

BID DOCUMENT

HIRING OF PREMISES FOR OFFICE

BY

COMMISSIONER (APPEALS),
CUSTOMS, GST & CENTRAL EXCISE
LUCKNOW

TENDER INQUIRY NO.

COMMISSIONER(A)/LUCKNOW/04/2017

GOVERNMENT OF INDIA, MINISTRY OF FINANCE

OFFICE OF COMMISSIONER (APPEALS),
CUSTOMS, GST & CENTRAL EXCISE
Hall No. 2, 8th Floor, Kendriya Bhawan, Aliganj,

LUCKNOW-226024.

TEL: 0522-2327868.

FAX: 0522-2324366.

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OFFICE OF COMMISSIONER (APPEALS)
CUSTOMS, GST & CENTRAL EXCISE
Hall No. 2, 8th Floor, Kendriya Bhawan, Aliganj,
Lucknow-226024.

SECTION - I

(Bid Reference)

DOMESTIC COMPETITIVE BIDDING

(Through Call of Tenders)

TENDER NO. COMMISSIONER(A)/LUCKNOW/04/2017

Nature of Bid	Hiring of premises for the purpose of O/o Commissioner (Appeals), Customs, GST & Central Excise, Lucknow, Hall No. 2, 8th Floor, Kendriya Bhawan, Aliganj, Lucknow.
Period of Sale of Bidding Documents	29.11.2017 to 19.12.2017 (Monday – Friday)
Last Date & Time for Receipt of Bid	19.12.2017 up to 17:00 Hrs.
Date and Time of Opening of Technical Bids	20.12.2017 at 12:00 Hrs.
Officer from whom the tender documents can be obtained and to whom they can be submitted.	Administrative Officer, O/o Commissioner (Appeals), Customs, GST & Central Excise, Lucknow, Hall No. 2, 8th Floor, Kendriya Bhawan, Aliganj, Lucknow. Ph: 0522-2327868

Section-II

**OFFICE OF COMMISSIONER (APPEALS),
CUSTOMS, GST & CENTRAL EXCISE
Hall No. 2, 8th Floor, Kendriya Bhawan, Aliganj, Lucknow-226024.
TEL: 0522-2327868 FAX: 0522-2324366**

TENDER NOTICE NO. COMMISSIONER(A)/LUCKNOW/01/2017

Office of Commissioner (Appeals), Customs, GST & Central Excise, Lucknow, invites sealed bids under the two-bid system, from legal owners / power of attorney holders of suitable building, preferably commercial, for acquiring premises on lease which may have about 10 rooms and few halls, measuring approximately 9,500 sq. feet (carpet area). The premises should be in Gomti Nagar/ Mahanagar or adjoining areas having adequate parking facility.

2. The quotations are invited in two bid tender system wherein separate Technical & Financial bids should be submitted in separate envelopes.

3. The rent will be approved by the competent authority on the basis of assessment and recommendation of the CPWD and the owner should be willing to accept the rates approved.

4. The bid document can be obtained from the Administrative Officer, Office of Commissioner (Appeals), Customs, GST & Central Excise, Lucknow, Hall No. 2, 8th Floor, Kendriya Bhawan, Aliganj, Lucknow between 11:00 hrs. to 17:00 hrs. on all working days (Monday-Friday) on payment of Rs.200/- (Rs. Two Hundred only) (in cash only) towards the cost of bid documents or downloaded from CBEC website (<http://www.cbec.gov.in/>). The above fee is payable even if bid documents are downloaded from CBEC's Website.

5. Sealed bid quotations along with the Earnest Money Deposit (EMD) of Rs.20,000/- (Rs. Twenty Thousand only) in favour of "COMMISSIONER (APPEALS) CUSTOMS, GST & CENTRAL EXICSE, LUCKNOW", should be submitted separately, to the office of the Commissioner (A), Customs, GST & Central Excise, Lucknow latest by 19.12.2017 at 17:00 hrs. The Technical Bid Quotations against this tender will be opened at 20.12.2017 at 12:00 hrs.

The undersigned reserves the right to accept / reject any offer without assigning any reason.

