



**DIRECTORATE GENERAL OF
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CHENNAI ZONAL UNIT**
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Date: 06 .12.2017

**NOTICE INVITING TENDER FOR OFFICE SPACE ON RENTAL BASIS FOR
SETTING UP OF REGIONAL UNIT OF DIRECTORATE GENERAL OF GST
INTELLIGENCE, CHENNAI ZONAL UNIT AT PUDUCHERRY**

1. The Office of the Additional Director General, Goods and Services Tax Intelligence (ADG, GSTI) Chennai Zone, Chennai invites sealed Tenders for hiring of suitable Independent Office Accommodation at Puducherry from legal owners and/or their power of attorney under the two bid system in prescribed tender/bid document proforma **for setting up their Regional Unit at Puducherry.**
2. The Office requires commercial accommodation measuring approximately **5,875 Sqft** (Carpet Area) located within Puducherry. The building offered need not be located on the Main Road but should be easily accessible from the Main Road. An independent building with 1 or 2 continuous floors will be preferred. The accommodation is for office purpose. Adequate Parking space should be available for about 3 Cars and 10 Two Wheelers.
3. Interested property owners and/or their Power of Attorney are advised to obtain the prescribed tender documents and detailed technical specifications and applicable terms and conditions from the Regional Unit presently functioning at the address mentioned in para 4 or from the website www.dgcei.nic.in, www.centralexcisechennai.gov.in, www.tenders.gov.in and www.cbec.gov.in. For any pre-bid submission queries, the prospective bidders may contact the Joint Director, DGCEI Chennai at the above mentioned phone numbers.
4. The offers / bids under two bid system, namely, Technical Bid (Part B) & Financial Bid (Part C) should be neatly typed and submitted in **TWO SEPARATE SEALED ENVELOPES** super scribing **“Offer for commercial space for setting up Regional Unit of DGGSTI at Puducherry”** to the Office of the Assistant / Deputy Director, Goods and Services Tax Intelligence, located at the ground floor of **The Commissionerate of GST and Central Excise, No 1, Goubert Avenue (Beach Road), Puducherry 605 001** in person or by registered/speed post/courier latest by **5 PM on 20.12.2017**. The Offers/bids received beyond the stipulated time and date shall not be considered / entertained.
5. The Department reserves the right to reject any or all the Offers without assigning any reasons therefor. For any further enquiries, the undersigned may be contacted.

Sd/xx/Joint Director
DGGSTI/Zonal Unit/Chennai

Procedure for submitting Tender documents for hiring of office accommodation for setting up of the Regional Unit of DGGSTI at Puducherry.

1. The tender consists of three parts
 - Part A** – Terms and conditions
 - Part B**–Technical bid
 - Part C** – Financial bid
2. **Both Part B and C should be sealed in separate envelopes and superscribed in bold letters as:**
 - a. TECHNICAL BID - offer for commercial space for setting up Regional Unit of DGGSTI at Puducherry.
 - b. FINANCIAL BID - offer for commercial space for setting up Regional Unit of DGGSTI at Puducherry.
3. Both these envelopes should be then placed in a single sealed cover super scribed “offer for commercial space for setting up Regional Unit of DGGSTI at Puducherry”and addressed to the Office of the Assistant / Deputy Director, Goods and Services Tax Intelligence, temporarily located at The Commissionerate of GST and Central Excise, No 1, Goubert Avenue (Beach Road), Puducherry 605 001.
4. Tenders not submitted as per the above procedure of Two Bid system as explained above will be summarily rejected
5. Technical Bid should contain the details required, as per proforma in Part B and Financial Bid should contain the details required, as per proforma in Part C.
6. **Procedure for processing the Tender**

