



कार्यालय आयुक्त, केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवाकर मुख्यालय ग्वालियर
कैम्प माणिक बाग पेलेस, जिला-इन्दौर, म.प्र.

**OFFICE OF THE COMMISSIONER OF CENTRAL
EXCISE, CUSTOMS AND SERVICE TAX, HQRS.
GWALIOR**

Camp at Manik Bagh Palace, District INDORE (M.P.)
452014

Ph.0731-2470677

Fax : 0731-2470898

C.No. I(01)10/2016/Adm/

Indore dated 14.03.16

Tender Notice No.01/2016

The Office of the Commissioner Customs, Central Excise & Service Tax Hqrs. Gwalior, Camp at Manik Bagh Palace, Indore , invites offers/Bids (two bid system) for hiring of the office premises at the places shown in the Table Below for an initial period of 03 Years at Gwalior which may be renewed from time to time, if required by the Department. The premises should be in a single building preferably no other commercial activity should be carried on from the same premises.

S.No.	Name of the Office	Place	Net Carpet Area (sq.ft)
1	Central Excise & S.Tax Commissionerate Gwalior and Central Excise Division Gwalior alongwith 05 range office.	Gwalior, should be in main city	Total 21887

2. The premises should be approved from respective authority for commercial /official use and should have parking area for 30 cars. The building/floor should be independent, properly ventilated, clean and cubically form structure with suitable toilet/Bathrooms for use of officers, should have provisions for twenty four hours uninterrupted power and water supply, on a wide approach road, well connected by Public Transport and fire and earth quake safety norm complaint and should be free from all encumbrances. Building situated in the Heart of the Gwalior City .

3. Interested persons/ parties may obtain the Tender documents from the Superintendent (Infra) Central Excise Hqrs. Gwalior camp at Manik Bagh Palace, Indore on payment of Rs. 1000/- (Rs. One thousand only) (Non refundable) by way of Demand Draft in favour of Commissioner , Customs & Central Excise Gwalior on any working days from 11.00 am to 04 P.M. within one month time from the date of publication of the this tender . Alternately, it may be downloaded from the official Website www.cbec.gov.in and www.centralexciseindore.nic.in. In case the tender document downloaded from the website, a non refundable Tender fee of Rs. 1000/- (Rs. One thousand only) (Non refundable) by way of Demand Draft in favour of Commissioner , Customs & Central Excise Gwalior at the time of submission of the duly filled tender Application.

4. Sealed Tender should reach this office on or before one month of time of date of publication of this tender.

[Signature]
Joint Commissioner (P&V)
Central Excise Hqrs. Gwalior
14/03/16

OFFER LETTER

To
The Joint Commissioner
Customs and Central Excise Hqrs Gwalior
Camp at Manik Bagh Palace Indore

Subject : Hiring of Office Premises at Gwalior- Regarding

Ref.No. Advt. dated..... Published in Newspapers on.....

With reference to your Tender Notice calling offers for hiring of office accommodation for Customs, Central Excise and Service Tax Department, I/We hereby submit my/our offers for the office as follows :

- (a) Technical Bid : Annexure A (in separate sealed cover along with & other documents)
(Envelope-I)
 - (b) Financial Bid : Annexure B (in separate sealed cover (Envelope-II)
 - (c) Annexure- C
2. The two sealed envelopes containing technical bids and financial bids referred to above have been put in main envelope as required.
 3. I hereby, undertake to abide by various terms and conditions contained in the tender documents.
 4. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Date :

Yours sincerely,

Signature and stamp of the owner/bidder/authorized Signatory with Complete Name, Address, Contact No.s, including Mobile No.s (also Indidcate the category in which signing, whether on his own behalf of as power of Attorney/Authorised Signatory of the owner etc.)

