

 <p>सत्यमेव जयते</p>	<p>GOVERNMENT OF INDIA OFFICE OF THE ASSISTANT COMMISSIONER, CENTRAL EXCISE &amp; SERVICE TAX DIVISION, DAK BUNGLOW ROAD, GAYA-823001 PHONE &amp; FAX : 0631-2222646 E-mail ID - cexd1205@nic.in</p>	
C.No. I(II)1-Admn./part-2/80/	Dated : 01.05.2015	

TENDER NOTICE FOR OFFICE ACCOMODATION

The Assistant Commissioner of Central Excise & Service Tax Division, Gaya invites offers under the two bid system in prescribed Tender/Bid documents from legal owners and/or their power of Attorney holders for hiring of office premises for Central Excise & Service Tax Division & Range Gaya measuring 4,000 sq. ft.(approx) located in Gaya town within the ambit of 500 Meters radius of Civil Lines Police Station preferably on/close to main Roads of the city and should be well connected with public transport. The space offered should either be an independent building located within a radius of 500 meters of Civil Lines Police Station, Gaya with an easy access to the RLY Station or main road or in a building similarly located. It should be fit for office use. Assured parking should be available for at least 02 Cars, 15 Motor Cycles, open space for two Generators. The interested parties may collect the detailed technical specifications of the required accommodation and other terms and conditions applicable from the Administrative Officer, Central Excise & Service Tax Division Gaya within 10 (Ten) days of the publication of this advertisement. The officers/bid under Two Bid System viz. Technical Bid and Financial Bid are to be submitted in Two separate SEALED COVER, one for Technical Bid and other for Financial Bid in person/by Registered/Speed Post/Courier so as to reach the above mentioned address on or before 26.05.2015 within office hours. Offers received beyond the specified date/time shall not be entertained. This office takes no responsibility for delay/loss of documents by post. This office reserves the right to reject any or all the offers without assigning any reasons thereof. For any query regarding the subject tender, contact Sri Anil Kumar Sinha, Administrative Officer, Central Excise Division, Gaya-823001(Telephone No. 0631-2228764)

Sd/-  
(Anuj Kumar Pandey)  
Assistant  
Commissioner  
Central Excise & Service  
Tax  
Division Gaya



C.No.I(II)1-Admn./part-2/80/  
01.05.2015

Date :

Copy to:

1. Notice Board, Central Excise & Service Tax, Division, Gaya
2. Superintendent (System), Central Excise & Service Tax (Hqrs.), Patna for exhibiting the notice on the Departmental Websites.

Sd/-  
(Anuj Kumar Pandey)  
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### TENDER NOTICE

The Assistant Commissioner, Central Excise & Service Tax, Division, Gaya intends to hire premises for office accommodation having an area of about 4000 sq.ft. at Gaya within the ambit of 500 meters of Civil Lines Police Station, Gaya for Central Excise & Service Tax Division & Range, Gaya. Following documents giving full details are as under:-

1. Terms & Condition : Annexure 'I'
2. Proforma for Technical Bid- Part-I : Annexure 'II'
3. Proforma for Financial/Price Bid-Part II: Annexure 'III'

Tender should be submitted in two parts i.e. Part-I for Technical part and part-II for Financial/Price part fully filled up. Both the Annexure should be kept in separate sealed envelope which may be scribed as "Annexure II" & Annexure III". Both envelopes of Annexure-II & Annexure-III should be kept in another sealed cover subscribing "Tender for Office Accommodation" which will be in the name of "The Administrative Officer, Central Excise & Service Tax, Division Gaya, Near Civil Lines Thana, Dak Bungalow Road, Gaya". The technical bids will be opened on 27.05.2015 at 14.00 hrs. by a committee in presence of all bidders, if present. The tenders will be short listed on the basis of their technical competency after opening of Annexure-II and due verification as deemed fit. Financial bids [Annexure III] of only those bidders will be opened who are short-listed on the basis of their Technical Bid [Annexure II].

For any clarification in the matter, prior appointment may be made with the Administrative Officer, Central Excise & Service Tax Division Gaya.

The Assistant Commissioner, Central Excise & Service Tax, Division Gaya reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.

