



Government of India

MINISTRY OF FINANCE

(Department of Revenue)

DIRECTORATE GENERAL OF GOODS AND SERVICES TAX INTELLIGENCE
AHMEDABAD ZONAL UNIT

1ST FLOOR, PREEMA CHAMBERS, NEAR MITHAKHALI SIX ROADS
NAVRANGPURA, AHMEDABAD-380006

Phone: 079-26425154/26407149, Fax: 079-26406453

F. No. DGCEI/GRU/D-11011/02/02/2017/Admn.

Date: 19.12.2017

E-TENDER NOTICE

TENDER NO. 01/AZU/GANDHIDHAM/17-18

FOR HIRING OFFICE SPACE ON LONG TERM LEASE AT GANDHIDHAM

The Directorate General of GST Intelligence, Gandhidham Regional Unit (GRU), invites e-tenders from owners/ landlords for hiring of office space of a total carpet area of **5,450 Square Feet** with all facilities including adequate power (with power back up/space of DG set)/ water supply and sufficient parking space for the proposed offices of the Gandhidham Regional Unit of the Directorate General of Goods & Services Tax Intelligence.

The following documents, giving full details, are enclosed:

1.	Terms And Conditions	Annexure-I
2.	Pre-Qualification requirements for award of Contract (Technical Bid)	Annexure-II
3.	Instructions regarding submission of online bids	Annexure-III
4.	Financial Bid	Annexure-IV

The interested Service Providers are required to submit the bids in prescribed Performa and as per terms and conditions etc. (Annexure-I, II, III & IV) given in the Tender Document.

2. Owing to nature of work, the area offered for rent should be in a single building with independent entrance for exclusive use by the Directorate. The premises should be located in the Commercial/Residential vicinity and under Gandhidham Municipal Corporation limits. The premises should be ready for immediate occupation. Interested parties with clear title alone should apply. The offered space should not be on sharing with any other office/agencies. Premises owned by different persons should not be clubbed for the offer. Thus, the space offered for rent should be on a continuous basis so that there is no other office or agency in between the offices of the Directorate. If space is offered on different floors preference shall be given to premises having contiguous floors.

3. Detailed terms and conditions of Tender Notice can be downloaded from <http://cbec.gov.in/tender> or CPP Portal.

4. 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.

5. Interested persons can obtain the details of Technical and Financial Bid from Administrative Officer, Office of the Principal Additional Director General, Directorate General of GST Intelligence, Ahmedabad Zonal Unit, 1st floor, Preema Chambers, Mithakhali Six Road, Navrangpura -380009 or download it **from <http://cbec.gov.in/tender>**. The tenders should be submitted only through CPP Portal (Central Public Procurement Portal) website. The offers submitted through Fax, E-mail, By post/ Courier etc. or any means other than uploading on the CPPP website <https://eprocure.gov.in/eprocure/app> **shall not be considered**.

6. Priority would be given to premises belonging to Public Sector Units/Govt. Department/Public Financial Institutions. Private Owners shall submit copies of documentary proof of ownership along with Technical Bid. **No Brokers please**.

Tender Critical Date Sheet

Tender Publishing Date & Time	19.12.2017 at 10:00 hrs
Bid Submission Start Date & Time	19.12.2017 at 15:00 hrs
Bid Submission Closing Date & Time	10.01.2018 at 18:00 hrs
Technical Bid Opening Date & Time	12.01.2018 at 15:00 hrs

7. Interested bidders/Service Providers/ reputed firms may submit their bids in the prescribed format with all the necessary documents online with **digital signature** at <http://eprocure.gov.in/procure/app> on or **before bid submission closing date & time**.

8. It is also requested to Interested bidders/Service Providers/ reputed firms that they may regularly visit e-Procurement Portal or CBEC website for any corrigendum/addendum etc.

9. The Directorate reserves all the right to accept or reject any or all the offers without assigning any reason thereof.