**Sd/-
Administrative Officer
O/o Commissioner (A),
Customs, GST & Central Excise,
Lucknow.**

Copy to:-

1. Notice Board.
2. CBEC Website.

SECTION-III

INSTRUCTIONS TO BIDDERS

1. This Invitation for Bids is open to all the reputed parties who are legal owners / power of attorney holder of suitable premises.
2. The O/o Commissioner (Appeals), Customs, GST & Central Excise, Lucknow, hereinafter may also be referred to as the "**Lessee**" and the successful bidder shall be referred to as the "**Lessor**".
3. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents. Failure to furnish all information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid
4. The bidder is required to fill Technical Bid & Financial Bid as specified in Annexure – I & Annexure – II.
5. At any time prior to the deadline for submission of bids, the Lessee may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. All prospective bidders who have given their e-mailing address at the time of obtaining the bid document will be notified of the amendment, which will be binding.
6. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Lessee, at its discretion, may extend the deadline for the submission of bids.
7. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
8. The bids are to be submitted in two parts in separate sealed envelopes, superscribed as "**Technical Bid**" or "**Financial Bid**".
9. The **Technical Bid** must be submitted along with the following documents-
 - (a) Offer Letter (duly signed & stamped)
 - (b) Bid Document (duly signed & stamped on each page) in token of acceptance of terms & conditions mentioned therein.
 - (c) Technical Bid duly signed & stamped (**Annexure – I**)
 - (d) Other documents as detailed in the Technical Bid, duly signed & stamped.
10. Prices shall be quoted in Indian rupees only.
11. Bids shall remain valid for 90 days after the date of bid opening prescribed by the Lessee. A bid valid for a shorter period shall be rejected by the Lessee as non-responsive.

12. Financial Bid : (Annexure – II) Rate per sq. ft. for Carpet area : The carpet area 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 taxed etc) Maintenance charges and Service charges like Society charges etc. 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.

Income Tax: will be deducted at source at prevailing rate

GST: will be borne by the tenant.

Registration & stamp duty charges: will be paid by the Lessor.

13. In exceptional circumstances, the Lessee may solicit the Lessor consent for an extension of the period of validity. The request and the responses thereto shall be made in writing. A Lessor may refuse the request without forfeiting its EMD. A Lessor accepting the request will not be required nor permitted to modify the bid.

14. Sealing and Marking of Bids:

(a) The Technical Bid along with EMD instrument should be placed in one sealed envelope super scribed '**Technical Bid**'. The Financial Bid should be kept in a separate sealed envelope super-scribed '**Financial Bid**'. Both the envelopes should then be placed in one single, sealed envelope super-scribed 'Bid for Hiring of Premises for Office' and should be addressed to the Administrative Officer, O/o Commissioner (Appeals), Customs, GST & Central Excise, Lucknow, Hall No. 2, 8th Floor, Kendriya Bhawan, Aliganj, Lucknow. The bidder's name, telephone number and complete mailing address along with e-mail address should be indicated on the cover of the outer envelope.

(b) Both the inner envelopes super-scribed **Technical Bid** and **Financial Bid** should have the name and full address of the bidder so that if required, they may be returned to the bidder without opening them.

(c) If the outer and inner envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

(d) If for any reason, it is found that the Technical Bid reveals the Financial Bid or related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope super-scribed, "Technical Bid", the Bid document **will be summarily rejected in the first instance** itself.

(e) All the Bid documents submitted should be **serially page numbered** and contain the **table of contents** with page numbers. Each page of the bid shall be signed by the bidder with the stamp of the Organization.

15. Deadline for Submission of Bids:

(a) Bids must be received by the Lessee at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the Lessee, the Bids will be received up to the appointed time on the next working day.

(b) The Lessee may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case, all rights and obligations of the Lessee and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

(c) Any bid received by the Lessee after the deadline for submission of bids prescribed by the Lessee in the bid document will be rejected and returned unopened.

16. Modifications and Withdrawal of Bids:

(a) The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Lessee prior to the deadline prescribed for submission of bids.

(b) The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Lessee should receive it before the deadline for submission of bids.

(c) Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form will result in the Bidder's forfeiture of its EMD.

