



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX & CUSTOMS
HYDERABAD GST COMMISSIONERATE
GST BHAVAN, L B STADIUM ROAD, BASHEER BAGH, HYDERABAD-500004**

C.No. I/22/05/2017(Infra)-Vol I.

Dated: 29.12.2017.

**ADVERTISEMENT FOR HIRING OF OFFICE ACCOMODATION FOR
THE FOLLOWING PREMISES ON LEASE/ RENT BASIS**

Fresh Offers/bids are invited from the legal owners and/or their Power of Attorney holders in the form of the two bid system i.e., Technical Bid and Financial Bid, for hiring of office accommodation (as detailed in the tender documents) in the areas mentioned in the table given below or any other suitable nearby locations.

2. Department reserves the right to consider the bids from the nearby areas also.

| Sl.No | Preferable Location | Carpet Area Required | |
|-------|---------------------|----------------------|----------|
| | | in Sq Mtrs | in Sq Ft |
| 1 | Mehdipatnam | 1020 | 10980 |

3. The building offered should be fit for office use with continuous floors and necessary permissions should be available for office/commercial use and located on the main road with easy access. The premises should be **ready to be occupied** with partitions/ Cubicles, toilets, lifts, alternative power, false ceiling, air conditioning (wherever required) etc. as specified in the tender documents. Necessary Occupation Certificate from the concerned authorities in this regard is to be submitted along with bids. Adequate parking space should be available for about 10 cars and 20 two wheelers, for each 10,000 Sft (929 Sq Mtrs) of the carpet area. The interested parties may collect the prescribed tender documents and the detailed technical specifications of the required accommodation and other terms and conditions applicable from this office within **15 days** of the publication of this Advertisement or the same may be downloaded from www.procure.gov.in, www.cbec.gov.in and also www.cexhyd2.gov.in.

4. The Offers/Bid shall be submitted under Two Bid System viz. Technical and Financial Bids are to be submitted in **TWO SEPARATE SEALED COVERS**, one for Technical Bid and the other for Financial Bid and both

sealed bids shall be kept in one single sealed cover which will be superscribed as "Name of the bidder & area for which the bid is submitted", / by Registered/ Speed Post/ Courier so as to reach the below mentioned address within **15** days from the date of publication of this Advertisement. The offers/Bid can be submitted in person to Deputy Commissioner (Infra), (Ph.No. 8106455629 or 7738746696 or 9334933124), Room No.809, 7th floor, GST BHAVAN, L B STADIUM ROAD, BASHEER BAGH, HYDERABAD-500004., latest by Dt. **13.01.2018, 1500** hrs and acknowledgment be taken. Offers submitted beyond the specified date /time shall not be entertained.

5. The technical bids will be opened in the presence of Tender Evaluation Committee on **16th January, 2018 at 1600 Hrs** at O/o THE PRINCIPAL COMMISSIONER OF CENTRAL TAX & CUSTOMS, GST BHAVAN, L B STADIUM ROAD, BASHEER BAGH, HYDERABAD-500004.

Department reserves the right to reject any or all the offers without assigning any reasons thereof.

(V.R.ELIZA)
ADDITIONAL COMMISSIONER

Copy to:

- 1 The web master, i/c of www.cbec.gov.in website, Director General of Systems and Data Management, Customs and Central Excise, 4th & 5th Floor, Hotel Samarat, Chanakyapuri, Kautilya Marg, New Delhi 110021, for publishing in the official website.
- 2 The Superintendent of Central Excise, Computers Hyderabad GST Commissionerate to upload in Hyderabad GST Commissionerate website www.cexhyd2.gov.in

PART - 1

INVITATION TO BID

The Principal Commissioner of Central Tax and Customs, Hyderabad GST Commissionerate, Hyderabad, invites bids from legal owners/power of attorney holders under two-bid system for **HIRING OF OFFICE SPACE at _____ For HYDERABAD GST COMMISSIONERATE** on lease basis for the places notified vide news papers advertisement dated 29.12.2017 in Andhra Jyothi paper, in Namasthe Telangana paper and in Deccan Chronicle paper. The bid is invited from owners/power of attorney holders of properties located preferably in areas mention in paper Advertisement.

