



Govt. of India
Ministry of Finance
Directorate of Revenue Intelligence
Guwahati Regional Unit
Krishnanagar, Chandmari, Guwahati 781003



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F.No. 16/DRI/Office Accomodation/GAU/2017-18/

Dated. **29.12.2017**

TENDER NOTICE No.03/2017

**TENDER FOR HIRING OF OFFICE SPACE FOR THE OFFICE OF DEPUTY/ ASSISTANT DIRECTOR,
DIRECTORATE OF REVENUE INTELLIGENCE, REGIONAL UNIT, GUWAHATI**

On behalf of the President of India, The Assistant Director, Directorate of Revenue Intelligence, Guwahati invites sealed quotations for hiring suitable accommodation for office on rent having approximate area of 9000 - 10000 square feet from the legal owners/power of attorney holders of suitable office located at Guwahati.

2. The amount of rent payable for the office taken on lease will be as per the Government of India Rules and the same shall be fixed by CPWD and paid in accordance with the assessment made by CPWD. The details of space requirement, terms & conditions and other documents are outlined in the Annexures to this tender as under.

3. Document Download: The interested bidders may download the Tender Documents from the www.cbec.gov.in.

4. The tender shall be submitted in two parts, viz. **(i) Technical Bid** and **(ii) Financial Bid** along with other documents as mentioned in the tender documents. The bidders are advised to submit two separate sealed envelopes super scribing "Technical Bid for renting of Office" and Financial Bid for renting of Office". Both sealed envelopes should be kept in one sealed envelope super scribing "Bids for renting of Office" addressed to the **Assistant Director, Directorate of Revenue Intelligence, Guwahati Regional Unit, House no 6, Krishnanagar, Chandmari, Guwahati Assam, Pin - 781 003**. The Quotations should be submitted to the undersigned on or before **by 18.00 Hrs on 19.01.2018**. The Bids will be opened on **24.01.2018** in presence of bidders/ representatives, if they are present at the date and time appointed for opening the bids.

5. In the event of any of the above mentioned dates being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

6. The Bidder(s) shall quote rates for the space to be rented only as "Rate per square foot per month" (in both words and figures). This rate shall be exclusive of GST. The lessor would be liable for ensuring compliance with the relevant rules, and regulations as notified by the Government in this regard from time to time. The total amount of rent per month compared with the area offered in Sq. ft. would be the criteria for deciding the successful bidder.

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, financial bid in respect of each premise.

Encl: Annexure – I (Instructions)
Annexure – II (Terms & Conditions [General])
Annexure – III (Terms & Conditions (Technical))
Annexure – IV (Technical Bid)
Annexure – V (Financial Bid undertaking)
Annexure – VI (Tender acceptance letter)

Sd/-
(N R Das)
Assistant Director

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 the Tender document. 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 Assistant Director **Directorate of Revenue Intelligence, Guwahati** 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 area required is indicated as follows:

Sl. No.	Type of Space	Name of the Station	Preferred location	Approx. area
1	Office for Central Govt. Office (Regional Unit, DRI, Guwahati)	Guwahati	Preferably in V.I.P road area/Hatigaon area/Udalbakra-Lokhra road/Six-mile area	9000 - 10000 Sq Feet

6. The Technical Bid by the Bidder shall include the following:
 - (a) Copy of the PAN Card
 - (b) Copy of GST Registration, if any
 - (c) All tender documents duly filled in, wherever necessary.
 - (d) Copy of Affidavit from owner or Power of Attorney holder to the effect that the premises offered on rent is free from all encumbrances.
7. 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.
8. The financial bid should contain the lease rent payable by the lessee without GST. Only GST as applicable will be borne by the lessee. All other taxes/charges/levies etc. shall be borne by the

lessor only. The financial bid should be submitted strictly as per the form prescribed in **Annexure-V**.

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. Any misleading or false representation in the bid documents will lead to disqualification of the bidder at any stage.
11. The bidder should submit Annexure-I (Instructions to bidders), Annexure-II (Terms & Conditions), Annexure-VI (Tender Acceptance Letter), Annexure-VII (Letter of Offer), duly signed on all pages and copy of Affidavit from owner or Power of Attorney holder to the effect that the premises offered on rent is free from all encumbrances along with the Technical Bid.