17. Opening and Evaluation of Technical Bids:

(a) The Tender Committee appointed by the Lessee will open all **Technical Bids** in the first instance on the appointed date, time and venue. All the bidders are required to be present at the time of bid opening.

(b) During evaluation of the bids, the Lessee may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing or by email only.

(c) No bidder shall contact the Lessee on any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the Lessee it should be done in writing. However, all bidders are strongly advised to furnish all material information in the bid itself.

(d) Any effort by a Bidder to influence the Lessee in its decisions on bid evaluation, bid comparison or purchase order decision will result in immediate rejection of the bid.

(e) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be communicated in writing to the qualifying bidders by email. The unsuccessful bidders will be informed on request.

(f) The bids will be evaluated on techno commercial basis, giving weightages to the equivalent aspects in various parameters like location, distance from local Metro station, amenities available , exclusivity , nearby surroundings, proneness to water logging /flood etc. quality of construction ,efficacy of the internal layout of premises and layout of buildings in the complex.

18. Opening and evaluation of Financial Bids:

(a) The Lessee will open the Financial Bids of bidders as specified in para 17(e) above.

(b) Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.

19. The Lessee shall make the contract payment as per the payment schedule mentioned below:

(a) Monthly bills submitted in duplicate by the Lessor for the preceding month complete in all respects. No advance payments shall be made.

(b) The bills submitted by the Lessor should include requisite performa duly filled in, certified by the designated authority, as specified by the Lessee.

20. The Lessee 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.

21. The Lessee will award the contract to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best-evaluated bid in terms of price and quality other relevant parameters, within 30 days of the opening of the Financial Bid.

22. In the event of the lowest Bid slot / best evaluated Bid slot, being shared by more than one bidder, preference shall be given to the contractor who has maximum facilities to facilitate the functioning of the hostel.

23. The word "bidder" as used in this document shall mean the one who has signed the tender document forms. He may be duly authorized representative in which case, the bidder shall submit a certificate of authorization. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative.

24. The Bidder shall sign its bid with the exact name of the organization concern and in case of a proprietorship concern, the name and address of the proprietor to which the contract is to be awarded.

25. The Bid document filed by the bidder shall be typed or written in indelible ink.

26. 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 document separately and prominently (even though the deviations may not be material). It must be ensured that the price related deviations are not indicated in the Technical Bid document in any manner. The Lessee reserves the right to reject the bid having deviations from the prescribed terms and conditions.

27. It will be the sole responsibility of the bidder alone to execute the entire contract on its own accord.

28. Prior to the submission of Bid, the Bidder/authorized representative should personally visit the premises of O/o Commissioner (Appeals), Customs, GST & Central Excise, Lucknow at his/her own cost and under prior permission. This is necessary to enable the bidder to gather all information so as to facilitate the bidder to accurately prepare the Bid after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of having fully read and understood the tender document.

29. The contract shall be deemed to have been concluded at Lucknow for all purposes and therefore, the Courts of India at Lucknow alone will have exclusive jurisdiction to determine any unresolved dispute in relation to the said contract.

30. Making misleading or false representation knowingly or unknowingly or providing false or misleading information in the bid document knowingly or unknowingly will lead to disqualification of the Bid and the Bidder at any stage.

31. Where the bid has been signed by the Authorized Representative on behalf of the organization concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. Purchaser can outright reject any bid not supported by adequate proof of the signatory's identity, residential and office addresses and authority.

32. Bidder shall give in writing the following certificate along with his/her bid **"Read and Accepted the Instructions to Bidders"** by putting his/her Signature alongwith the stamp of Bidder of Authorized Signatory.

31. The decision of the Commissioner (Appeals), Customs, GST & Central Excise, Lucknow, will be final and binding to all bidders.