PART-2

INSTRUCTIONS TO THE BIDDERS

1. The invitation to bid is open to legal owners/power of attorney holders of properties located in the areas mentioned in Paper Advertisement. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents.
2. The successful bidder will be declared as 'the lessor' which means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc. The Principal Commissioner of Hyderabad, Hyderabad Zone, Hyderabad, will be 'the lessee' for the current bidding.
3. The bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. The amendment which will be binding and will be available in the Lessee website www.cexhyd2.gov.in or www.cbec.gov.in or www.eprocure.gov.in
5. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the lessee, at his discretion, may extend the deadline for the submission of bids.
6. The carpet area required is indicated area wise is as follows. The lessee shall also consider bids where the carpet area is within (+) or (-) 15% of the above requirement.

| Sl.No | Preferable location | Carpet Area Required | |
|-------|---------------------|----------------------|----------|
| | | in Sq Mtrs | in Sq Ft |
| 1 | Mehdipatnam | 1020 | 10980 |

7. In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid and financial bid in respect of each premises.
8. The Technical Bid by the bidder shall include the following:
 - a) Copy of the PAN card
 - b) Copies of all the documents mentioned in the **Part-4**.

9. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language and should be typed or written in indelible ink. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
10. In case of co-owners/joint owners, the bid documents i.e technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the remaining owners.
11. The financial bid should comprise of the lease rent component and should be submitted strictly as per the form prescribed in **Part-5**.
12. The lease rent should be quoted in Indian rupees only. There should not be any over-writings. The lease rent should be expressed both in words and figures.
13. The financial bid should contain the lease rent payable by the lessee. The GST as applicable will be borne by the lessee. All other taxes/charges/levies etc. shall be borne by the lessor only.
14. The bid shall remain valid for 180 days after the date of opening of the financial bid. A bid valid for a shorter period may be rejected by the lessee as nonresponsive.
15. In exceptional circumstances, the lessee may require the successful bidder's consent for an extension of period of validity. The request and responses thereto shall be made in writing. The bidder granting the request will not be required nor permitted to modify the bid.
16. The Bids should be submitted in two parts - Technical bid and Financial Bid should be placed in a separate cover superscribed with the words **"Technical bid for hiring of office space for _____, Hyderabad GST Commissionerate"**. Similarly, Financial bid should be placed in a separate cover with the words **"Financial bid for hiring of office space for _____, Hyderabad GST Commissionerate"**. Both the covers should be properly sealed and also should contain the complete address of the bidder written on the cover. Both these covers should be placed in another cover which should be properly sealed and super-scribed with the words **"Tender for hiring of office space for _____, Hyderabad GST Commissionerate"**.
17. In case the envelopes containing the technical bid or financial bid or the outer envelope are not properly sealed or marked as required, the lessee will assume no responsibility for the misplacement or premature opening.
18. If for any reason, it is found that the technical bid reveals the financial bid related details in any manner whatsoever, or, the financial bid is enclosed in the envelope super-scribed **"Technical bid for hiring of office space**

for _____, **Hyderabad GST Commissionerate**", the bid document will summarily be rejected in the first instance itself.

19. The bidder may modify or withdraw its bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.
20. The cover containing the bid documents as mentioned above should be dropped in the sealed box kept in the office of the Deputy Commissioner (Infra), Room No.809, 7th floor, Office of the Principal Commissioner of Central Tax and Customs, Hyderabad GST Commissionerate, GST Bhavan, Basheer Bagh, Hyderabad. The last date for receipt of the tender documents is **1500 hrs on 13.01.2018**. Under no circumstances tender documents will be received after the above date / time. The lessee shall not be responsible for postal delays. In the event of the specified date for submission of bids being declared a holiday for the lessee, the bid will be received up to the appointed time on the next working day.
21. The tender documents will be opened by the Hiring Committee constituted by the Principal Commissioner of Central Tax and Customs, Hyderabad Zone, on **16.01.2018 at 1600 hrs** in Multi Purpose Room, 5th Floor, GST Bhavan, Basheer Bagh, Hyderabad, in the presence of such of the bidder who may choose to be present. In case the bidder is represented by any other person at the time of opening of the bid, such person should carry a proper letter of authorization from the bidder. The Hiring Committee will open all the technical bids in the first instance.
22. During evaluation of the bids, the lessee may at his discretion, ask the bidder for clarification of its bid.
23. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders. The lessee may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
24. The Hiring Committee will open the financial bids of the bidders as specified in Para 23.
25. Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the lower of the two shall be taken as the lease rent. If the bidder does not accept the correction of the errors, as aforesaid, its bid will be rejected.
26. The Principal Commissioner reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders

or any obligations to inform the affected bidder or bidders of the grounds for the lessee's action.

