

	<p>भारत सरकार  <b>GOVERNMENT OF INDIA</b>  आयुक्त का कार्यालय  <b>OFFICE OF THE COMMISSIONER</b>  केंद्रीय जीएसटी आयुक्तालय, गुवाहाटी  <b>CENTRAL GST COMMISSIONERATE, GUWAHATI</b>  गरत भवन , केदार रोड, माछखोवा, गुवाहाटी - 781001  <b>GST Bhawan , Kedar Road, Machkhowa, Guwahati - 781001</b></p>	
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C.NO: I(4)4/PRO/CE-GHY/2017

dated 20. 02. 2019

**Tender Notice for Hiring Of Office Premises**


Sealed Tenders are invited for hiring of office building having adequate parking space as per the table below:

Sl. No.	Place	Space required(carpet Area) in Sq. ft.
1	Hailakandi	1000 - 1500 approx.
2	Haflong	1000- 1500 approx.

2. Tenders are invited in two bid tender systems i.e. Technical Bid and Financial Bid for each of the place and the sealed Tenders should be addressed to Assistant Commissioner (Admin.), Central Goods & Services Tax, GST Bhavan, Kedar Road, Machkhowa, Guwahati-781001. The Tender forms and details regarding General Terms and conditions can be obtained from the PRO, Office of the Commissioner, Central Goods & Services Tax, Room No. 101, GST Bhavan, Kedar Road, Machkhowa, Guwahati-781001 or can be downloaded from official website [www.cbec.gov.in](http://www.cbec.gov.in) and [www.centralexciseguwahati.gov.in](http://www.centralexciseguwahati.gov.in).

3. The rent will be approved by the competent authority on the basis of assessment and recommendation of CPWD and the owner should be willing to accept the rates/rent as approved. The Commissionerate reserves the right to amend any/ all terms and conditions as it deems necessary. The Commissionerate reserves the right to reject/accept any or all of the bids at any time without assigning any reason thereof.

4. The Tenders should reach this office **14<sup>th</sup> March 2019** up to 2.00 PM. The Technical bids will be opened by the Hiring committee at 4.00 PM on **14<sup>th</sup> March 2019** in the presence of all such bidders or representatives who wish to be present.

  
20/2/19  
(B.B. Karmakar)

Assistant Commissioner (Admin)



भारत सरकार  
GOVERNMENT OF INDIA  
आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER  
केंद्रीय जीएसटी आयुक्तालय, गुवाहाटी  
CENTRAL GST COMMISSIONERATE, GUWAHATI  
गस्त भवन, केदार रोड, माछखोवा, गुवाहाटी - 781001  
GST Bhawan , Kedar Road, Machkhowa, Guwahati -  
781001



OFFICE OF THE COMMISSIONER  
CENTRAL GST COMMISSIONERATE, GUWAHATI  
GST Bhawan , Kedar Road, Machkhowa,  
Guwahati - 781001

TENDER/OFFER DOCUMENT

**Hiring of Office Accommodation**

	<p>भारत सरकार  <b>GOVERNMENT OF INDIA</b>  आयुक्त का कार्यालय  <b>OFFICE OF THE COMMISSIONER</b>  केंद्रीय जीएसटी आयुक्तालय, गुवाहाटी  <b>CENTRAL GST COMMISSIONERATE, GUWAHATI</b>  गस्त भवन , केदार रोड, माछखोवा, गुवाहाटी – 781001  <b>GST Bhawan , Kedar Road, Machhkhowa, Guwahati - 781001</b></p>	
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**OFFICE OF THE COMMISSIONER**  
**CENTRAL GST COMMISSIONERATE, GUWAHATI**  
**GST Bhawan , Kedar Road, Machhkhowa,**  
**Guwahati - 781001**

**Email : cceghy@nic.in / Tel : 0361-2972057**

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भारत सरकार  
GOVERNMENT OF INDIA  
आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER  
केंद्रीय जीएसटी आयुक्तालय, गुवाहाटी  
CENTRAL GST COMMISSIONERATE, GUWAHATI  
गस्त भवन, केदार रोड, माछखोवा, गुवाहाटी - 781001  
GST Bhawan , Kedar Road, Machhkhowa, Guwahati -  
781001



C.No. I(4)4/PRO/CE-GHY/2017

Date:

TENDER/OFFERDOCUMENT (TERMS & CONDITIONS)

To

All the intending Parties

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Sub: Tender for hiring of office premises for of the Commissioner, Central Goods & Services Tax, Guwahati – reg.

Dear Sirs/Madams,

The Office of the Commissioner, Central Goods & Service Tax, Guwahati intends to hire office space at the locations mentioned in the table below:-

Sl. No	Place	Space required	Nodal Officer	Address/Tel. No. of nodal officer
1.	Halakandi	1000 - 1500 approx.	PRO, CGST, Guwahati	Room No. 101, GST Bhawan, Kedar Road, Guwahati -781001 0361 2972057
2.	Haflong	1000- 1500 approx	-do-	- do-

The hiring of office space will be for 3(three years) initially which may be renewed from time to time, if required by the office of the Commissioner, Central Goods & Service Tax, Guwahati.

