

**GOVT. OF INDIA**

**OFFICE OF THE COMMISSIONER, CENTRAL EXCISE AND SERVICE TAX, PATNA**

C.No. I(11)01-GL/Accom/GST Ranges/Divisions/2017

dated: .06.2017

**TENDER NOTICE**

**INVITATION OF TENDER FOR HIRING OF OFFICE PREMISES**

Tenders/ bids are invited from building owners for hiring of premises having an area of about 950 sq. ft.(CARPET AREA) for office accommodation at Sasaram (Carpet Area of 950 Sq ft.) **within the radius of 01 Km from Sasaram Railway Station.**

The detailed criteria, terms & conditions along with Technical and Financial bid forms can be procured either from the official website [www.cbec.gov.in](http://www.cbec.gov.in) & [www.cexpatna.bih.nic.in](http://www.cexpatna.bih.nic.in) with enclosures Annexure-I, II & III. **The last date for submission of bids is 21.06.2017 till 12.00 hrs.** The Technical bids will be opened on **22.06.2017 at 12.00 hrs.** by a committee.

Sd/-

**Deputy Commissioner(Admin)  
Central Excise & Service Tax  
Patna**

C.No. I(11)01-GL/Accom/GST Ranges/Divisions/2017

dated: .06.2017

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, Dainik Bhaskar / The Times of India all over Bihar for publishing the above Tender Notice in Patna edition only by the Administrative Officer, Central Excise Service Tax(H), Patna
3. Notice Board.

Sd/-

**Deputy Commissioner(Admin)  
Central Excise & Service Tax  
Patna**

**GOVT. OF INDIA**

**OFFICE OF THE COMMISSIONER, CENTRAL EXCISE AND SERVICE TAX, PATNA**

C.No. I(11)01-GL/Accom/GST Ranges/Divisions/2017

dated: .06.2017

The Commissioner, Central Excise and Service Tax, Patna intends to hire a premise for office accommodation in Sasaram having an area of about 950 sq. ft. (carpet area) **within the radius of 01 Km from Sasaram Railway Station.**

Following documents giving full details are as under:-

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

Tender should be submitted in two parts Technical part and Price part fully filled up. Both the Annexure 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(H), Patna. **The technical bids will be opened on 22.06.17 at 12.00 hrs. by a committee.** 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 Service Tax(H), Patna.

The Commissioner, Central Excise and 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.*

Sd/-  
**Deputy Commissioner(Admin)**  
**Central Excise & Service Tax**  
**Patna**

## **ANNEXURE – I**

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

1. The Building offered should be situated in prime locality in the radius of one kilometer from Sasaram Station with proper accessibility.
2. The Building should have sufficient Parking space (Minimum 200 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 fourth or above floor.
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 Commissioner, Central Excise & Service Tax, 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.
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. Separate meter connection is to be provided by the landlord.
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 (wherever applicable), 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 department will be free to make temporary partition /construct cabins/ temporary rooms as per requirement.
15. Only legal owners/holders of the power of attorney from the legal owners, of the premises need to respond.
16. The proposed area should preferably be continuous area on the same floor.
17. All Taxes/Cess leviable on the premises will be borne by the house owner. Service Tax or GST if any on the rent of the property will be borne by the Department.
18. The electricity bills as per actual consumption will be borne by the Department for which separate electricity meter may be provided by the landowner.
19. The charges for the maintenance (Civil, electrical, plumbing, lift, parking space, security, taxes and duties), if any, will be borne by the house owner.
20. The Commissioner, Central Excise and Service Tax, Patna reserves the right to reject any or all of the bids so received at any stage without assigning any reason.
21. The Commissioner, Central Excise and Service Tax, 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\_.
22. The last date of receipt of tenders is 21.06.2017 till **12.00hrs**. 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.
23. Documents to be attached along with the technical bid.

1. Address proof
2. Certified sketch plan of the premises
3. Approved plan of the building.
4. Receipt of the property tax being paid (if any)
5. Clearances/NOC from relevant government bodies (as specified in serial number 16 of the Technical bid proforma
6. Insurance of the property (if any)
7. Details of other occupants in the same building (if any)

**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.

**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.

Sd/-  
**Deputy Commissioner (Admin.)**  
**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)	
15.	(a) Whether accommodation offered for rent is free from litigation including disputes in regard to ownership. a. pending taxes/ dues, if any.	
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 and otherwise, available round the clock. a. Whether sanitary and water supply installations have been provide for? b. No. of Toilets and its area. c. No. of Rooms with attached Toilet.	
18.	Whether separate electricity connection and sufficient installation has been provided for?	
19.	Sanctioned Commercial electricity load.	
20.	(a)Whether electrical installation and fitting, power, plugs, switches etc. provided or not? a. Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor wise) b. Details of power back-up facility c. space for installation of Generator/DG set	
21.	Details of Fire Safety Mechanism, if any	
23.	Whether the building is earth quake resistant. If so, please provide a certificate from the competent authority.	
24.	Any other salient aspect of the building, which the party may like to mention:	
25.	Distance from location mentioned in Annexure I	
26.	Surrounding of the Building (North, East, West, South)	
27.	Date of external/internal painting on the Wall and doors/window	
28.	Whether floor is of Verified tiles/marbles/Granite (Pl. specify)	
29.	Whether the owner has any objection on construction of temporary rooms/cabins by the department as per requirement.	
30.	Insurance of the Property valid upto (Pl. specify the date)	

<b>39.</b>	Width of the approach road on which the Building is located.	
<b>40.</b>	Whether the premises is vacant and available; and in ready to occupy condition.	
<b>41.</b>	Mention specifically any hazards, industrial or otherwise, associated with the building or surroundings which are harmful for human.	
<b>42.</b>	Name of the Office or persons with occupation already rented out in the same building (Pl. attach copy of agreement)	
<b>43.</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**



**ANNEXURE - III**

<b><u>FINANCIAL BID PROFORMA</u></b>		
1.	Name & Address of the applicant with Phone Nos	
2.	Status of the applicant with regard to Building/Accommodation offered for hire by the owner or power of Attorney Holder	
3.	Full Particulars of the owner:	
	(i) Name	
	(ii) Address(es)	
	(iii) Telephone Nos /Mobile Nos.	
	(iv) Business	
	(v) Residential	
	(vi) Tele Fax No.	
4.	(vii) PAN Card (Photo copy)	
	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.	
5.	Rent for providing space for Parking DG set. Please specify separately.	
6.	Rent for providing other facility (if any) Please specify separately.	

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