-sd/-
(Mansi Trivedi)
Deputy Director

Copy to:

1. Notice Board of DG GSTI, Ahmedabad Zonal Unit, Ahmedabad.
2. Copy for website www.cbec.gov.in.

ANNEXURE-I
TERMS AND CONDITIONS

As per advertisement in News Paper on 19.12.2017 in “Divya Bhaskar” and “The Times of India”.

1. The technical bid containing notice inviting offer, terms and conditions and details of the offer shall form part of the tender to be submitted by the owner of the premises (referred to as owner / landlord / lesser) to this Directorate. Offers are invited directly from owners / landlords in the specified proforma and no brokerage shall be paid to anyone. Canvassing in any form will disqualify the owner / landlord.

2. Owing to nature of work, the area offered for rent should be in a single building for exclusive use by the Directorate. The premises should be located in the Commercial/Residential vicinity. The premises should be ready for immediate occupation. Interested parties with clear title alone should apply. The offered space should not be on sharing with any other office/agencies. Premises owned by different persons should not be clubbed for the offer. Thus, the space offered for rent should be on a continuous basis so that there is no other office or agency in between the offices of the Directorate. If space is offered on different floors preference shall be given to premises having contiguous floors. **The premises should not be located in a building /complex having Shopping Mall/Theatre/Party Hall.**

3. The owners/landlords should fill all the relevant details in the specified proforma properly. Incomplete proforma and offers in any other format other than the specified proforma of Technical bid and Financial bid will not be considered and will be liable for rejection.

4. All the owners/landlords are requested to submit their offer (TECHNICAL BID and FINANCIAL BID) duly filled in with relevant documents/information on or before the last date and time for submission of offer to the concerned officer as stated in the notice inviting offer.

5. All the pages of the offer are to be signed and over - writing if any to be duly initiated by the owner / landlords or his authorized signatory.

6. The offer shall be valid at least for a minimum period of 6 months from the last date for submission.

7. There should not be any deviation in terms and conditions as have been stipulated in Technical and Financial bids.

8. The Technical Bids will be opened on schedule date and time in the presence of owner/ landlords who choose to be present at the above said office. All owner / landlords are advised in their own interest to be present on the said date, time and venue for opening of the Technical bids.

9. After screening of the Technical bids, short-listed landlords will be informed by the Directorate for arranging site-inspection of the offered premises. In places, offers not accompanied by approved plan, clearance /NOC from the various required authority and Fire Department for use as office premises conforming the municipality law will not qualify in technical bid.

10. 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.

11. The monthly rent and different taxes should be mentioned separately and nothing beyond the quoted rent /taxes shall be paid by the Directorate.

12. The owner/landlords will have to construct stationary room, record room, toilets etc. as per Directorate's requirement/Directorate's plan and make modifications/alterations in the premises if so desired by the Directorate at his own cost before handing over possession to the Directorate. Permission/approval required if any regarding additions/ alterations/modifications of the premises shall be obtained by the owner /landlords at his own cost from the concerned local authorities.

13. The owner/landlords shall provide suitable cabins, furniture for officers and staff on mutually agreed terms or as per rates determined by CPWD authorities.

14. The premises offered should consist of the following minimum amenities/facilities;

a) Lifts of reputed make having adequate capacity, if premises offered is on upper floors.

b) Uninterrupted power supply for essential services and common area lighting.

c) Adequate lighting in the campus/compound.

d) Sufficient car parking space in office premises (for 10-15 four wheelers and 20-25 Two wheelers).

e) Presentable entrance, foyers, lobbies.

f) All internal and external walls should be painted in good quality paint.

g) Provision of adequate water supply and electricity.

h) Adequate open space surrounding the building.

i) The building should be ready to use condition with electricity, water, lifts sewerage, firefighting equipment and adequate toilet facility.

j) Supervisor for maintenance, who will ensure maintenance without intimation or on intimation, as the case may be.