Sd/-  
Assistant  
Commissioner  
Central Excise & Service  
Tax  
Division Gaya

**1. TERMS AND CONDITIONS FOR TECHNICAL BID**

1. The Building offered should be located within the ambit of 500 Meters radius of Civil Lines Police Station preferably on/close to main roads of the city and should be well connected with public transport.
2. The Building should have sufficient Parking space (Minimum 500 Sq. Ft.) Earmarked parking exclusively for the hire will be desirable.
3. The Building should have dedicated lift service of reputed make if the space is located on upper storey.
4. The ambience of the Building should be elegant, airy and free from encumbrances, encroachment and should have wide approach road. Preferably, a non-encumbrance certificate should be accompanied with.
5. Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by the Asstt. Commissioner, C.Ex. & S.Tax Division, Gaya and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final.
6. The Building should have separate toilets for ladies and gents. Further, at least one room should have attached toilet facility.
7. There should be provision of 24 hours water supply including adequate supply of water for toilets, washbasins, housekeeping, other cleaning purpose etc.
8. The Building should have adequate fire safety measures and security measures as per legal requirement.
9. The premises should have suitable and uninterrupted power supply for office as well as common area. The electric power available should be indicated.
10. There should be adequate open space for installation of generators and there should be provision for connecting them to the power supply lines.
11. All services such as lifts, Power Supply, Plumbing, Adequate Toilet Facility, Sewerage, Firefighting Equipment, Telephone Connectivity, etc. should be in fully operational condition at the time of submission of the offer by the bidder.
12. All internal and external walls should be well painted with good quality paint at the time of handing over the premises to the Department.
13. The floor should be of vitrified tiles/marbles/Granite.
14. Only legal owners/holders of the power of attorney from the legal owners, of the premises need to respond.
15. The building should meet all other safety norms like earthquakes resistance, flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
16. All Corporation Taxes, Municipal tax, Water charges or any other Tax/Cess leviable on the premises will be borne by the house owner. Service Tax, if any will be borne by the department.

17. The electricity bills as per actual consumption will be borne by the Department.
18. The charges for the maintenance (Civil, electrical, plumbing, lift, parking space, security, taxes and duties), if any, will be borne by the house owner.
19. The Asst. Commissioner of Central Excise & Service Tax, Division, Gaya reserves the right to reject any or all of the bids so received at any stage without assigning any reason thereof.
20. The Assistant Commissioner of Central Excise & Service Tax Division Gaya has the right to terminate the contract at any time before the expiry of contract period by giving 1 months notice in writing without assigning any reason.
21. The last date of receipt of tenders at the address mentioned above is 26.05.2015 till 17.00 hrs. offers beyond the specified date/time shall not be entertained and Asst. Commissioner of Central Excise & Service Tax, Division, Gaya takes no responsibility for delay/loss of documents sent by RPAD/Speed Post.

**2. Following documents are essential and must be submitted as part of Technical Bid:-**

- a. Offer letter(duly signed and stamped)
- b. This tender/offer document (duly signed and stamped on each page) in token of acceptance of Terms & Conditions mentioned there in.
- c. Technical Bid in Annexure-II(Duly signed and stamped on each page)
- d. Other documents as detailed in the Technical Bid i.e. Annexue-II (duly signed and stamped on each page)

Tender application/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected.

**3. The procedure for submitting Bids, is mentioned below:**

- a. For technical bid, documents at **a to d** of para 2 above with all other required documents duly signed should be submitted in a sealed envelope (Envelope-I) superscripted as "TECHNICAL BID for office Accommodation for Central Excise and Service Tax Division & Range, Gaya.
- b. Financial bid should be submitted in another separate sealed envelope (Envelope-II) superscripted as FINANCIAL BID for office Accommodation for Central Excise and Service Tax Division & Range Gaya."
- c. Both the aforesaid sealed envelopes-I & II should be placed in another larger envelope which should also be properly sealed. Envelope should be superscripted as:- TENDER FOR HIRING OF OFFICE PREMISES FOR CENTRAL EXCISSE & SERVICE TAX DIVISION & RANGE, GAYA.

**4. SCOPE OF MAINTENANCE**

The land lord would bear the cost of maintenances of the following.

- Periodical civil, electrical firefighting maintenance. Preventive maintenance drill for firefighting equipment would be responsibility of bidder.

- Periodical maintenance of the building, which includes painting of walls doors & windows and all the exteriors and all the common areas of the building.
- Maintenance of lighting posts etc. of common area.
- Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
- Insurance of building
- Maintenance and running of water pumps installed at the premises

## **5. PAYMENT OF RENT**

- (a) The rent proposed by the house owner or as fixed by the CPWD/Competent authority or as per negotiation with the house owner whichever is lesser will be accepted/fixed.
- (b) The rent fixed at the hiring stage will be effective during the entire period of the contract.

## **6. JURISDICTION OF THE COURT**

In case of any legal dispute arising out of this tender/contract, the jurisdiction shall be the Courts at Gaya only.

## **7. LEASE AGREEMENT AND VALIDITY OF AGREEMENT**

The agreement of the hired building will be executed in the standard Lease Agreement format prescribed by the department.