1. The premises having following amenities/facilities and features will be preferred for consideration and will gain weighted:-
  - I. The building offered should be complete and suitable for use as office
  - II. The building offered should be ready to be occupied. The office premises should be 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.
  - III. There should be adequate natural lighting in the campus/compound.
  - IV. There should be provision of service water system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
  - V. There should be adequate cross-ventilation.
  - VI. There should be adequate open space for generators and provision for connecting them to the power supply lines.
  - VII. The premises should have minimum parking space for one car per 700 sq. feet of rented carpet area . Earmarked parking for the hirer will be desirable.
2. The intending parties should send their proposal/bid addressed to the office of the Nodal Officer, mentioned against each in the table above. The bid is to be submitted in two parts- Technical and Financial bid. The Technical and Financial bid proforma have been placed as Annexure-'A' and 'B' respectively to this tender document.

The tender documents can be downloaded from the official website at [www.centralexciseguwahati.gov.in](http://www.centralexciseguwahati.gov.in) / [www.cbec.gov.in](http://www.cbec.gov.in)
3. 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 acceptance of Terms & Conditions mentioned therein.
  - (c) Technical Bid in Annexure 'A' document (duly signed and stamped on each page)
  - (d) Other documents as detailed in the Technical Bid i.e. Annexure-'A' document (duly signed and stamped on each page)

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

4. The procedure for submitting bids is mentioned below:-
  - a) For technical bid, documents at (a to d) of Para 3 above with all other required documents (duly signed) should be submitted **only in a sealed envelope** (Envelope-I) superscripted as Technical Bid for Office Accommodation for Central Goods & Service Tax at \_\_\_\_\_( Name of Place)
  - b) Financial bid should be submitted in another separate **sealed envelope** (Envelope-II), superscripted as 'Financial Bid' for office Accommodation for Central Goods & Service Tax at Name of the place.
  - c) Both the aforesaid sealed envelopes (I&II) should be placed in another larger envelope which should also be properly sealed. This envelope should be superscripted as "Tender for Hiring office premises for Central Goods & Service Tax at (Name of the place) Reference NO C.No. I(4)4/PRO/CE-GHY/2017 dated 20.02.2019 to be opened on 14.03.2019

## IMPORTANT NOTE

- I. The bidder should refrain from indicating the rents and other financial details in the technical bid and if they do so, the bid will be rejected as much as the envelope containing the financial bid shall not be opened.
  - II. Any deviation from the above procedure (e.g. putting together of Technical and Financial bids in the same cover, non submission of requisite documents, non sealing envelopes) shall lead to rejection of bid document (a&b) initio.
5. The bid documents can also be dropped along with the offer letter in the locked sealed Tender Box for each station in the office of the Nodal Officer by **14<sup>th</sup> March 2019** upto **2.00PM**. The Tender Box will be opened by the Hiring Committee at **4.00 PM** on **14<sup>th</sup> March 2019** for Technical Bids only in the presence of all such bidders or representatives who wish to be present. The tender box will be opened in the Chamber of the Chairman, Hiring Committee, in the office of the Nodal Officers. The financial bids of those who qualify on evaluation of Technical bids by the Hiring Committee would be opened later, the date of which will be intimated to the qualified bidders separately.
6. After opening the Technical bids, Financial bids will be opened only after due physical inspection of the premises as per the details given in the tendered bid, to verify whether the offered premises complies with the desired technical specifications or not.
7. In case the premises is found as per the desired technical specification, 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.
8. 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.
9. 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 should be indicated in the financial bid only.
10. The offer should be valid for a minimum period of 06 (six) months from the due date of opening of tender.
11. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.
12. Tenders received after the due date and time for whatever reason, shall not be entertained and the Commissionerate shall not be responsible for any loss or delay in delivery of tender documents.
13. The premises offered should have necessary construction approval/clearances from all Central/State Government/Local Bodies and should be legally free from all encumbrances.
14. 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.
15. Renewal of lease agreement is also subject to certification by CPWD/Hiring Committee and final approval/sanction by Government of India as per rules framed in this regard.
16. 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.

17. Selected party shall be required to sign a Lease Agreement with the designated authority of Commissioner, Central Goods & Service Tax, Guwahati as a legal requirement. The agreement shall be signed initially for a period of 3 (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.

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

19. 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.

20. The Commissioner, Central Goods & Service Tax, Guwahati shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates.

21. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the Commissionerate

22. In case the security of the building is taken by the Commissionerate/Government of India for strategic reasons, the rent to be paid to the bidder shall be accordingly reduced

23. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of Commissioner, Central Goods & Service Tax, Guwahati. If the bidder fails to do so, Rs. 1000/- per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs. 1000/- per minor complaint.

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

25. Terms and conditions given in this 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 stipulated in the Tender Documents shall take precedence.

26. The Commissionerate reserves the right to amend any/all terms and conditions, as it deems necessary

27. 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.