27. In case the bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial bid covers separately. (Even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the technical bid cover in any manner.

28. The Courts of India at Hyderabad will have exclusive jurisdiction to determine any proceeding in relation to this contract.

29. Making misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.

30. The bidder should submit Part-2 (Instructions to bidders), Part-3 (Terms and Conditions), offer as prescribed in Annexure A, duly signed on all pages along with the technical bid. For any further clarification, Shri Vinay Kumar Kantheti, Deputy Commissioner (8106455629) and Shri KR Jaya Kumar, Superintendent (9440213787) may be contacted on any working day, between 11 AM to 5 PM.

Read and accepted.

Name & signature with stamp (if any) of

Bidder or Authorized Signatory

PART -3
TERMS AND CONDITIONS

1. No alterations should be made in any of the contents in Part-2 or Part-3 of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be ignored.
2. No bid will be considered unless and until all the pages / documents comprising the bid are properly signed (and stamped) by the person(s) authorized to do so. In case some of the pages of Part-2 or Part-3 are not signed due to oversight, the Hiring Committee constituted by the Principal Commissioner of Central Tax and Customs, Hyderabad, at its discretion may allow the bidder to sign the documents before opening of the financial bids.

3. After opening of the technical bid and before evaluation of the same, the Hiring committee shall inspect the premises and ascertain its suitability for the purpose of setting up of the office. In case the Hiring Committee finds the premises not suitable for the purpose of setting up of the office, the technical bid submitted by such a owner will not be evaluated and the financial bid of the owner will not be opened. The decision of the Hiring Committee in this matter will be final.
4. In the event of bid being accepted, the quotations submitted in the financial bid will be incorporated into the lease agreement. The successful bidder should sign the lease agreement and the instructions to bidders in Part-2, terms and conditions in part-3, technical specifications in Part-4 shall also form part of the lease agreement.
5. All conditions in Part-2 or Part-3 will be enforced unless the bidder/lessor obtains written order of the lessee relaxing any specific condition in any specific instance.
6. The lessee will not make any security deposit or advance of lease rentals or any brokerage or any other advance payment.
7. Lease rentals will be paid on monthly basis calculated for every completed calendar month. The lease rental for a particular month will normally be paid before 20th of the subsequent month.
8. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force.
9. The contract shall come into force from the date when the premises is handed over to the lessee.
10. (a) The rent proposed by the lessor shall be inclusive of cost of Generators, Air conditioners, fire fighting, fire alarm, structural glazing, floorings, partitions, false ceilings, transformers, ventilation arrangement in basement, lifts, water treatment, sewage treatment, cleaning of water storages, periodical/annual maintenance of the building etc.
 - (b) The rent proposed by the lessor or as fixed by the CPWD/competent authority or as per the negotiation with the lessor, whichever is less will be accepted / fixed.
 - (c) The lease agreement in the first instance shall be valid for a period of three years after which it can be extended with mutual consent for further periods of 3 years at a time.
 - (d) The lease rental shall be liable to revision during the period of lease or renewal, if any after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 8% per annum of the rent payable at the time of such revision. Further, if the FRC (Fair Rent Certificate) given by CPWD

is less than 8% increase per annum, then the proposed rent should be fixed as per FRC.

