



**OFFICE OF THE COMMISSIONER OF CENTRAL
GST & CX MUMBAI WEST 1st FLOOR, MAHAVIR
JAIN VIDYALAYA, C. D. BARFIWALA MARG, JUHU
LANE, ANDHERI(W), MUMBAI-400058**

Telephone: 022-26210384 Fax : 022-26237832



**NOTICE INVITING E-TENDER FOR HIRING OFFICE ACCOMODATION ON
LONG TERM LEASE**

E-tenders are invited for hiring of office premises for CGST Mumbai West Commissionerate measuring carpet area of **42374** sq. ft. (approx.) with all facilities in the locations such as Bandra, Khar, Santacruz, Juhu, Vileparle and Andheri from owner/landlord of the buildings. The premises should be close to Railway Station and should be easily accessible for officers as well as trade. The premises should be ready for immediate possession. Details of the requirements are as per Terms and Conditions as **Annexure A** of the tender notice available on the portal.

2. Each tender should be submitted only through CPPP website under “Two Bid System” and shall contain Technical and Financial Bids separately as per **Annexure B and C** respectively. Interested parties can download detailed terms and conditions of Tender Notice from <http://eprocure.gov.in> (CPP Portal). The offer submitted through fax, e-mail, by post, courier, by hand etc. or any other means other than uploading on the CPPP website <https://eprocure.gov.in> shall not be considered.

3. The Last date of receipt of tenders online at the address <http://eprocure.gov.in> is **04/01/2018 at 1530 Hrs.** Offers beyond the specified date/time shall not be entertained. Commissionerate of CGST, Mumbai-West, takes no responsibility for delay/loss of documents.

4. Date of opening of tenders: **05/01/2018 at 1530 Hrs.**

5. The Commissionerate reserves all the right to accept or reject any or all the offers without assigning any reasons thereof and change the terms and conditions of the tender.

*** The Terms and Conditions of the tender notice available on the portal is well versed and explanatory in nature and must be referred to get familiarized with the requirements of this Commissionerate.*

(P.K Patnaik)

Assistant Commissioner
CGST, Mumbai-West

F.No: CGST/Mumbai-West/ L & B/01/2017

ANNEXURE – A
TERMS AND CONDITIONS

1. The technical bid containing Notice inviting Tender, terms and conditions and details of offer shall form part of the tender to be submitted by the owner of the premises (referred to as the owner/ landlord / lessors) to this Commissionerate through the Portal <https://eprocure.gov.in>. Offers are invited directly from owners / landlord / lessors in the specified proforma and no brokerage shall be paid to anyone. Canvassing in any form will disqualify the owner / landlord / lessor.

2. The owner / landlord / lessors shall fill all the relevant details online on CPP Portal 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.

3. All the owner / landlord/ lessors are requested to submit their duly filled offer [TECHNICAL BID and FINANCIAL BID] with relevant documents / information on or before the last date and time online only on Portal <https://eprocure.gov.in>. The offer submitted through fax, e-mail, by post, courier, by hand etc. or any other means other than uploading on the CPPP website <https://eprocure.gov.in>, **shall not be considered.**

4. It may be noted that the proposal shall be submitted in two parts. The first part shall be the “**Technical Bid**” which shall contain technical parameters like Address of the building, distance from the nearest railway station, Carpet area as well as built-up area, design of the premises, availability of parking space for minimum of 25 four-wheelers and 100 two-wheelers, proper light and ventilation, centralized air conditioning, availability of fans in the building, proper and adequate sanitation facility including adequate number of separate toilets for Gents and Ladies, year of construction etc. The second part shall be the “**Financial Bid**” which shall

indicate the rent proposed to be charged per square feet (inclusive of parking charges, all the Central/State Government Taxes/duties, Municipal tax etc., normal civil/electrical maintenance charges of building and any type of society/building maintenance charges & required furniture and fixtures as per the norms of Central Government) and the other financial terms and conditions.

5. Offers submitted online after due date and time (as stated in the notice inviting offer) shall not be considered.
6. All the pages of the offer are to be signed and over - writing if any to' be duly initialed by the owner / landlord / lessors or his authorized signatory.
7. The offer shall be valid at least for a minimum period of 6 months from the opening of the Financial Bid.
8. There shall not be any deviation in terms and conditions as have been stipulated in Technical and Financial bids.
9. The Technical Bids will be opened on **05/01/2018 at 15.30 Hrs** in the portal <https://eprocure.gov.in> online in the presence of owner / landlord / lessor who choose to be present at the above said office. All owner / landlord /lessor are advised in their own interest to be present on the said date, time and venue for opening of the Technical bids. After screening of the technical bids, short-listed landlords will be informed by the Commissionerate for arranging site-inspection of the offered premises by the Hiring Committee. After site inspection, the financial bids of the offers considered to be suitable for the Commissionerate's office shall alone be opened, date of which shall be intimated to the bidders who have been shortlisted after examination of their Technical bids.
10. The owner / landlord / lessor shall obtain approvals from the local authorities as applicable, especially Completion / Occupation certificate,

NOC from Fire department etc. and submit it before the execution of the agreement.

11. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered should not be more than **10** years old and shall be safe, strong, stable, sound and durable remaining life of more than 30 years.

12. The premises should be near to the railway station in Bandra, Khar, Santacruz, Vileparle and Andheri and should be very conveniently accessible by public transport and should have ample parking space for minimum of 25 four-wheelers and 100 two-wheelers.

13. The monthly rent quoted shall include all taxes and charges excluding GST, which will be reimbursed after producing the receipt of the payment of the same.

14. The owner /landlord / lessor shall provide fully furnished as per modern standard suitable cabins for officers and staff, Reception, Conference Room, Library, Record Room, Cafeteria, Server Room etc. as per Commissionerate's requirement and make modifications/alterations in the premises if so desired by the Commissionerate at the later stages at his own cost before handing over the possession to the Commissionerate along with adequate security arrangements. Permission/approval required if any regarding additions/alterations/ modifications of the premises shall be obtained by the owner /landlord/ lessor at his own cost from the concerned local authorities. The premises offered shall have modern flooring, walls and ceiling etc. acceptable to the Commissionerate. Property tax to be paid to the Mumbai Municipal Corporation shall be borne by the owner / landlord / lessor.

15. The owner / landlord/ lessor shall provide uninterrupted power supply and adequate electrical backup in case of power failure, water supply including centralized air conditioning as per requirement of the

Commissionerate in the premises proposed to be hired on rent. The owner / landlord/lessor shall provide separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession to the Commissionerate and make necessary changes as and when required. These connections should be in the name of the owner / landlord / lessor and the consumption charges of water supply and electricity shall be paid by the Commissionerate. All required wirings for electrical use, sufficient telephone, intercom, internet, Cable TV lines and LAN wiring for All-in-One Computers shall be provided as required by the Commissionerate.

16. The owner / landlord / lessor will provide sufficient parking space in the building, without any additional rental overheads and there shall be at least two or more elevators.

17. All statutory clearances and permission required for construction / modification /additions / alterations and leasing of the premises to the Commissionerate shall be obtained by the owner / landlord/ lessor at his own cost. Commissionerate 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 functioning. Provided always that the Commissionerate 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 owners / landlord / lessor but such consent shall not be unreasonably withheld in the case of such alterations as shall be necessary or required by Commissionerate for the purpose of better amenities and carrying on its function effectively. But the lessee Commissionerate shall have all to make temporary alterations in the premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on day to day activities.

18. Lease agreement in format as prescribed by Commissionerate will

be executed after verification of all documents related to the property to the satisfaction of Commissionerate, The registration charges and stamp duty for registration of lease deed to be borne by the owner /landlord/ lessor.

19. Commissionerate shall have the right to carry out necessary temporary alterations / modifications / or make such structural or other changes to / in the premises and install amenities such as biometric attendance system, notice board etc. as may be required by it for the purpose of its functioning.

20. Commissionerate shall have the right to install satellite dishes / communication towers and other communication equipment etc. as deemed necessary by the Commissionerate and also installation of power generating/ amplifying devices, power transformers, Power Generators etc. as well as placing of sign boards, Commissionerate's hoardings / publicity materials in the terrace or standees in the lobby for its activities and the owner / landlord /lessor will have no objection of any kind and shall not claim any compensation or additional rent.

21. Since Commissionerate is the lessee / hire and has no insurable interest, the owner / landlord /lessor hereby has to insure the premises/ assets rented/ hired against risks like burglary, fire or natural calamity or act of God at his (owner's) own cost and the Commissionerate 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.

22. Painting of the premises will be carried out by the owner/ landlord/ lessor atleast once in two years and as and when required within the lease period. In case the owner / landlord/lessor fails to do so, the Commissionerate shall have the right to arrange it at the cost of the owner / landlord / lessor and deduct the amount from the rent

payable or that may become payable, or otherwise recover from the owner / landlord /lessor

23. Whenever necessary, the owner / landlord / lessor will carry out necessary repairs of the building from time to time within reasonable period as per the need of this Commissionerate. The owner / landlord / lessor shall also provide a single point of contact of the person in-charge in case of any administrative needs of this Commissionerate like plumbing, carpentry or electricity related.

24. The possession of the premises will be given to the Commissionerate after completion of entire work as per Commissionerate's requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to Commissionerate's specifications, the owner / landlord / lessor has to complete the same within a reasonable time from the date of possession of premises and in case of default the Commissionerate will have the 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 / landlord / lessor.

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

26. That if the owner/landlord/lessor 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 has been available to the exclusive use of the Commissionerate.