SECTION-IV

A. TERMS & CONDITIONS OF THE AGREEMENT.

1. No alteration should be made in any of the terms and conditions of the bid document by scoring out or deleting or erasing. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be rejection.
2. A sum of **Rs. 20,000/- (Rupees Twenty Thousand only)** must be deposited as **Earnest Money Deposit (EMD)** through **Bank Draft** in favour of **Administrative Officer (Appeals), Customs, GST & Central Excise, Lucknow** & must accompany the technical bid in the sealed envelope without which the Bid will be rejected. The said amount will be forfeited, if the successful tenderer fails within the time fixed by the Lessee to sign the contract on terms contained in the bid document. The earnest money of the successful Bidder will be refunded after the furnishing of duly signed Standard Lease Agreement. For the other Bidders, the Earnest money instrument will be returned within 20 days of the completion of the financial evaluation by registered post. No interest will be payable on this deposit.
3. Every bidder shall also pay **Rs. 200/- (Rs. Two Hundred only) in cash** towards cost of the bid document. All those bidders who have downloaded the bid from the website bidder shall also pay **Rs. 200/- (Rs. Two Hundred only) in cash** towards cost of the bid document. Any bid for which the cost of the bid document has not been paid as mentioned in Section II, shall be summarily rejected.
4. 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.
6. **In the event of a bid being accepted, the bidder is required to sign a "Standard Lease Agreement"**.
7. The Purchaser does not bind itself to accept the lowest tender.
8. Any change in the constitution or substantial ownership of the concern of the Lessor shall be notified forthwith by the Lessor in writing to the Lessee and such change shall not relieve any former member of the concern from any liability under the Agreement.
9. In any question, difference or objection whatsoever that may arise in any way connected with or arising out of this instrument or the meaning or operation of any part thereof, or the rights, duties or liabilities of either party, then, save in so far as the decision of any such matter as has been hereinbefore provided for and has been so decided, every such matter including whether its decision has been otherwise provided for and/or whether it has been finally decided accordingly or whether the contract should be terminated or has been rightly terminated in whole or part and as regard the rights and obligations of the parties as the result of such termination, shall be decided by the Lessee and the decision shall be final and binding on the Lessor.

10. ARBITRATION

(i) In the event of any question, dispute / differences arising under this agreement or in connection with (except as to matters the decision of which specially provided under this agreement) the same shall be referred to the sole arbitrator as approved by the Commissioner (Appeals), Customs, GST & Central Excise, Lucknow.

(ii) The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or unable to act for any reason, whatsoever, the O/o Commissioner (Appeals), Customs, GST & Central Excise, Lucknow shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from stage at which it was left by the predecessor.

(iii) The arbitrator may from time to time, with the consent of all parties enlarge the time for making (an publishing) the award.

(iv) The arbitrator may give interim awards and / or directions, as may be required.

B. OTHER TERMS AND CONDITIONS.

11. The hiring of office space will be for 03 years (three years) initially which may be renewed from time to time, if required by the Academy. .

12. The premises having following amenities/facilities and features will be preferred for consideration and will gain weighted:

(i) Copy of occupancy/completion certificate.

(ii) Copy of Fire safety Certificate issued by Fire Department.

(iii) Copy of consent of Pollution Control Committee as per provisions of the Environment (Protection) Act, 1986.

(iv) Whether the premises are free from encumbrances, a certificate in this regard may be obtained from an Advocate or CA

(v) Please clarify the kind of "Mortgage" of the property as reflected in your tender/offer documents.

(vi) The building offered should be complete and suitable for use as office.

(vii) The Building offered should be ready to be occupied. The office premises should legally free from all encumbrances, well connected by public transport and should have wide approach road. Finalization of rent, based on location and other amenities provided, is subject to certification by CPWD/ hiring Committee and final approval/ sanction by the Government of India as per the rules framed in this regard. Surrounding of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and other related factors will be important criteria for qualifying the Technical Bid.

(viii) There should be adequate natural lighting in the campus/compound.

(ix) There should be provision of service water system along with sufficient water for toilets, washbasins , housekeeping, other cleaning purposes etc.