Tenders (Technical Bid only) will be opened on the appointed date in the Office of the Assistant / Deputy Director, Goods and Services Tax Intelligence, temporarily located at The Commissionerate of GST and Central Excise, No 1, Goubert Avenue (Beach Road), Puducherry 605 001 in the presence of Bidders / representatives of bidders, present, if any, and acceptance of the tender according to the specified clause will be ascertained. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall be opened.
7. The Tender Evaluation Committee may, if required, visit the space offered by the bidders to ascertain the suitability of the space. The date and time of opening the Financial Bids will be informed to the bidders whose Technical bids are found acceptable be letter or email or phone.
8. Bids will be evaluated on the basis of criteria like location, availability of parking space, accessibility, suitability of the building for office, rates quoted for carpet area of the space offered etc.
9. Payments shall be made by the DGGSTI against pre-received bills as per the rental agreement to be executed between the DGGSTI and the owner or his/her legal representative of the approved premises on a monthly basis through Bank account on submission of bank account details.
10. The period of rental agreement shall be three years with a provision for extension of the agreement on mutually agreed terms, if any.
11. All disputes in connection with the execution of contract shall be settled under the provisions of the Arbitration and Conciliation Act 1996 and the rules framed there under and in force as applicable to such proceedings.
12. Failure on the part of the owner will attract penalty at the rates decided by the Arbitrator.
13. The documents submitted along with the Technical Bid shall be indexed and numbered. Each page and all the details provided should be duly signed by the authorized signatory.

PART A: TERMS AND CONDITIONS:

1. The Terms and condition shall form part of tender to be submitted by the bidder to the Office of the Assistant / Deputy Director, Goods and Services Tax Intelligence, Puducherry.
2. All bidders are requested to submit the tender document (Technical & Financial bids) duly filled in with relevant information supported by relevant documents at the Office of the Assistant / Deputy Director, Goods and Services Tax Intelligence, presently located at The Commissionerate of GST and Central Excise, No 1, Goubert Avenue (Beach Road), Puducherry 605 001, latest by **5 PM** on **20.12.2017**
3. All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Any other overwriting / cutting off, use of white ink should be duly initialled by the bidder. The Department reserves its right to reject the incomplete tender or in case information submitted is found to be incorrect. The Bids should be in typed form.
4. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
5. No tender will be accepted by fax, email or any other such means. The Tender shall be submitted by hand delivery in person or by registered/speed post/courier.
6. Tender documents received after due date and time shall be rejected outright and no correspondence in this regard shall be entertained.
7. The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw / modify the offer in terms of area and price and other terms and condition quoted in the Technical or Financial bids. The bidder has to submit an undertaking on non-judicial stamp paper of requisite value duly signed by legal owner or his power of attorney holder that the bidder shall not back out / cancel the offer / offers made during the validity period.
8. There should not be any deviation in terms and condition as have been stipulated in the tender document.
9. The tender will be acceptable only from original owner of the building or persons having valid power of attorney. The accommodation offered should be free from all encumbrances/claims and disputes /any liability and litigation with respect to its ownership, lease / renting and pending payments against the offered space and there should be no pending payments against the same. If any such litigation / liability comes to the notice / arises at a later date, the owner shall hold sole responsibility on the same.
10. Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. would be given preference.
11. The space offered shall be preferably on a single floor approved for commercial / Institutional use. In case, the space offered is on multiple floors, it should be continuous floors with the provision for dedicated entry for movement between the floors. Evidence of appropriate approvals for commercial / Institutional use must be submitted with Technical Bid.
12. If the accommodation offered is a multi-storied building, appropriate provisions for elevator should be available.
13. The building offered should be complete and suitable for ready to use as office.
14. The location of the accommodation offered should be in an area convenient for office use and should be easily accessible and located within Puducherry