11. The common maintenance charges (CMC) if levied should have minimum of the following components / Services.
 - (i) Round the clock Security Services of the premises
 - (ii) Housekeeping Services of common area and Landscape area
 - (iii) Maintenance of Central Ventilation and Air Conditioning , if provided
 - (iv) Fire equipment, extinguishers refilling and fighting AMC.
 - (v) Payment of Electricity bills for common services including elevators, pumps, motors and common area lighting, maintenance of common electrical installations, provision of consumable and replacement of electrical fittings of common area etc.,
 - (vi) Pest control for building common area
 - (vii) Lifts - Maintenance and operation of lifts of the buildings
 - (viii) Cleaning of water storages viz., underground sumps, overhead tanks, fire tanks and AMC
 - (ix) Annual maintenance of facade, transformers, DG sets, Sewerage Treatment Plant etc.,
12. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
13. The hired premises shall be put to use by the lessee for any official purpose as it deems fit.
14. The lessor shall be responsible for carrying out any major/minor repairs, civil including plumbing or electrical. In case the lessor fails to attend to such repairs the lessee will get the repairs done and the amount will be deducted from the lease rent.
15. The lessee shall be responsible for day to day maintenance including housekeeping, security etc. of the building or part of the building hired by the lessee, as the case may be.
16. The lessee shall be responsible for paying the charges for consumption of water and electricity.
17. The lessor shall be responsible for payment of property tax and other municipal taxes applicable. In case the lessor fails to pay such taxes, the lessee upon getting notice after due intimation to the lessor shall make the payment to the authorities concerned and the amount will be deducted from the lease rent.

18. Notwithstanding anything in the terms and conditions, the lessee shall enter into agreement with the lessor in respect of the premises mentioned in the bid only after getting the necessary approvals from the appropriate authorities as per the extant rules of the Government.
19. The carpet area of any floor shall be the covered floor area worked out excluding the portions as mentioned in Section -II of Part -4 (Technical Bid).
20. The carpet area required is given in Paper Advertisement. However, the lessee shall also consider bids the carpet area is within (+) or (-) 15% of the above requirement.
21. The carpet area will be determined as per the measurement to be made by the authorized personnel of the lessee in consultation with the lessor taking into consideration the exclusions mentioned in para 20.
22. The premises should be located preferably from the areas mentioned in Paper advertisement. The premise offered is for a Central Government office therefore preference will be given to the premises offered for exclusive use of the lessee without being shared by other tenants/ commercial establishments etc.
23. The Building shall be legally approved for commercial/office use and must meet the building norms prescribed GHMC with regard to fire safety, disaster management, structural stability etc.
24. The building should have good facade with contemporaneous elevators, good flooring, and elegant false ceiling.
25. The space offered in the building should have separate electricity and water connections. Sufficient wiring and meters should be in place to take up electricity load for air conditioning of the premises. The building should have suitable KVA power from the Government. The building should have 24x7 power back up facility provided by the lessor.
26. The building should have easy approach from the main road and reasonably covered parking space of as per the norms for commercial buildings. In any case, the covered parking should be as per GHMC norms or space suitable to park 10 cars and 25 two wheelers per 10,000 Sq.ft. carpet area. The location should be in an area convenient for office use and should be easily accessible.
27. The building offered should be ready for occupation at the time of submission of tender by the lessor. However 15 days time can be given at the discretion of the lessee for enabling the lessor to carry out any minor works etc. as required by the lessee. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc. and should

have adequate toilet facilities, including separate toilets for ladies and gents and differently-abled persons and attached toilets for officers' rooms. Lessor shall be ready to lay cable lines and plug points for All in One Computers for GST as per H.P Engineer's specifications.

28. The lessor will provide the necessary arrangements for the continuous and regular supply of water throughout day and night. The lessor will provide electric motor and pump of required capacity as suggested by the Lessee. All maintenance charges in this connection except actual electrical consumption shall be borne by lessor. The required number of water taps as desired, including one directly from Municipal water connection, for drinking water will be provided by lessor, in the premises. Water consumption charges/bills of Municipality will be borne by the lessee. The lessor shall provide sanitary, urinals, toilets, hand-wash basin, towel rails etc. as per the Lessee's requirement exclusively for Lessee's use.

29. At the beginning of the tenancy, the lessor shall carry out the additions/alterations such as partition, false ceiling, lights, fans, computer networking, office fixtures and fittings to suit the Lessee's requirements.

30. Distemping of the building, polishing/oil painting of the wood and ironwork will be carried out by lessor once in three years. Whenever necessary, the lessor will carry out tenable repairs to the premises. If the lessor fail to do this, the lessee will have right to carry out the repairs and recover the cost from the lessor or from the rent payable to lessor.

