

भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग  
कार्यालय सहायक आयुक्त  
केन्द्रीय वस्तु एवं सेवा कर  
प्रभाग-दमोह  
सिविल लाइंस 5, सागर (म.प्र.)



Government of India  
Ministry of Finance  
Department of Revenue  
Office of the Assistant Commissioner  
Central Goods and Services Tax  
Division - Damoh  
5, Civil lines, Sagar (M.P.)

Phone/Fax: 07582-221855,07582-227490,

Email-Id: [cgstdivdamoh@gmail.com](mailto:cgstdivdamoh@gmail.com)

F. No.:IV(16)Tech/GST Infrastructure/SGR-II/2017-18

Dated - 28.12.2017

## TENDER NOTICE

REQUIRE URGENTLY

### OFFICE ACCOMMODATION ON LONG TERM LEASE

Sealed tenders are invited for hiring of office building for Office of the **Superintendent, Central Tax (CGST & Central Excise)** for minimum three years period from owners for below mentioned description:

Sl.No.	Place	Carpet area required
01	Damoh, Range-I & II	144 Sq. meter+ 144 Sq. meter (at same Area)
02	Range-Panna	144 Sq. meter

2. The office premises should have ample parking facility with wide approachable road. Each tender should be submitted in sealed cover under **“Two Bid System”** and should contain **Technical and Financial Bids** separately by RPAD/Speed Post/By Hand/ By dropping in the Tender Box placed in the Office of the Assistant Commissioner Central GST, division Damoh, at 05,Civil Lines Sagar(M.P.)470001. Detailed terms and condition of Tender Notice can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in).

3. Finalization of Rent based on location & quality of construction is subject to certification by CPWD/Hiring Committee, subject to final approval & sanction by Government of India, as per rules framed in this regard.

4. Interested persons can obtain the details of technical and financial bid from, The Office of the Assistant Commissioner Central GST, division Damoh, at 05,Civil Lines Sagar(M.P.)470001. Tenders with Technical and Financial Bids should be **separately submitted** in a sealed envelope marked clearly on top **“Tender for hiring of office space - CGST”** by RPAD/Speed Post/By dropping in the Tender Box placed in Office of the Assistant Commissioner Central GST, division Damoh, at 05,Civil Lines Sagar(M.P.)470001.

5. The last date of receipt of tenders at the address mentioned above is **18.01.2018 before 15:30 hrs.** Offers beyond the specified date/time shall not be entertained and Assistant Commissioner, Central Tax (CGST & Central Excise), Division Damoh takes no responsibility for delay/loss of documents sent by RPAD/Speed Post.

6. The competent authority reserves the right to reject any or all the proposals without assigning any reasons.

(Deepchand Sijeria)  
Asst. Commissioner

भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग  
कार्यालय सहायक आयुक्त  
केन्द्रीय वस्तु एवं सेवा कर  
प्रभाग-दमोह  
सिविल लाइंस 5, सागर (म.प्र.)



Government of India  
Ministry of Finance  
Department of Revenue  
Office of the Assistant Commissioner  
Central Goods and Services Tax  
Division - Damoh  
5, Civil lines, Sagar (M.P.)

Phone/Fax: 07582-221855,07582-227490,

Email-Id: [cgstdivdamoh@gmail.com](mailto:cgstdivdamoh@gmail.com)

F. No.:IV(16)Tech/GST Infrastructure/SGR-II/2017-18

Dated – 28.12.2017

## TENDER NOTICE

**Subject :-Office Accommodation on Long Terms Lease-reg.**

### TERMS AND CONDITIONS

The interested parties should send their proposal in a sealed cover addressed to the Office of the Assistant Commissioner Central GST, division Damoh, 05,Civil Lines Sagar (M.P.) 470001 on or before **18.01.2018 before 15:30 hrs.** by RPAD/Speed Post/By Hand. The tender should be submitted for approximate Carpet area as detailed below :

Sl.No.	Place	Carpet area required
01	Damoh, Range-I & II	144 Sq. meter + 144 Sq. meter (at same Area)
02	Panna	144 Sq. meter

It should be mentioned clearly **“Tender for hiring of office space - CGST”**

2. It may be noted that the proposal should be submitted in two parts. The first part should be the **“Technical Bid”** which should contain technical parameters like Address of the building, Carpet area as well as built up/super built up area, design of the premises including cabin facility, availability of parking space, air conditions standards, year of construction etc. The second part should be the **“Financial Bid”** which should indicate the rent proposed to be charged and the other financial terms and conditions. Both these bids should be in separate envelopes and envelopes should clearly indicate on the top **“Financial Bid/ Technical Bid”** as the case be. Both these envelopes should be kept in the sealed cover as mentioned in the above Para.

