrative Officer of this office on any working day during office hours upto 11.11.2014 or can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in) or from the office website <http://cexpatna.bih.nic.in> with enclosures Annexure-A, B & C. **The last date for submission of bids is 17.11.2014 till 15.00 hrs.** The Technical bids will be opened by a committee in presence of all bidders, if available, in the Conference Hall of Central Revenue Building (Annexe), B.C. Patel Path, Patna-800001 Patna at **16.00 hrs. on 17.11.2014.**

Additional Commissioner  
Central Excise & Service Tax  
Patna

C.No. II(39)16-CR(ET)2014/

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Copy for Information & necessary action to:-

1. The Superintendent (Systems), Central Excise & Service Tax Hqrs., Patna. He is requested to publish the above Tender Notice on the official web site [www.cbec.gov.in](http://www.cbec.gov.in). and on the official website <http://cexpatna.bih.nic.in>
2. The Local Editor, Hindustan / Prabhat Khabar (in Hindi edition), Patna for publishing the above Tender Notice in Patna edition only by 08.11.2014.
3. The Administrative Officer(G.L.), Central Excise & Service Tax (Hqrs.), Patna.
4. Notice Board.

Additional Commissioner  
Central Excise & Service Tax  
Patna



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The Commissioner, Central Excise & Service Tax Commissionerate, Patna intends to hire a premises for office accommodation in Patna having an area of about 22610 sq. ft. [2100.50 Sq. Mtr]. Following documents giving full details are as under:-

1. Terms & condition : Annexure 'I'
2. Proforma for Technical Bid – Part - I : Annexure 'II'
3. Proforma for Financial/Price Bid – Part II : Annexure 'III'

Tender should be submitted in two parts i.e. Part – I for Technical part and Part – II for Price part fully filled up. Both the Annexures should be kept in separate sealed envelope which may be **scribed as “Annexure II” & “Annexure III”**. These both envelopes should be kept in another sealed cover subscribing **“Tender for Office Accommodation”** which will be in the name of **“The Administrative Officer, Central Excise & Service Tax, Patna, 4<sup>th</sup> floor, Central Revenue Building [Annexe], Birchand Patel Path, Patna-800 001.”** The technical bids will be opened on **17.11.2014 at 16.00 hrs. by a committee in presence of bidders, if available.** The tenders will be short listed on the basis of their technical competency after opening of Annexure-II and due verification as deemed fit. Financial bids [Annexure III] of only those bidders will be opened who are short-listed on the basis of their Technical Bid [Annexure II].

For any clarification in the matter, prior appointment may be made with the Administrative Officer, Central Excise Hqrs., Patna or the Superintendent [Establishment], Central Excise Hqrs., Patna.

*The Commissioner, Central Excise & Service Tax, Patna reserves the right to postpone and / or extend the date of receipt/ opening of Rates/ Quotation or to withdraw the same, without assigning any reason thereof.*

**Addl. Commissioner  
Central Excise & Service Tax  
Patna**

**1. TERMS AND CONDITIONS FOR TECHNICAL BID**

1. The Building offered should be situated in prime locality in the radius of two to three kilometers from the Central Revenue Building, B.C. Patel Path, Patna - 800001 with accessibility from all sides.
2. The Building should have sufficient Parking space (Minimum 1000 Sq. Ft.). Earmarked parking exclusively for the hirer will be desirable.
3. The Building should have dedicated lift service of reputed make if the space is located on upper storey.
4. The ambience of the Building should be elegant, airy and free from encumbrances, encroachment and should have wide approach road. Preferably, a non-encumbrance certificate should be accompanied with.
5. Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by the Central Excise Commissioner, 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.
6. The building should have separate toilets for ladies and gents. Further, two or three rooms should have attached toilet facility.
7. There should be adequate natural lighting on the campus/compound.
8. There should be provision of 24 hours water supply including adequate supply of water for toilets, washbasins, housekeeping, other cleaning purposes etc.
9. The building should have adequate fire safety measures and security measures as per legal requirement.
10. The premises should have suitable and uninterrupted power supply for office as well as common area. The electric power available should be indicated.
11. There should be adequate open space for installation of generators and there should be provision for connecting them to the power supply lines.
12. All services such as Lifts, Power Supply, Plumbing, Adequate Toilet Facility, Sewerage, Firefighting Equipment, Telephone Connectivity, etc. should be in fully operational condition at the time of submission of the offer by the bidder.

13. All internal and external walls should be well painted with good quality paint at the time of handing over the premises to the Department.
14. The floor should be of vitrified tiles/marbles /Granite.
15. The department will be free to make partition /construct cabins/rooms as per requirement.
16. Only legal owners/holders of the power of attorney from the legal owners, of the premises need to respond.
17. The proposed area should be preferably on the floors contiguous to each other.
18. The building should meet all other safety norms like earthquakes resistance, flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
19. All Corporation Taxes, Municipal tax, Water charges or any other Tax/Cess leviable on the premises will be borne by the house owner. Service Tax, if any will be borne by the department.
20. The electricity bills as per actual consumption will be borne by the Department.
21. The charges for the maintenance (Civil, electrical, plumbing, lift, parking space, security, taxes and duties), if any, will be borne by the house owner.
22. The Commissioner of Central Excise & Service Tax, Patna reserves the right to reject any or all of the bids so received at any stage without assigning any reason.
23. The Commissioner of Central Excise & Service Tax, Patna or the Commissioner of Audit Commissionerate, Patna has the right to terminate the contract any time before the expiry of contract period by giving 1 (one) month's notice in writing without assigning any reason.
24. The last date of receipt of tenders at the address mentioned above is **17.11.2014** till **15.00hrs**. Offers beyond the specified date/time shall not be entertained and Commissioner of Central Excise & Service Tax, Patna takes no responsibility for delay/loss of documents sent by RPAD/Speed Post.