- (x) There should be adequate cross-ventilation.
- (xi) The building should have adequate fire safety measures and security measures as per legal requirement.
- (xii) The building should meet all other safety norms like earthquake resistance flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
- (xiii) The net carpet area should preferably be in a single independent building with multiple floors.
- (xiv) The premises should have suitable power supply for day to day operations.
- (xv) Uninterrupted power supply for essential services and common area lighting.
- (xvi) There should be adequate open space for generators and provision for connecting them to the power supply lines.
- (xvii) The premises should have minimum parking space for one car per 700 Sq Ft. of rented carpet area. Earmarked parking exclusively for the hirer will be desirable.
- (xviii) All building services such as Lifts (if it is 2nd floor and / or above), Power supply, Plumbing, Sewerage System, should be fully operational at the time of submission of the offer by the Lessor.
- (xix) All internal and external walls should be painted with good quality paint at the time of handing over the premises of the Directorate.
- (xx) There should be provision of ceramic tiles/marble flooring in all washrooms.
- (xxi) There should not be any water logging inside the premises and surrounding areas, and the premises should have good frontage and proper access.

13. After opening the Technical bids and before opening of the Financial Bids physical inspection of the premises offered by the tendered bids, will be carried out to verify whether the offer complies with the technical specifications or otherwise. Carpet area measurements:- The carpet area measurements shall be as per Bureau of Indian Standards IS No. 3861: 2002. Joint measurements will be taken in the presence of Appeal office staff/s and vendor /authorized representative for finalizing the carpet area.

14. In case the Technical bid is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before the financial bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.

15. The opening of financial bids shall be done at a later date. The financial bids of only those offers will be opened which are short listed after assessing the suitability of the accommodation, terms and condition offered compliance to technical specifications, verification of their credentials and other liabilities. This will be done by the "Hiring Committee constituted for the purpose. The shortlisted bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.

16. The rent proposed to be charged per square feet per month on the carpet area which should be inclusive of all services and taxes and duties to be paid to various authorities and should be indicated in the financial bid only.

17. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within five (05) days of acceptance of the offer by the Hiring Committee.

18. The offer should be valid for a minimum period of 6 (Six) months from the due date of opening of tender.

19. It should be note that no negotiations will be carried out except with the lowest bidder and therefore , most competitive rates should be offered.

20. Tenders received after the due date and time for whatever reason, shall not be entertained and the Academy shall not be responsible for and loss or delay in delivery of tender documents.

21. The premises offered should have necessary construction approval/ clearances from all Central /State Government /Local Bodies and should be legally free from all encumbrances.

22. Finalization of rent based on location and quality of construction and age of the building is subject to certification by CPWD/Hiring Committee and final approval/sanction by Government of India as per rules framed in this regard.

23. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/ documents is liable to be rejected. However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/ documents within the specified time. The Hiring Committee may also call for any additional details / documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/ documents would render the tender form invalid.

24. Selected party shall be required to sign a Standard Lease Agreement with the designated authority, as a legal requirement. The agreement shall be signed initially for a period of 03 years (three) years extendable for further period as per requirement. The original copy of the lease document shall be retained by the hirer. Monthly rent should be quoted on lump-sum basis for the entire area (covered/built up area of main building , other permanent structure, covered/ underground parking as well as open parking area, open space like garden, inner roads etc.) for the entire agreement period of 3 (three) years in the Financial Bid. Bidders may note that no increase in rental charges per month will be allowed during the initial 3 (three) years of the agreement period.

25. The monthly rent will start as and when possession of the building is taken over by the Academy. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made unless specifically agreed in writing.

26. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.

27. Latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing to be submitted.

28. The cost of repair and maintenance of civil/electrical installation including Air Conditioning plant, power back up (generator sets), lifts and common areas etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the Academy. The scope of maintenance is enclosed as per Annexure-‘C’.

29. Running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder/.The bidder should make sure that the Lifts work smoothly during the period of contract.

30. The office at any time during the Lease Period/extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirement.

31. Terms and conditions given in these tender documents are sacrosanct and shall be considered as an integral part of this offer/tender. In case of any conflict in terms and conditions of Tender documents, the conditions stipulate in the tender Documents shall take precedence.

32. The **O/o Commissioner (Appeals), Customs, GST & Central Excise, Lucknow reserves the right to amend any / all terms and conditions, as it deems** necessary.