3. The Technical bid shall be opened in the first instance and the suitability of the accommodation shall be assessed on the basis of the technical specifications. The financial bid shall be opened only in respect of those parties which are short listed by hiring committee on the basis of their Technical Bids.

4. Only legal owners/holders of the power of attorney from the legal owners, of the premises need to respond. A non-encumbrance certificate should be accompanied with the bid.

5. **The Building User Certificate (BU), Fire Safety Certificate from relevant Government authority, Separate Cabin for senior officers along with Toilets and Partitions as per requirement or promise to make cabin and partitions as per requirement, Air conditioning facility & ample parking area for Four Wheelers and Two Wheelers are mandatory for submission of bid.**

**ANNEXURE-A**

**TECHNICAL BID FOR HIRING OF OFFICE SPACE- CGST**

01	Full Particulars of the legal owner of the premises: (i) Name:  (ii) Address of office & residence   (iii) Telephone No./Mobile No.  (iv) Tele Fax: (v) E-Mail Address: (vi) PAN No. (vii) The location and address of the accommodation	
02	Full particulars of person(s) offering the premises on rent/lease and 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	Type of building – commercial or residential	
05	(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)	
06	Detailed approved plan of the accommodation	
07	Date of Construction/ Completion Certificate	
08	Exact Carpet area.	
09	Exact Built up area	
10	Floor number offered	
11	No. of floors in the building Other facilities and amenities available with the building	
12	Type, model, company and No. of Lift(s)/carrying capacity, provide details of make, year of installation etc.	
13	Number of cabins and partitioned hall available or proposed to be made before handing over	

14	Parking space available for department – Ample parking area for <b>Four wheelers &amp; Two wheelers</b>	
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.)	
16	Clearances/ no-objection certificate BU permission 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? (b) Whether sanitary and water supply Installations have been provided for?	
18	Whether separate electricity and having sufficient installed capacity has been provided for?	
19	Sanctioned electricity load	
20	(a) Whether electrical installation and fittings, 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) Whether Air condition facility available ?	
	(d) Details of power back-up facility.	
21	Details of Fire Safety Mechanism along with particulars of Fire Deptt. Certificate (Copy of certificate to be enclosed)	
22	Specify the lease period (minimum <b>three years</b> and provision for extension).	
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.	

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

**ANNEXURE-B**

**FINANCIAL BID FOR HIRING OF OFFICE ACCOMODATION**

Sr. No.	Items	Rate per Sq. meter (in figure and words)	Total(in figure and words)
01	Name & Address of the applicant with Phone 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)		
04	Complete details of the building viz. (i) Complete postal address of the Location		
05	<p>Rent in Indian Rupees <b>per month per square feet of the carpet area</b> as mentioned in Technical Bid.</p> <p>The rent will be subject to issue of <b>Fair Rent Certificate by CPWD</b> as per procedure laid down by the Govt. &amp; it will be applicable for the leased period of <b>three years</b>.</p> <p>All corporation taxes, Cess or any other tax applicable are to be borne by the landlord. The electricity and water bills as per actual consumption, as applicable, to be borne by the tenant Department. Service Tax/ GST will be borne by the tenant as applicable.</p>		
06	Any other conditions having financial implication relevant to the offer of the building. Give details, if applicable		

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

## ANNEXURE-C

Sr. No.	<b>FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER (Please √ mark if provided by you)</b>	
01	There should be provisions for 24 hrs. Electricity & Water supply	
02	The area proposed to be given on rent should preferably be on the same floor	
03	The building should preferably be in a ready to move in condition at the time of handing over possession, with electricity, Air condition facility, cabins/partitions, water, lifts, sewerage, fire fighting equipments and adequate toilet facilities. The electric power availability should be indicated.	
04	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement at their own cost.	
05	The lessee will not make any security deposit or advance of lease rentals or any brokerage or any other advance payment.	