31. The lessee has the right to vacate the leased premises any time before expiry of the lease period after giving three months notice.

32. The offer should remain valid for six months. During the validity period of the offer, the bidder shall not withdraw / modify the offer in terms of area and price and other terms and condition quoted in the Technical or Financial bids. Any such material alterations/ changes will render the bid invalid.

33. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly signed by the bidder. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information. However, all such sheets should be duly signed.

34. The tender will be acceptable only from original owner of the building or person 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.

35. The particulars of amenities provided/proposed to be provided inside the

property / building complex should be clearly furnished in the Technical Bid. The Technical Bid is required to be submitted along with certified copies of approved drawings from Hyderabad Municipal Corporation authorities or any other competent authority, certified copy of Land Deed and latest Municipal receipts. Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents / certificates shall be produced for verification, if required, at the time of execution of Lease Agreement.

36. All existing and future rates, taxes insurance fee including public liability insurance, property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by lessor.

37. All necessary permissions as required shall be obtained by the lessor. In case, the lessor decides to sell the premises, the lessor may dispose off the same subject to lessee's tenancy rights.

38. The lease agreement will contain an undertaking that the lessor shall not during the period of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased affecting lessee's right of occupation and any of the terms of the lease without the consent of the lessee.

39. Expenses in connection with drafting and execution of the lease agreement will be borne by lessor.

40. There should be proper drainage to clear the rainwater/storm drainage in the premises. The premises should not be in a crowded place. The premises offered should be hygienic in terms of surroundings and internal ambience and toilets should not look shabby. The premises should be fitting for a Central Government office and the decision of inspection committee will be final in this regard.

Read and accepted.

Name & signature with stamp (if any)
of Bidder or Authorized Signatory

PART- 4
TECHNICAL BID FOR OFFICE SPACE

From:

To,
The Principal Commissioner,
Central Tax and Customs,
Hyderabad GST Commissionerate,
GST Bhavan, Basheer Bagh,
HYDERABAD-500 004.

Dear Sir,

Sub: Technical Bid (Offer Part-I): Offer for Premises for
Office for _____, Hyderabad GST Commissionerate
at Hyderabad on Lease/Rental Basis.

* * *

With reference to your advertisement for hiring of premises on lease/rent, we submit herewith our offer for the same with following technical particulars/details for your consideration.

Yours faithfully,

Date:

Name & signature with stamp (if any)
of Bidder or Authorized Signatory

**TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION
PART - 4: SECTION - I**

| | | |
|----|---|--|
| 01 | Full particulars of the legal owner of the premises: (i) Name (ii) PAN (iii) Office Address & Telephone No. (iv) Residence address & Telephone No. (v) Mobile No. (vi) Tele Fax Email: | |
| 02 | (In case the bid is not submitted by the legal owner) (i) Full particulars of person(s) offering the premises on rent / lease (ii) Relationship with the legal owner (enclose power of attorney also if the applicant is other than | |
| 03 | (a) Complete Address and location of the building: | |

| | | |
|----|--|--|
| 04 | <p>Details of premises:</p> <p>(a) No. of floors</p> <p>(b) In case the premises offered is in a multi-storied building having other tenants, specify the floor(s) in which the premises offered for hire is situated.</p> <p>(c) Total area in each floor including common area i.e Super Built up area (floor -wise built up area to be furnished)</p> | |
| 05 | <p>Particulars of occupancy certificate. Enclose attested / self - certified copy of occupancy certificate issued by Competent Authority in case of building whose construction is completed. In case of buildings under construction, the same should be submitted within 30 days of communication of acceptance of bid.</p> | |
| 06 | <p>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)</p> | |

| | | |
|----|--|--|
| 07 | <p>Space for vehicle parking available exclusively for the lessee (Sft)</p> | |
| 08 | <p>Whether premises located in Commercial/Market or residential area?</p> | |
| 09 | <p>Whether Municipal permission to construct premises obtained? (Yes/No) (enclose copy of the approved plan/drawing)</p> | |
| 10 | <p>Whether willing to carry out additions/ alterations/repairs as per specifications/ plan given by the Lessee (Yes/No)</p> | |
| 11 | <p>List of enclosures (attached)</p> | |