15. The owner / landlord shall provide adequate electric power load as per requirement of the Directorate at his own cost before handing over possession to the Directorate. If additional electric power load is required by the Directorate 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.

16. The owner/landlord will provide sufficient frontage adequate parking space in the building, without any additional rental overheads, for the Directorate's visitors, employees etc.

17. All statutory clearances and permissions required for construction/modification/ additions/alterations and leasing of the premises to the Directorate shall be obtained by the owner/ landlord at his own cost.

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

19. Directorate shall have the right to carry out necessary alterations / modifications or make such structural or other changes to/in the premises as may be required by it for the purpose of its functioning. Provided always that the Directorate shall not make any permanent structural alterations incapable of being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of owner / landlord(s) but such consent shall not be unreasonably withheld in the case of such alterations as shall be necessary or required by Directorate for the purpose of better amenities and carrying on its function effectively. But the Lessee Directorate shall have to make temporary alterations in the demised premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on the day to day activities.

20. Directorate shall have the right to install satellite dishes/communication towers and other communication equipment etc. as deemed necessary by the Directorate for facilitating electronic communication and / or Core Directorate as also installation of power generating/ amplifying devices including but not restricted to power transformers, Power Generators etc. as well as placing of sign boards, Directorate's boarding / publicity materials. Air conditioners etc. in the terrace for its activities and the owner / landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent but however if any damage is resulted upon the demised premises due to such activities, the Directorate would be liable to repair the damage so caused, normal wear & tear is however excepted.

21. The Directorate shall have right to install generator sets for carrying its function effectively.

22. Since Directorate is the lessee / hirer 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 (owner's) own cost and the Directorate 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.

23. Painting of the premises including front and back verandahs, bath rooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the Directorate will be carried out by the owner / landlord once in two years within the lease period. In case the owner / landlord fails to do so, the Directorate shall have the right to arrange it at the cost of the owner / landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner / landlord.

24. Whenever necessary, the owner / landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on the part of the owner / landlord to carry out or effect necessary repairs, it will be optional for the lessee Directorate either to terminate the lease or to retain the occupation of the demised premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner / landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner / landlord. No rent will be payable for the period during which the lessee Directorate is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner / landlord to carry out the necessary repairs of the demised premises.

25. The possession of the premises will be given to the Directorate after completion of entire work as per Directorate's requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to Directorate's 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 Directorate 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.

26. During the currency of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the Directorate with any party affecting Directorate's right of occupation and any of the terms of the lease without written consent of the Directorate.

27. That if the landlord is desirous of making any addition to the building it shall be ensured by him that no access/approach by whatever means from the demised portion or by encroaching upon the open spaces which been available to the exclusive use of the Directorate.

28. That in the event of the owner / landlord deciding to sell the demised premises during the period of tenancy or at the expiration of the same he shall in the first instance offer them to the Directorate at the lowest price which he is prepared to accept for them and the Directorate shall within one calendar month from the date of receipt of such offer may Accept or reject such offer.

29. Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by **The Additional Director General, Directorate General of GST Intelligence, Zonal Unit, Ahmedabad** and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final. The Technical bids shall be opened in the first instance. The physical inspection of the premises will also be carried out to verify whether the premises comply with the terms and conditions as mentioned above and the bid forms.

30. The opening of financial bids shall be done at a later date. The financial bids of only those bidders will be opened which are short-listed after assessing the suitability of the accommodation, compliance to technical specifications, verification of their credentials and other liabilities. The short-listed bidders

will be notified about the date and timing of opening of financial bids. They should regularly check online.

31. If the demised premises at the time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God and be not caused by the acts or neglect or fault of the Directorate, then in such case it shall be optional with the Directorate to determine the lease or to retain occupation of the demised premises, if the Directorate so desires without any diminution of rent hereby reserved.

32. The Directorate shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving two months notice in writing or subject the whole or a part of the premises. The owner / landlord shall not claim /entitled for any compensation/rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the Directorate.