ANNEXURE-A

TECHNICAL BID FOR HIRING OF OFFICE ACCOMODATION

1	Full Particulars of the legal owner of the premises: (i) Name: (ii) Address(es): (iii) Telephone No. (iv) Tele Fax: (v) E-Mail Address: (vi) PAN No.	
2	Full particulars of person(s) offering the premises on rent/lease and submitting the tender:	
3	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)	
4	Type of building – commercial or residential	
5	(a) Complete Address and location of the building. (b) Details of the Accommodation offered for rent (viz. carpet area, floor wise) (Enclose Certified Sketch Plan also)	
6	Detailed approved plan of the accommodation	
7	Date of Construction	
8	Total Area offered for rent: (i) Carpet area. (ii) Covered area/ Built up area. (iii) No. of floors in the building, other facilities and amenities available with the building. – floor-wise area (iv) Type of building : Commercial or Residential	
9	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.	
10	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.)	
11	Parking space available for Department – area and specify how many Nos of vehicles for both four wheelers and two wheelers can be parked.	
12	Type, model, company and No. of Lift(s)/carrying capacity, provide details of make, year of installation etc.	
13	Number of Hygienic Toilets-floor wise, with details separately for men & women.	

14	(a) Whether running water, both drinking and otherwise, available round the clock? (b) Whether sanitary and water supply installations have been provided for?	
15	Whether separate electricity and having sufficient installed electricity load and water connection available?	
16	Sanctioned electricity load	
17	(a) Whether electrical installation and fittings, Power Plugs, switches etc., provided or not? (b) Whether building has been provided with fans in all rooms or not?(If yes, give the No.s of fans floor wise)	
18	(i) Details of Power back-up facilities (ii) Arrangements for regular repairs and maintenance of such Power Back up facility	
19	Details of Fire Safety Mechanism along with particulars of Fire Deptt. Certificate (Copy of certificate to be enclosed)	
20	The period and time when the said accommodation fit for office use could be made available for occupation.(after the approval)	
21	Specify the lease period (minimum three years and provision for extension).	
22	Whether the owner of the building is agreeable to: (i) Monthly rent as determined and fixed (Fair Rent Certificate) by Competent Govt. Authority like CPWD. (ii) Monthly rent fixed as per (i) above to remain valid for initial lease period of three years. If yes, an undertaking to this effect is required to be submitted by the owner of the building.	
23	Provisions for regular repairs and maintenance and special repairs, if any, of the building.	
24	Any other salient aspect of the building, which the party may like to mention.	

21. Declaration:

- (i) I/We have read and understood the detailed terms and conditions applicable of 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 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 Deptt. may wish to take.

Signature of Legal Owner/Power of Attorney Holder
(Delete as inapplicable)

NAME IN BLOCK LETTERS
(Designation and Seal where applicable)

ANNEXURE-B

FINANCIAL BID FOR HIRING OF OFFICE ACCOMODATION

1	Name & Address of the applicant with Phone No.s	
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 No.s / Mobile Nos. (iv) Tele Fax: (v) E-Mail Address:	
4	Complete details of the building viz. (i) Complete postal address (ii) Location (iii) No. of floor (stones) (iv) Covered area (v) Carpet area (In Sq. ft.)	
5	Rent in Indian Rupees per month per square feet 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. & 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, as applicable, to be borne by the tenant Department.)	Rs. _____ / month/ Sq. ft.
6	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 needed, a separate note duly signed could be appended).	
7	Rate of common area maintenance Per Sq. Feet on carpet area per month.	
8	Any other condition(s) having financial implication relevant to the offer of the building. Give details, if any	
10	Remarks.	

N.B.:

All the taxes including service tax, property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder for the entire period of tenancy.

Signature of Legal Owner/Power of Attorney Holder

NAME IN BLOCK LETTERS
(Designation and Seal where applicable)

(Delete as inapplicable)

ANNEXURE-C

FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER (Please \checkmark mark if provided by you)		
1	There should be provisions for 24 hrs. electricity & water supply	
2	The area proposed to be given on rent should be in one independent building	
3	The building should be in a ready to use condition at the time of handing over possession, with electricity, water, lifts, sewerage, fire fighting equipments and adequate toilet facilities. The electric power availability should be indicated.	
4	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement	
5	THE FINANCIAL BID SHOULD INCLUDE:	
The rent proposed to be charged per Sq. Feet on the basis of carpet area which should be inclusive of all costs of services including		
	(I) The charges for the maintenance (Civil, electrical, plumbing)	
	(II) The charges for the maintenance of the air-conditioning equipment if centralized and lifts;	
	(III) The charges for parking space;	
	(IV) The charges for security.	
	(V) Taxes and duties, to be paid to various authorities.	
6.	Signature of Legal Owner/Power of Attorney	