Note: Use extra sheet where ever necessary

Name & signature with stamp (if any) of Bidder or Authorized Signatory

PART - 4: SECTION - II
DETAILS OF THE PROPOSED BUILDING OFFERED ON HIRE

| S.No. | Particulars | Details |
|-------|--|---------|
| 1 | <p>Total Carpet Area offered for rent in Sq.ft NOTE : Definition of Carpet area Carpet area is the area of the premises which is covered but excluding the following portions</p> <ul style="list-style-type: none"> (b) Walls and columns (ii) Portico / canopy (iii) sanitary shafts (iv) stair case (b) Bon Louvers (vi) lift wells (vii) Air conditioning duct (viii) Balcony (ix) portion below windows sill (x) loft (xi) Parking space whether covered or not (xii) Open Terrace <p>(please mention super built-up/built-up area along with carpet area with number of floors)</p> | |
| 2 | Covered Parking area in Sq.ft. for exclusive use of lessee | |
| 3 | <p>Type of flooring :</p> <ul style="list-style-type: none"> (a) For carpet area (b) For common area | |
| 4 | <p>Availability of water supply :</p> <ul style="list-style-type: none"> (a) Municipal Tap : (Yes / No) (b) Borewell : (Yes / No) | |
| 5 | <p>Electricity connection :</p> <ul style="list-style-type: none"> (a) sanction load : (b) availability of separate meter: (Yes / No) | |
| 6 | Mention whether additional load/ 3 phase electric connection, if required by the lessee will be provided at your cost? (Yes / No) | |

| | | |
|---|---|--|
| 7 | Whether any power backup is available? Specify the capacity (load) and make. | |
| 8 | Condition Of the Building: (a) If old building (mention year of construction) (b) New building (mention year of construction) (c) Under construction (mention likely date of completion) | |

| | | |
|----|---|--|
| 9 | Details of Fire Safety Mechanism, if any : | |
| 10 | (a) Whether electrical installation and fitting, power plugs, switches etc. Provided (Yes / No) (b) Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. Of fans floor wise) | |
| 11 | Whether the building is centrally air- conditioned (Yes / No) | |
| 12 | Whether the premises is ready for occupation : (Yes/ No) If not, the date by which the premises would be ready for occupation (after necessary approvals) | |
| 13 | What are the other amenities provided/proposed to be provided in-side the property/ building being offered by the lessor. | |
| 14 | What are the additional facilities / infrastructure being provided inside the space offered for hiring | |
| 15 | Components of facilities provided towards common maintenance for which separate charges are being proposed in financial bid. | |
| 16 | Any other information (Give details) | |

Name & signature with stamp (if any) of
Bidder or Authorized Signatory

PART -4: SECTION - III
(Documents to be enclosed)

Attested photocopies / certified true copies of the following documents are to be annexed with the Technical Bid. Originals of the following shall be produced for verification at the time of execution of Lease Agreement.

1. 'Title Deed' showing the ownership of the premises/ land.
2. Certified copies of approved drawings from Greater Hyderabad Municipal Corporation authorities or any other competent authority.
3. Property Tax receipts.
4. Affidavit from owners/ power of Attorney Holder, that accommodation offered for hiring being free from any litigation / liability / pending dues and taxes.
5. Copy of power of attorney (in case of owner not submitting the bid)

DECLARATION

I _____ s/o _____ hereby offer the premises stated in the technical bid for rent to the office of the _____, Hyderabad GST Commissionerate , Lessee. Whatever is stated in the bid document is true to the best of my knowledge and ability. I have not changed the contents of the bid document and have duly verified and signed the same. We have not made any alteration in any of the bid documents/ its enclosures.

Yours faithfully,

Name & signature with stamp (if any)

of Bidder or Authorized Signatory

ANNEXURE- A

From:

To
The Principal Commissioner,
Central Tax & Customs,
Hyderabad GST Commissionerate,
GST Bhavan, Basheer Bagh,
HYDERABAD-500 004.