Read and accepted

Name & Designation with stamp (if any)
of Bidder or Authorized signatory

Part-A- Terms & Conditions (General)

1. The terms and conditions shall form part of tender to be submitted by the bidder to the Assistant Director, Directorate of Revenue intelligence, Guwahati (hereinafter referred to as "lessee")
2. All columns in the tender document shall be duly filled in and no column shall be left blank. "NIL" or "Not applicable" shall be marked, where there is nothing to report. All the pages of the tender document shall be signed by the owner or his authorized power of attorney.
3. Tender documents submitted after the due date and time, i.e., **19.01.2018 at 18.00 Hrs** shall be liable to be rejected outright and no correspondence in this regard shall be entertained.
4. No tender will be accepted by fax, email or telex.
5. The tender shall be acceptable only from the original owners of the space or from those having valid power of attorney. The space offered should be free from all encumbrances/claims/liabilities and disputes and litigation with respect to its ownership, lease / renting and pending dues etc.
6. Offers received from Government Bodies/Public Sector Undertakings/State Housing Boards etc. would be given preferences.
7. The Technical bid is required to be submitted along with certified copies of approved drawings from any competent authority, certified copy of land Deed, Municipal receipts, and approved plan of building and copy of ownership of building. Technical Bids received without the said documents are liable for rejection without any reference to the party whatsoever. Original documents/certificates will have to be produced before execution of Lease Agreement.
8. The bidder shall quote expected amount of rent per month for the premises being hired in the financial bid.
9. No security deposit or advance rent shall be paid. The bidder shall quote expected amount of rent per month for the premises being hired in the financial bid. However, acceptance of rent will be subject to the issuance of "Fair Rent Certificate" by CPWD as per the procedure laid down by the Govt.
10. If at any stage it is found that any of the details/documents furnished by the bidder is false/ misleading/fabricated, his/her bid would be liable for cancellation without intimation to the bidder.
11. The hiring of space will be for an initial period of three (03) years and could be extended further with mutual consent of both the parties.

Part-B - Terms & Conditions (Technical)

1. The office premises should have natural lighting with a height of at least 15 feet.
2. The building should adhere to the fire safety norms prescribed & conform to the firefighting norms.
3. 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.
4. The hiring of space will be for an initial period of three (03) years and could be extended further with mutual consent of both the parties.
5. 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 lessee with any party affecting lessee's right of occupation and any of the terms of the lease without written consent of the lessee.
6. Lease Rent - Rate per sq. ft: The rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes /cess present and future – House tax, Property tax, and Municipal taxes etc.) except GST. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent for every month is payable by 10th of next month.
7. 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.

TECHNICAL BID

SL. NO	PARTICULARS		DETAILS (PLEASE TICK / FILL UP WITH RELEVANT ANSWERS, WHEREVER REQUIRED)
1	Full Particulars of the legal owner of the premises (make separate entries if owners are more than one)		
	i.	Name	
	ii.	PAN	
	lii	Office address & Telephone No.	
	lv	Residential Address & Telephone No.	
	v.	Mobile Number	
	vi.	Tele fax	
	vii.	Email ID	
2	Status of the owner (individual/Partnership firm/Company/Society/any other (Specify)		
3	(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 owner)	
4	Status of the bidder (Individual/Partnership Firm/Company/ Society/ Any other (Specify)		
5	Complete address and location of the building		
6	Total area offered for rent in Sq. Ft.		
7	Details of fire safety mechanism, if any		
8	Specify the lease period (minimum three years and provision for extension)		
9	Any other salient aspect of the building, which the owner / bidder may like to mention or additional facilities		

Name & Designation with stamp (if any)
of Bidder or Authorized signatory

FINANCIAL BID UNDERTAKING

(a) PRICE BID UNDERTAKING:

From: (Full name and address of the Bidder) _____

To,

The Assistant Director,
Directorate of Revenue Intelligence,
Guwahati Regional Unit
H/No-6, Krishnanagar
Chandmari, Guwahati
Assam - 781003

Sir,

1. Submit the Price Bid for _____ as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to rent out the office for your office use at the rates as indicated in the Price Bid.

Yours faithfully

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

TENDER ACCEPTANCE LETTER

To

The Assistant Director,
Directorate of Revenue Intelligence,
Guwahati Regional Unit
H/No-6, Krishnanagar
Chandmari, Guwahati
Assam - 781003

Sir,

Subject: Acceptance of Terms & Conditions of Tender for "Hiring of Office for DRI, Regional Unit at Silchar"

Tender Reference No: _____

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned Tender from the web site(s) namely _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc., which form part of the tender document and I / we shall abide hereby by the terms / conditions/clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours Faithfully,

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