15. The building should have 24 hours electricity supply with sufficient installed electricity load and water connection. If separate connection is not available sub-meter etc. has to be installed by the owner.
16. The building should have provision for 24 hours running water supply for both drinking and utility facilities
17. There should be adequate arrangement for public utilities (Toilets etc) separately for men and women.
18. All internal and external walls should be painted with good quality paint at the time of handing over the premises offered.
19. Adequate space should be available to park two-wheelers, cars etc.
20. The property should have proper security cover and proper fire safety measures installed as per the requirements of the local Municipality.
21. The Building services such as elevators, power supply, air-conditioning, local area network, telephone connectivity, plumbing and sewerage system should be fully operational.
22. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc. All major maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same.
23. Maintenance of premises externally shall be the responsibility of the owner.
24. The particulars of amenities provided/proposed to be provided inside the property / building complex should be clearly furnished in the Technical Bid
25. The Directorate, may, at any point during the lease period/extended lease period carry out temporary alterations to the existing buildings such as partitions, office fixtures and fittings to suit its requirements under intimation to the owner.
26. The responsibility for payment of all taxes such as property tax, municipal tax etc in connection to the property offered shall be of the Owner / Bidder and updated copies of all such tax receipts should be attached to the bid.
27. The assessment of reasonable rent will be done by the CPWD or any other Competent Authority who can issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.
28. Finalization of the space offered based on location and other amenities provided is subject to final approval / sanction by the Government of India as per the rules framed in this regard.
29. The rate of rent finally approved by the Competent Authority of DGGSTI is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision.
30. The payment terms mentioned in the financial bid shall be strictly followed and no deviations will be allowed.
31. The Tender will be acceptable only from the original owner of the building / legal power holder and no brokerage will be paid for the offered property. Canvassing in any form will automatically disqualify the offer.

32. Being a Central Government Office, no security Deposit / advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation.
33. The Bidder should give rental rates, showing taxes, if any, separately.
34. All existing and future rates, taxes insurance fee including public liability insurance, including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by landlord.
35. The Directorate reserves the right to verify/inspect the building before finalization of Tender and reject it out rightly, if the building is not in accordance to the specifications required.
36. The successful bidder is required to enter into Lease Agreement in the prescribed format approved by the Central Government.
37. Tender is likely to be rejected because of non-fulfilment of any of the above terms.
38. The Directorate reserves the right to reject all or any tender without assigning any reason thereof.

SIGNATURE OF LEGAL OWNER/POWER OF ATTORNEY HOLDER
(NAME IN BLOCK LETTERS)
(DESIGNATION AND SEAL WHERE APPLICABLE)

PART B**TENDER DOCUMENT**
TECHNICAL BID FOR RENTAL ACCOMMODATION FOR SETTING UP OF THE
REGIONAL UNIT OF DGGSTI AT PUDUCHERRY

S.No	Particulars	Documents to be submitted
1.	Full Particulars of the Legal Owner of the premises a) Name b) Address(es) c) Telephone & Mobile Numbers Business Residential d) Tele Fax Number e) E-Mail Address f) PAN No, TAN and GST Numbers	Copies of the PAN, TAN and GST Registrations
2.	Full particulars of person(s) offering the premises on rent/lease and submitting the tender with contact details such as complete postal address, mobile and landline numbers, email id etc	Relevant details
3.	Status of the applicant with regard to the accommodation offered for hiring (Individual/ Partnership Firm/Company/Society/any other, specify) (enclose power of attorney also if the applicant is other than owner)	Relevant Details
4.	a) Complete Address with brief description and location of the building b) Details of the Accommodation offered on rent c) Radial distance from Railway Station and bus station	Relevant Details
5.	Total Area offered for Rent i) Total Carpet Area (in Sq. Meters) ii) Total Covered Area (in Sq. Meters) iii) Total Plinth Area (in Sq. Meters)	Certified sketch and site plan
6.	Particulars of completion certificate, Year of construction, age of the building etc.	Attested/ self certified copy of the completion certificate issued by the competent authority, if any
7.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes, due or like	Copy of Affidavit from owner or Power of Attorney holder
8.	Quantum of Open ground available	
9.	Facilities for vehicle parking	Please specify details of space available separately for four wheelers and two wheelers
10	Type of accommodation a) Whether single storied or multi storied b) Whether un-partitioned or ready to use c) Whether modification of internal plan permitted to suit the needs of the office d) Details of gensets/ UPS etc	
11.	No. of Lift(s)/Carrying Capacity etc.	Provide details of Make, year installation, AMC etc.
12.	Availability of Facilities / utilities	Number of Rooms, partitions, toilets(separately for men & women), washbasinetc., floor wise with details
13.	a) Whether running water, drinking and otherwise, available round the clock? b) Whether sanitary and water supply installations have been provided for?	