Sir,

Sub: Offer for Premises for Office of the _____,
Hyderabad GST Commissionerate on Lease rental basis -
Submission of bids - reg. -

With reference to your advertisement for hiring of premises on lease/rent, I/We submit herewith our offer for the same as under, as mentioned in the tender documents.

1. Technical Bid (Part-4) along with signed copies of Instruction to Bidders (Part-2) and Terms and Conditions (Part-3), Copies of documents mentioned in Part-4, and Check List as per Annexure-B, (in a separate sealed cover)
2. Financial Bid (Part-5) in a separate sealed cover.

Yours faithfully,

Date:

Name & signature with stamp (if any) of
Bidder or Authorized Signatory

ANNEXURE-B

CHECK LIST

| S.No. | Documents/Details | Enclosed /Signed |
|-------|--|------------------|
| 1 | Bidder has enclosed Annexure -A duly signed, dated and stamped | |
| 2 | Bidder has enclosed Part-2 signed on every page | |
| 3 | Bidder has enclosed Part-3 signed on every page | |
| 4 | Bidder has enclosed Part -4 duly signed, dated and stamped | |
| 5 | Bidder has enclosed Part -4 Section -I signed on every page. | |
| 6 | Bidder has enclosed Part -4 Section -II signed on every page | |
| 7 | Bidder has enclosed Part -4 Section -III duly signed. | |
| 8 | Bidder has enclosed EMD (mention here Instrument Number, Date and Amount) | |
| 9 | Bidder has enclosed copy of PAN | |
| 10 | Bidder has enclosed copy of title deeds | |
| 11 | Bidder has enclosed copy of approved plan | |
| 12 | Bidder has enclosed copies of municipal tax receipts | |
| 13 | Bidder has enclosed Power of attorney (refer SI.No. 2 of Part - 4 - Section - | |
| 14 | Bidder has enclosed floor-wise sketch of carpet area (refer SI.No 4 of Part-4 - Section-I) | |
| 15 | Bidder has enclosed Occupancy certificate (refer SI.No.5 of Part-4 Section-I) | |
| 16 | Bidder has enclosed affidavit (refer SI.No. 6 of Part - 4 - Section - I) | |
| 17 | Confirm the documents mentioned at SI.No. 1 to 16 above are kept in a separate sealed cover super-scribed "Technical Bid for Hiring of Office Space for Hyderabad GST Commissionerate" | |
| 18 | Bidder has enclosed Part -5 (financial bid) duly signed, stamped | |
| 19 | Confirm the Part -5 is kept in separate sealed cover super-scribed " Financial Bid for Hiring of Office Space for Hyderabad GST Commissionerate " | |

| | | |
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| 20 | Confirm that the covers containing, technical bid and financial bid are kept in another sealed cover super-scribed "Tender for Hiring Office Space for Hyderabad GST Commissionerate". This check list should be placed in the same cover. | |
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PART-5
FINANCIAL BID

From:

To
The Principal Commissioner,
Central Tax and Customs,
GST Bhavan, Basheerbagh,
Hyderabad-500004

Dear Sir,

Price Bid: Offer for premises at _____ for Hyderabad GST Commissionerate office on lease/ rental Basis

I/We quote the under mentioned rate for the lease of the premises as mentioned in the Technical Bid for your proposed office.

Rent/ Lease Charges:

A) The total rent of the premises will be Rs..... (In words.....) per month. The break Up/Calculation of this rent is as follows:

- i. Total Carpet area (In Sft) as worked out in Technical Bid.....
- ii. Rate per Sft per month (Without common maintenance charges.) RS....
- iii. Common Maintenance charges (CMC) per sqft.
(As per Para 15 of Section II part -4 i.e Technical Bid) Rs.....
- iv. Total rate per month with CMC Rs.....
- v. Total Rent = Carpet area (i) x Total Rate (iv): Rs.....
Shall Match with amount mentioned in (A) above
(Indicate in figures and words)

- B) No separate rent is payable for the covered or open parking space.
- C) The property tax and all other Municipal/Government taxes will be paid by us ie. Lessor.
- D) The GST as applicable shall be borne by the lessee.
- E) Validity: This offer is open to you for acceptance till 180 days from the date of opening of the Financial Bid.

Yours faithfully,

Name & signature with stamp(if any)
of Bidder or Authorized Signatory.