33. That the Directorate will at the expiration of the said term or any extension thereof (if agreed to mutual) peaceable and quietly yield and deliver up possession of the demised premises to the owner / landlord in the nearly same condition as at the time of commencement of initial lease. Wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God excepted but this condition shall not be construed to render the Directorate liable to do any repairs of any kind to the demised premises.

34. After receipt of Directorate's confirmation for leasing of the premises which is considered to be most suitable / reasonable and its acceptance by its owner / landlord(s) backs out on account of any reason, the owner / landlord (s) is liable to pay the Directorate the full expenditure incurred by the Directorate from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.

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

36. The premises offered should have construction approvals/clearance from all Central/State Government Departments as may be necessary by the local authorities.

38. Participation in the tender does not entail any commitment from the lessee and lessee reserves the right to reject any/all offers, including that of the lowest tenderer without assigning any reason.

Signature of owner / landlord.

ANNEXURE-II

PROFORMA FOR TECHNICAL BID

1.	Date of Advertisement	:	
2.	Details of owner /landlord:	:	
2.1	Name	:	
2.2	Address	:	
2.3	Telephone / Mobile No.	:	
2.4	Fax No. (if any)	:	
2.5	E-mail address	:	
2.6	Name of contact Person & Phone No.	:	
3.	Details of the Property :	:	
3.1	Address and locality in which the Property is situated	:	
3.2	Enclose a copy of Floor plan of the premises offered	:	
3.3	Usage of property as approved by Local Authorities (Strike out whichever is not applicable)	:	Residential / Commercial / Residential & Commercial / Shopping Centre / Shop cum Office
3.4	Type of structure (Strike out whichever is not applicable)	:	Load Bearing structure / RCC Framed structure
3.5	Number of floors in the building and the floors on which the premises offered.	: Floor(s) in the building and Floor(s) offered to the DG GSTI, GRU.
3.6	Floor wise rentable Carpet Area	:	<i>i) Ground floor Sq. ft.</i> <i>ii) First floor Sq. ft.</i> <i>iii) Second floor Sq. ft. etc.</i> <i>Note:- The area offered should not include basement, which will be used exclusively for parking without any rent.</i>
3.7	Whether the building plan approved by the local authorities or not and enclosed the copy of the same.	:	<p align="center">Yes / No</p> <p align="center">(if yes, copy enclosed)</p>
3.8	Is the building ready to use? Please enclose BU permission	:	<p align="center">Yes / No</p> <p align="center">(if yes, enclosed BU permission)</p>

4.	Amenities / facilities provided	:	
4.1	Whether Municipal water supply available or not. If not state the other source of water supply.	:	Yes / No Other sources
4.2	Whether sanitary facilities (Toilets / Bath rooms / WC) available within the premises offered.	:	Yes/NoToilets / Bathrooms /WC
4.3	Whether separate 3 phase electric power supply available or not. If available state the sanctioned power load.	:	Yes/No KVA.
4.4	Whether agreeing to provide free proper parking space for 10-15 four wheelers and 20-25 Two wheelers.	:	Yes / No
4.5	Whether the premises offered is centrally air conditioned or not.	:	Yes / No
4.6	Whether lift facility available or not.	:	Yes / No
4.7	Stand by Generator arrangement, if any.	:	Yes / No
4.8	Fire fighting arrangement, if any.	:	Yes / No
4.9	Security arrangement, if any.	:	Yes / No
4.10	Please mention if any other facility is provided.	:
5	Lease terms & Loan	:	
5.1	Lease period offered (generally for 15 years)	: Years
5.2	Period initial lease (<i>generally 3 years</i>).	: Years
5.3	Number of renewal option (minimum two renewal options)	: Options

Place:

Date:

Signature of owner / Landlord

ANEXXURE-III
Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard PDF format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the PDF file.

5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person in of DG GSTI, Ahmedabad Zonal Unit [Phone: 079-26425154/26407149].

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.