14.	a) Whether electrical installation and fittings, Power Plugs, switches etc. provided or not b) Whether building has been provided with sufficient lights and fans in all rooms or not? If yes, give the Nos. of fans floor wise	
15.	i. Sanctioned Electricity load ii. Whether willing to get electricity load as per the requirement of the office	
16.	i) Details of Power Back-up facility / Generator with capacity ii) Arrangements for regular repairs and maintenance of such Power Back up facility	
17.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate	Copy of Certificate
18.	The period and time when the said accommodation could be made available for occupation (after the approval)	Undertaking from the owner
19.	Whether the owner of the building is agreeable to i) Monthly rent as determined and fixed by Competent Govt. Authority like CPWD ii) Monthly rent fixed as per (i) above to remain valid/constant for initial lease (minimum three years)	Undertaking from the owner
20.	Specify the lease period (minimum three years) and provisions for extension	
21.	Various Tax Receipts (property / municipality etc)	Copies of latest receipts
22.	Space offered should be free from any liability and litigation with respect to the ownership and there should be no pending payments against the same.	Undertaking from the owner. If any case is pending before any Court in respect of the building/premises offered on rent, copies of the same to be provided
23.	Clearance / No objection certificate from all relevant Central / State Governments and Municipal / Local bodies including Fire Department for use as Office premises complying to the Municipality Rules / bye-laws.	Copies of all NOCs and clearance certificates
24.	Provisions for regular repairs and maintenance and special repairs, if any of the building	
25.	Any other salient aspect of the building which the party may like to mention.	
26.	Remarks, if any.	

Declaration:

- (i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- (ii) It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the Department may wish to take.

SIGNATURE OF LEGAL OWNER/POWER OF ATTORNEY HOLDER
(NAME IN BLOCK LETTERS)
(DESIGNATION AND SEAL WHERE APPLICABLE)
CONTACT NUMBER(s)

PART C

TENDER DOCUMENT

**FINANCIAL BID FOR RENTAL ACCOMMODATION FOR SETTING UP OF THE
REGIONAL UNIT OF DGGSTI AT PUDUCHERRY**

1.	Name and Address of the applicant with telephone numbers	
2.	Status of the Applicant with regard to Building / Accommodation offered for hire by the owner or Power of Attorney Holder	
3.	Full Particulars of the Owner i) Name ii) Address(es) iii) Telephone Numbers a) Business b) Residential iv) Tele Fax Number v) Email id	
4.	Complete details of the Building viz., i) Company's Postal Address ii) Location iii) No. of Floor iv) Covered Area (in Sq. Meters) v) Plinth Area (in Sq. Meters) vi) Carpet Area (in Sq. Meters)	
5.	Expected Rent to be demanded per month (during the initial lease period of three years) i) Rs. Per Sq. Meter of Carpet Area ii) Rs. Per Sq. Meter of Covered Area iii) Rs. Per Sq. Meter of Plinth Area iv) Taxes, if any v) Other Charges, if any *Rent fixed will be subject to the FRC norms followed by the CPWD authorities.	Rs. Rs. Rs. Rs. Rs.
	Total Rent demanded per month	Rs. (Rupees only)
6.	Whether Property tax, all Municipal Taxes, Local Taxes are included in the rent. Furnish details of such viz., Property tax, all Municipal Taxes, and other Local Taxes being levied and paid in respect of the accommodation offered.	
7.	Does the owner intend to charge separately for the facility of power back-up provided? If yes, indicate the amount payable on this count (in addition to the rent) enumerative terms and conditions and such details relevant (if need a separate note duly signed could be appended)	
8.	Are there any items or special services intended to be provided for payment of additional charges (besides the rent)? If so, please indicate each such service/intended to be provided with details of such charges separately against each such service facility.	
9.	Any other condition(s) having financial implication relevant to the offer of the building. Give details	
10.	Remarks	

N. B.:

1. Offers containing terms for payment of Security Deposits/Advance Rent and/or for increase in rent during initial lease period of three years are liable to rejection without any reference to concerned parties.
2. Lowest bidder shall be decided based on the total amount filled in the above and any rent revision proposed. No other charges will be considered in deciding lowest bidder.
3. Quote should be covering all taxes and duties. This shall be the amount payable by the Directorate monthly as rent after deducting TDS.
4. Rates should be quoted in figures and words without any errors, overwriting or corrections. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

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