### ***THE FINANCIAL BID SHOULD INCLUDE:***

The rent proposed to be charged per Sq. Meter 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.
- (VI) The period of lease should be of minimum duration of 03(Three) years;
- (VII) The competent authority reserves the right to reject any or all the proposals without assigning any reasons.
- (VIII) The last date of receipt of Tenders is **18.01.2018 on or before 15:30 hrs.** by RPAD/Speed Post/ By dropping in the Tender Box placed in the office of the Assistant Commissioner Central GST, Division damoh at 05, Civil Lines Sagar (M.P.)470001

**(Deepchand Sijeria)**  
**Asst. Commissioner**

## **INSTRUCTIONS TO THE BIDDERS**

1. The invitation to bid is open to legal owners/power of attorney holders of properties situated in Damoh for proposed Office of the **Superintendent**, Central Tax (CGST & Central Excise). 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 less or which means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc. The Asst. Commissioner, Central Tax (CGST & Central Excise), Div-damoh at 05,Civil Lines Sagar(M.P.)470001 , 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. 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.

5. The carpet area required is detailed as under:

Sl.No.	Place	Carpet area required
01	Damoh, Range-I & II	144 Sq. meter + 144 Sq. meter( at the same Area)
03	Panna	144 Sq. meter

The lessee shall also consider bids where the carpet area is within (+) (-) 15% of the above requirement.

6. 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.

7. 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.

8. The financial bid should comprise of the lease rent component and should be submitted strictly as per prescribed proforma.

9. 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.

10. The financial bid should contain the lease rent payable by the lessee. The service tax as applicable will be borne by the lessee. All other taxes/charges/levies etc. shall be borne by the lessor only.

11. 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 no responsive.

12. 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.

13. The Bids should be submitted in two parts – **Technical bid** and **Financial bid**. The Technical bid should be placed in a separate cover super-scribed with the words "**Technical bid for hiring of office space - CGST**". Similarly, financial bid should be placed in a separate cover with the words "**Financial bid for hiring of office space - CGST**". 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 - CGST**". **The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.**

14. 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.

15. 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 - CGST**", the bid document will summarily be rejected in the first instance itself.

16. The cover containing the bid documents as mentioned above should be dropped in the sealed box kept in the Office of the Assistant Commissioner Central GST, division Damoh, at 05,Civil Lines Sagar(M.P.)470001.

17. **The last date for receipt of the tender document is 18.01.2018 before 15:30 hrs.** 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.

18. **The tender documents will be opened on 18.01.2018 at 18:00 hrs.** in the Office of the Assistant Commissioner Central GST, division Damoh, at 05,Civil Lines Sagar(M.P.)470001. 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.

19. The Hiring Committee appointed by the lessee will open all the technical bids in the first instance on the appointed date, time and venue.

20. During evaluation of the bids, the lessee may at his discretion, ask the bidder for clarification of its bid.

21. After screening of the technical bids, short-listed landlords will be informed by the Dvision-Damoh for arranging site-inspection of the offered premises. After site Inspection, the financial bids of the offers considered to be suitable for the Dvision-Damoh shall alone be opened. **The Owner/Landlord(s) shall obtain approvals from the local authorities as applicable, especially Completion/Occupation certificate before opening of price bids. Offers without the approval of local authorities be disqualified and the price bid shall not be opened for**



**further processing.** In places where completion / occupation certificate are not issued by the local authorities, the Dvision-Damoh may consider such offer if otherwise fulfils all other terms and condition and identified as suitable Technical Bid.

22. The Hiring Committee appointed by the lessee will open the financial bids of the bidders as specified in Para 21.

23. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered shall be safe, strong, stable, sound and durable remaining life of more than 30 years.

24. The monthly rent quoted should include all taxes excluding service tax/ GST, charges and assessment as applicable at the time of commencement of lease and nothing beyond the quoted rent shall be paid by the Dvision-Damoh

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 premises offered shall have proper flooring acceptable to the Dvision-Damoh viz. Finishing works of the premises such as melamine polishing or enamel painting of doors, windows, grills, ventilators rolling shutters, gates and plastic emulsion painting of walls and ceiling etc. will also have to be done by the owner / landlord as per requirement of Dvision-Damoh at his own cost before handing over possession to the Dvision-Damoh. The owner/Landlord shall provide separate electric meter, separate water meter and sewerage connections, Separate Cabins (02 Nos.) for senior officers along with Toilets and Partitions as per requirement of Dvision-Damoh along with Air conditioning facility at his own cost. Electricity and sewerage shall be paid by the Dvision-Damoh. Property tax to be paid to the Local Municipal Corporation shall be borne by the owner/landlord.

27. The owner/landlord shall provide adequate electric power load as per requirement of the Dvision-Damoh at his own cost before handing over possession to the Dvision-Damoh. If additional electric power load is required by the Dvision-Damoh later on (i. e. after taking over possession with electric load of required capacity) within the lease period, the same shall be arranged by the owner / landlord at his own cost.