**OFFER LETTER**

**REF No: F.No.....dated.....published in  
newspapers/websites.**

**Subject:- TENDER FOR HIRING OF OFFICE PREMISES FOR CENTRAL  
EXCISE & SERVICE TAX DIVISION & RANGE GAYA AT GAYA-  
Regarding.**

With reference to your Tender Notice calling for offers for hiring of office accommodation for Central Excise & Service Tax Division & Range, Gaya at Gaya, I/We hereby submit my/our offer as follows:-

- (a) Technical Bid: Annexure-II(Envelop-I)
- (b) Financial Bid: Annexure-III in separate sealed cover (Envelope-II)

The two sealed envelopes containing technical bids and financial bids referred to above have been put in main envelope as required.

I hereby undertake to abide by various terms and conditions contained in Annexure -I downloaded from website [www.cbec.gov.in](http://www.cbec.gov.in) (Copy of Annexure-I duly signed is enclosed)

I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Date :

Signature and stamp

of the  
Owner/bidder/authorized Signatory  
with  
Complete Name, Address, Contact no. including  
Mobile  
No(s)(also indicate the category in which  
signing,  
Whether on his own behalf of as  
power  
Of Attorney/Authorized signatory of the  
owner

**TECHNICAL BID PROFORMA**

01.	<b>Full particulars of the legal owner/owners of the premises:</b>	
	(i) Name	
	(ii) Address of office & Residence	
	(iii) Telephone No./Mobil No.	
	(iv) Tele Fax	
	(v) E-Mail Address	
	(vi) PAN No.	
	(vii) The location and full address of the accommodation	
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 Accommodation offered for hiring (enclose power) of Attorney also if the applicant is other than owner)	
04	Type of building –Commercial of residential	
05	(a) Complete Address and location of the building:	
	(b) Details of the Accommodation offered for Rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified sketch Plan also)	
07	Date of Construction	
08	Exact carpet area (Floor wise)	
09	Exact built up area	
10	Floor Number to be offered	
11.	No. of floors in the building	
12	Other Facilities and amenities available with the building	
13	No. of lifts available/carrying and their capacity with make.	
14	(a) Area of parking space available for department (b) No. of vehicles which can be parked there (Four wheeler & Two wheeler pl. specify separately). (c) Whether parking area is with shed covered (Pl. specify Yes or NO.)	
15	(a) Whether accommodation offered for rent is free from litigation including disputes in Regard to ownership. (b) Pending taxes/duties, if any.	
16	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	
17	(a) Whether running water, drinking and otherwise, available round the clock.	
	(b) Whether sanitary and water supply installation have been provided for?	
	(c) No. of Toilets and its area.	
	(d) No. of Rooms with attached Toilet.	
18	Whether separate electricity and having sufficient installed has been provided for?	
19	Sanctioned Commercial electricity load.	
20	(a) Whether electrical installation and fitting Power, plugs, switches etc. provided or not?	
	(b) Space for installation of Generator/DG set	
21	Details of Fire Safety Mechanism, if any	
22	Whether the building is earth quake resistant. If yes, Please provide a certificate from the competent authority	
23	Any other salient aspect of the building which the Party may like to mention.	
24	Boundaries of the building (North, East, West, South)	
25	Date of external/Internal painting on the wall and Doors/window	
26	Whether floor is of verified tiles/marbles/Granite	
27	Whether the owner has any objection on construction of rooms/cabins by the department as per requirement in future.	
28	Insurance of the Property valid up to (Pl. specify the date)	
29	Width of the approach road on which the Building is located	
30	Whether the premises is vacant and available in ready to occupy condition.	
31	Mention specifically any hazard, industrial or otherwise, associated with the building or surroundings which are harmful for human.	
32	Name of the Office or persons with occupation already rented out in the same building (Pl. attach copy of agreement)	
33	Name of the documents attached with Technical Bid in support of the above.	

#### 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 totally.

- (ii) It is hereby declared that the particulars of the buildings 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 society/Department may wish to take.

**Signature of Legal Owner/Power of**

**Attorney Holder**

**ANNEXURE-**  
**III**

**FINANCIAL BID PROFORMA**

01.	Name & Address of the applicant With Phone No.	
02	Status of the applicant with regard to Building/Accommodation offered for hire by the owner or power of Attorney Holder	
03	Full Particulars of the owner:	
	(i) Name	
	(ii) Address	
	(iii) Telephone No./Mobile No.	
	(iv) Business	
	(v) Residential	
	(vi) Tele Fax No.	
	(vii) PAN Card (Photo copy)	
04	Rent per square feet of the carpet area per month as mentioned in Technical Bid [in Indian Rupees] the rent will be inclusive of all taxes to be borne by the house owner as per terms and conditions of the Tender.	
05	Rent for providing space for parking DG set please specify separately	
06	Rent for providing other facility (if any) please specify separately.	

**Signature of Legal Owner/Power of Attorney**

**Holder**