## **2. PAYMENT OF RENT**

- (a) The rent proposed by the house owner or as fixed by the CPWD/competent authority or as per negotiation with the house owner whichever is lesser will be accepted / fixed.
- (b) The rent fixed at the hiring stage will be effective during the entire period of the contract.

**3. JURISDICTION OF THE COURT**

In case of any legal dispute arising out of this tender/ contract, the jurisdiction shall be the Courts at Patna only.

**4. LEASE AGREEMENT AND VALIDITY OF AGREEMENT**

The agreement of the hired building will be executed in the Standard Lease Agreement format prescribed by the Department.

**Addl. Commissioner  
Central Excise & Service Tax  
Patna**

<b>TECHNICAL BID PROFORMA</b>		
<b>01.</b>	<b>Full particulars of the legal owner/owners of the premises:</b>	
	(i) Name	
	(i) Address of office & Residence	
	(iii) Telephone No./Mobile No.	
	(iv) Tele Fax	
	(v) E-Mail Address	
	(vi) PAN No.	
	(vii) The location and full address of the accommodation	
<b>02.</b>	Full particulars of person(s) offering the premises on rent/lease and submitting the tender:	
<b>03.</b>	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)	
<b>04.</b>	Type of building – commercial or residential	
<b>05.</b>	(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)	
<b>06.</b>	Detailed approved plan of the accommodation	
<b>07.</b>	Date of Construction	
<b>08.</b>	Exact carpet area (Floorwise)	
<b>09.</b>	Exact built up area	
<b>10.</b>	Floor Number to be offered	
<b>11.</b>	No. of floors in the building	
<b>12.</b>	Other Facilities and amenities available with the building	
<b>13.</b>	No. of lifts available/carrying and their capacity with make.	
<b>14.</b>	(a) Area of Parking space available for department.	
	(b) No. of vehicles which can be parked there (Four wheeler & two wheeler pl. specify separately).	
	(c) Whether parking area is with shed/	

	covered (Pl. specify Yes or No)	
<b>15.</b>	(a) Whether accommodation offered for rent is free from litigation including disputes in regard to ownership. (b) pending taxes/ dues, if any.	
<b>16.</b>	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	
<b>17.</b>	(a) Whether running water, drinking and otherwise, available round the clock.	
	(b) Whether sanitary and water supply installations have been provide for?	
	(c) No. of Toilets and its area.	
	(d) No. of Rooms with attached Toilet.	
<b>18.</b>	Whether separate electricity and having sufficient installed has been provided for?	
<b>19.</b>	Sanctioned Commercial electricity load.	
<b>20.</b>	(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	
	(d) space for installation of Generator/DG set	
<b>21.</b>	Details of Fire Safety Mechanism, if any	
<b>23.</b>	Whether the building is earth quake resistant. If so, please provide a certificate from the competent authority.	
<b>24.</b>	Any other salient aspect of the building, which the party may like to mention:	
<b>25.</b>	Distance from C.R. Building, B. C. Patel Road, Patna-800001.	
<b>26.</b>	Surrounding of the Building (North, East, West, South)	
<b>27.</b>	Date of external/internal painting on the Wall and doors/window	
<b>28.</b>	Whether floor is of Verified tiles/marbles/Granite (Pl. specify)	
<b>29.</b>	Whether the owner has any objection on construction of rooms/cabins by the department as per requirement.	
<b>30.</b>	Insurance of the Property valid upto (Pl. specify the date)	

<b>31.</b>	Width of the approach road on which the Building is located.	
<b>32.</b>	Whether the premises is vacant and available in 'ready to occupy condition.'	
<b>33.</b>	Mention specifically any hazards, industrial or otherwise, associated with the building or surroundings wich are harmful for human.	
<b>34.</b>	Name of the Office or persons with occupation already rented out in the same building (Pl. attach copy of agreement)	
<b>35.</b>	Name of the Documents attached with Technical Bid in support of the above.	

**Declaration**

- (i) 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 totality.
- (ii) 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**



<b>FINANCIAL BID PROFORMA</b>	
<b>01.</b>	Name & Address of the applicant with Phone Nos
<b>02.</b>	Status of the applicant with regard to Building/Accommodation offered for hire by the owner or power of Attorney Holder
<b>03.</b>	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)
<b>04.</b>	Rent per square feet of the carpet area per month as mentioned in Technical Bid [In Indian Rupees]. The rent will be inclusive of all taxes to be borne by the house owner as per terms and conditions of the Tender.
<b>05.</b>	Rent for providing space for Parking DG set. Please specify separately.
<b>06.</b>	Rent for providing other facility (if any) Please specify separately.

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