28. The owner/ landlord will provide **adequate parking space for Four wheelers and Two wheelers** without any additional rental for the Divisions' visitors, employees etc.

29. All statutory clearances and permission required for construction/modification /additions/alterations and leasing of the premises to the Dvision-Damoh shall be obtained by the owner/land lord at his own cost.

30. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of Dvision-Damoh The registration charges, stamp duty for registration of lease deed to be borne by the owner /landlord.

31. Since Dvision-Damoh is the lessee and has no insurable interest, **the owner / landlord hereby has to insure the premises/assets rented/hired against risks like burglary, fire or natural calamity at his (owners) own cost** and the Dvision-Damoh will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets.

**32. The possession of the premises will be given to the Dvision-Damoh after completion of entire work as per Dvision-Damoh\_ requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to Dvision-Damoh specifications, the owner / landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default the Dvision-Damoh will have right to get the above unfinished jobs / works / items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner / landlords.**

33. 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.

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

35. The Dvision-Damoh reserves the right to accept or reject any or all the offers without assigning any reason thereof.

**Read and accepted.**

**Name & signature with Stamp  
(if any) of Bidder or Authorised Signatory.**

भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग  
कार्यालय सहायक आयुक्त  
केन्द्रीय वस्तु एवं सेवा कर  
प्रभाग-दमोह  
सिविल लाइंस 5, सागर (म.प्र.)



Government of India  
Ministry of Finance  
Department of Revenue  
Office of the Assistant Commissioner  
Central Goods and Services Tax  
Division - Damoh  
5, Civil lines, Sagar (M.P.)

Phone/Fax: 07582-221855,07582-227490,

Email-Id: [cgstdivdamoh@gmail.com](mailto:cgstdivdamoh@gmail.com)

F. No.:IV(16)Tech/GST Infrastructure/SGR-II/2017-18

Dated - 28.12.2017

**NOTICE INVITING TENDERS FOR HIRING OF OFFICE SPACE FOR  
CENTRAL GST RANGES, DAMOH**

Sealed tenders are invited for hiring of office premises for the office of the Superintendent Central GST for minimum three years period from owners for below mentioned description:

Sl.No.	Place	Carpet area required
01	Damoh, Range-I& II	144 Sq. meter + 144 Sq. meter(At the same Area)
02	Range- Panna	144 Sq. meter

- The detailed Terms and conditions along with Technical and Financial Bid forms may be procured from the above mentioned address on any working day during office hours up to **18.01.2018 on or before 15:30 hours** or can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in).
- Last date for submission of bid/tenders is 18.01.2018, Thursday upto 15.30 Hrs.**
- The duly filled tender forms can be sent through Post or be dropped in the Tender Box kept at the Reception of the Office before the due date and time.

(Deepchand Sijeria)  
Asst. Commissioner

भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग  
कार्यालय सहायक आयुक्त  
केन्द्रीय वस्तु एवं सेवा कर  
प्रभाग-दमोह  
सिविल लाइंस 5, सागर (म.प्र.)



Government of India  
Ministry of Finance  
Department of Revenue  
Office of the Assistant Commissioner  
Central Goods and Services Tax  
Division - Damoh  
5, Civil lines, Sagar (M.P.)

Phone/Fax: 07582-221855,07582-227490,

Email-Id: [cgstdivdamoh@gmail.com](mailto:cgstdivdamoh@gmail.com)

F. No.:IV(16)Tech/GST Infrastructure/SGR-II/2017-18

Dated – 28.12.2017

To,  
The Web Master,  
Directorate General of Systems & Data Management,  
4th & 5th Floor, Samrat Hotel,  
Chanakyapuri,  
New Delhi-110021.

**BY SPEED POST/E-Mail**

Sir,

**Subject:- Forwarding of Tender Notice for hiring of office space for office of the Superintendent , Customs & Central GST Division.**

Please find enclosed herewith Tender Notice along with proformas of Technical /Financial Bids for hiring of office space for Central Tax (CGST & Central Excise ) Ranges.

It is requested that the 'Tender Notice for hiring of office space for Customs & Central GST Ranges may please be uploaded on the official Website of CBEC, so that quotations could be received from the interested legal owner of the premises. The last date for submission of quotations/bids is mentioned as 18.01.2018, Thursday in the Tender Notice.

An early action is solicited.  
Encls. As above

Yours faithfully

**(Deepchand Sijeria)**  
**Asst. Commissioner**