33. The assessment of reasonable rent will be done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.

34. Participation in the tender process does not entail the bidders any commitment from the office. The Academy will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract. The Academy reserves the right to reject any/ all offers without assigning any reasons.

35. The **O/o Commissioner (Appeals), Customs, GST & Central Excise, Lucknow** shall pay all charges in respect of electric power, used for lighting and water storage used in the said premises during the lease period as per the prevailing rates. For electricity supply through generator set, a separate meter should be installed.

36. At the time of taking over possession of the premises, we will note the electricity meter reading in your presence or your authorised representatives. The electrical charges will have to be borne by the owner up to that point.

ANNEXURE-I (TECHNICAL BID)
TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS :

01	Full particulars of the legal owner of the premises Name : Telephone: E- mail Address : PAN No. : The location and address of the proposed premises :
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 premises offered for hiring (enclose power of attorney also if the applicant is other than owner)
04	Type of building - commercial or residential
05	Complete Address and location of the building. 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
08	Exact carpet area
09	Exact built up area
10	Floor number offered
11	No. of floors in the building
12	Floor wise No. of toilet
13	Distance from nearest railway station / Bus stand and name of the railway station / bus stand
14	Other facilities and amenities available with the building
15	Type, model, company and no. of lifts available / carrying capacity, provide details of make
16	Parking space available for department area and specific how many nos. of vehicles can be parked

17	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)
18	Clearances / no-objection certificate from all the relevant central / state / municipal authorities and Fire Department for use as office/ commercial premises confirming the municipality laws.
19	Whether running water, drinking and otherwise, available round the clock Whether sanitary and water supply installations have been provide for?
20	Whether separate electricity and having sufficient installed has been provided for?
21	Sanctioned Electricity Load
22	Whether building has been provided with fans in all rooms or not? Whether building has been provided with fans in all rooms or not? (If yes, give the Nos, of fans floor wise)
23	Details of power back up facility / ground space for installing 10 KVA generator.
24	Details of Fire Safety Mechanism, if any
25	Specify the lease period (minimum Five years and provision for extension)
26	Whether the building is earth quake resistant, if so, please provide a certificate from the competent authority.
27	If there are ready built cabins suitable to us or promise to make cabins as per requirement the same will be preferred.

I/We son/daughter of, have gone through the various terms and conditions mentioned in the tender documents and I/we agree to abide by them. I/We, solemnly declare that, to the best of my knowledge and belief the information given above and in the enclosures accompanying it is correct complete and truly stated.

Place:

Date :

Signature of legal Owner/ Power of Attorney Holder :

ANNEXURE-II (FINANCIAL BID)

FINANCIAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS

No.	Items	Details	
01	Name and Address of the applicant with phone Nos.	and email ID's	
02	Status of the applicant with regard to Building / Accommodation offered for hire by the owner of Power of Attorney Holder.		
03	Full Particulars of the owner : Name : Address : Telephone Nos./Mobile Nos./Email ID : Business : Residential : Tele Fax No. : PAN Card (Photo copy) :		
04	Complete details of the building viz. Complete Postal address of the location	Rate Rs./ sq.mtr./sq.ft. of carpet area	Total Rs.
05	Rent in Indian Rupees per month per square meter of the carpet area as mentioned in Technical Bid. The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Govt and it will be applicable for the leased period of three years. 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 to be borne by the Department. GST will be borne by the tenant as applicable.		

06	Any other conditions having financial implications relevant to the offer of the building. Give details if applicable.	
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Note: The Financial Bid should include –

1. The rent proposed to be charged per sq.mtr./ sq. feet on the basis of carpet area which should be inclusive of all costs of services including.
2. The charges for the maintenance (Civil, electrical, plumbing)
3. The charges for the maintenances of the air-conditioning equipment if centralized and lifts.
4. The charges for parking space.
5. The charges for security.
6. Taxes and duties, to be paid to various authorities.

Signature of Legal Owner/ Power of Attorney Holder

Annexure-III
TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date:

To,

The Commissioner (Appeals),
Customs GST & Central Excise,
Lucknow.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: - _____

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____

_____ as per your advertisement, given in the above mentioned website(s).

2. 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 contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
Signature of the Bidder (with Official Seal)