27. Technical Bid shall be opened in the first instance. Before

accepting Technical Bid, all the documents and space/Building shall be inspected by the "Hiring Committee" and only those premises found satisfactory in all respect shall be considered for opening the financial bid and such decision shall be final. 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.

28. 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.

29. 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 mob or other irresistible force or act of God etc., then in such case it shall be optional with the Commissionerate to terminate the lease or to retain occupation of the demised premises, if the Commissionerate so desires without any diminution of rent hereby reserved.

30. The Commissionerate shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner / landlord / lessor by giving three months' notice in writing or subject the whole or a part of the premises. The owner / landlord / lessor 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 Commissionerate.

31. After receipt of Commissionerate's confirmation for leasing of the premises which is considered to be most suitable / reasonable and after its acceptance by the owner / landlord / lessor (s), if they back out on account

of any reason, the owner / landlord / lessor (s) is liable to pay the Commissionerate the full expenditure incurred by the Commissionerate from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process and any other damages considered reasonable by the Commissionerate.

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

33. The Commissionerate reserves the right to accept or reject any or all the offers without assigning any reason thereof and reserves the right to amend these terms and conditions as it may deem necessary.

34. 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.

35. The Commissionerate reserves all right to amend/modify any terms and condition, if deemed fit.

36. The premise hired can be used either by this Commissionerate or by any other government organization as per the requirement of the department/office.

We agree to the above terms and conditions.

Signature of owner / landlord / lessor.

ANNEXURE -B

TECHNICAL BID: DETAILS OF OFFER FOR LEASE

*(To be submitted online at the portal <https://eprocure.gov.in> under the head
'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 in the Building. Premises on..... Floor/s offered to the Commissionerate.

	floors on which the premises offered.	
3.6	Floor wise rentable area (inner to inner dimension of the external walls i.e. the usable floor area at any floor level and includes all internal partitions, walls columns, door jams, balconies, bathrooms, lavatories, kitchen, Pantry and excludes external walls, balconies, portico / canopy, external staircase, loft, sanitary shafts, lift well, space below the window will, box louver, AC shaft etc.) of the premises offered	
3.7	Whether the building plan approved by the local authorities or not and enclose the copy of the same.	
3.8	If building premises offered is completed confirm that the construction is done as per approved building plan and if not state the deviations from approved plan	Completed as per approved plan / Completed with deviations which are as under
3.9	Whether the premises is ready for occupation and Completion/ Occupation certificate obtained from the concerned authorities. If yes, enclose a copy of the same <i>and</i> if not, state the present status and time period required for obtaining of the same.	Ready for occupation and Completion and Occupation certificate already obtained <i>Completion</i> and Occupation certificate will be obtained withindays.
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 / No. Toilets /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 exclusive parking space is available for Commissionerate staff and customers or not. If yes, indicate approximate area of exclusive parking	Yes / No.
4.5	Whether the premises offered is centrally air conditioned or not.	Yes / No.
4.6	Whether lift facility available or not, if yes then number of lifts.	Yes / No.

4.7	Stand by Generator arrangement, if any.	Yes / No.
4.8	Firefighting arrangement, if any.	Yes / No.
4.9	Security arrangement, if any	Yes / No.
4.10	Please mention if <i>any</i> other facility is provided.	
5	Lease terms & Loan	
5.1	Lease period offered (Minimum 3 years and provision for extension) Years
5.2	Period initial lease Years
5.3	Number of renewal option (minimum two renewal options) Options

Date

Place

Signature of owner/landlord / lessor

ANNEXURE – C

FINANCIAL BID: OFFER FOR LEASING OF PREMISES

(To be submitted online at the portal <https://eprocure.gov.in> under the head 'Financial Bid')

With reference to your advertisement in the portal <https://eprocure.gov.in> and www.cbec.gov.in / newspaper/s dated, I / We hereby offer the premises owned by me/us for housing your office on lease basis as per terms and conditions and other details furnished in the technical bid. The general information of the premises offered to the Commissionerate on lease and the rent per Sq. ft. of rentable area is as under:

1	Name of the owner / Landlord/s	
2	Location of the premises: (i) Plot No./Name of the building: (ii) Name of the street / Locality:	
3	RENTABLE CARPET AREA of the premises offered Sq. ft. on floor Sq. ft. on floor Sq. ft. on floor
4	Rent in Indian Rupees per month per Square feet of the carpet area (inclusive of all taxes and charges excluding GST) Sq. ft. for floor Sq. ft. for floor Sq. ft. for floor
5	Whether agreeing that the revision of rent at the time of renewal will be as per norms fixed by DGHRD/CBEC.	Yes / No (In view of Para 6(2) (b)(b) of infrastructure manual issued by DGHRD, CBEC.)

Date :

Place :

Signature of owner / Landlord /Lessor