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

(BB Karmakar)  
ASSISTANT COMMISSIONER (Admin)  
CENTRAL GOODS & SERVICE TAX, GUWAHATI

**OFFER LETTER**

To

The Nodal Officer,  
O/o the Commissioner,  
Central Goods & Service Tax,  
Guwahati.

Sub: Hiring of office premises for the Commissioner, Central Goods & Service  
Tax, Guwahati –reg.

Ref. No.I(4)4/ PRO/CE-GHY/2017/

dated 20.02.2019

Sir,

With reference to your Tender Notice calling for offers for hiring of office accommodation for Commissioner, Central Goods & Service Tax, Guwahati. I/We hereby submit my/our offer as follows:-

(a) Technical Bid	Annexure-‘A’ (in separate sealed cover along with EMD amount as per condition ‘2’ (Envelope –I)
(b) Financial Bid	Annexure-‘B’ (in separate sealed cover (Envelope –II)

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

1. I hereby undertake to abide by various terms and conditions contained in your letter F. No. Dated calling for offers. (Copy duly signed, enclosed)
2. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Yours sincerely,

Dated:

Signature and stamp of the Owner/Bidder/Authorized Signatory with complete Name, Address, Contact No. Including Mobile No. (also Indicate the category in Which signing, whether on His own behalf of as Power Of Attorney/Authorized Signatory of the owner)



**TECHNICAL BID**

Sl. NO.	Particulars	Details (please tick/fill up with relevant)
1.	Name of person/party submitting the bid (hereinafter referred to as the bidder) and PAN number.	
2.	Status of the bidder (Individual/ Partnership Firm/ Company /Society/ any other (specify)	
3.	Name of the person/party holding title of the property (hereinafter referred as the owner) and PAN number.	
4.	Status of the owner (Individual/ Partnership Firm/ Company/ Society/ Any other (specify)	
5.	Whether the bidder is himself the owner of property offered on rent or Power of Attorney/ duly Authorized signatory of owner (please specify)	
6.	Contact details of the bidder	
	a. Name	
	b. Complete Postal Address	
	c. Telephone nos. including mobile number	
	d. Fax no.	
7.	Contact details of the owner (if deferent from bidder)	
	a. Name	
	b. Complete Postal Address	
	c. Telephone nos. including mobile number	
	d. Fax no.	
8.	Details of property offered	
	a. Location and Address of the Property	
	b. Is property duly authorized for office use ?	
	c. Whether the space offered for hire situated in more than one floor of a property, if yes, specify floors.	
	d. The plot area of the property where office is offered (complete land area including open space in sqr. Ft.)	
	e. Total carpet area offered for rent (in Sq. Ft.)	
	f. Open area (open parking space, inner roads, garden etc.)	
	g. Covered parking area(if any)	
	h. Distance of the property from Railway station	
	i. Distance of the property from Bus Station	
	j. Width of road on which the property is located	
	k. Whether all Govt. dues including property tax etc. have been paid upto date.	
	l. Parking space for car/vehicle available.	
	m. Details of the toilet facilities as well as attached toilet facilities, if any	

n.	Whether power supply for commercial operation is available	
o.	Whether suitable open space for installation of generator is available.	
p.	Whether the building has met all other safety norms?	

Note: Please enclose documents wherever required.

I have gone through the various terms and conditions mentioned in the Tender Documents and I agree to abide by them. I \_\_\_\_\_, S/o \_\_\_\_\_ solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying is correct, complete and truly stated.

Yours faithfully

Place:

Signature:

Date:

Name:

(Name in Full and Block letter with Address)

Sub: Hiring of office premises for the Commissioner, Central Goods & Service Tax, Guwahati –  
reg.

Ref. No.I(4)4/PRO/CE-GHY/2017/

Dated

FINANCIAL BID

1. Name of the party
2. Address (with Tel. No. & Fax No.)
3. PAN
4. Name & Address of the proprietor, Partners/Directors(with Mobile Numbers)

Name & Address	Net Carpet Area offered	Rate per Sq.	Monthly rent per Sq. Ft. (exclusive	Monthly rent quoted for the net carpet area

Net carpet area means area of premises less, passage, walls/columns, staircases, Verandah, Lobby, Balcony, etc.

Sr. No.	Particulars	Amount
1	Rate of electricity per unit to be supplied through Gen-Set.	

Dated:

Yours sincerely,

Signature and stamp of the Owner/Bidder/Authorized Signatory with complete Name,Address, Contact No. Including Mobile No.(also Indicate the category in Which signing,whether on His own behalf of as Power Of Attorney/Authorized Signatory of the owner)

**SCOPE OF MAINTENANCE**

- Round the clock general security to the premises, access control and regulating visitor movement.
- Periodical maintenance of the building, which includes painting/cleaning of the exteriors and all the common areas of the building.
- Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
- Maintenance of all Elevators including payment of AMC.
- Lighting of common area and provisions of consumables for the same.  
Maintenance of Water supply system.
- Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
- Provision of signage pertaining to common services.
- Maintenance and running of motors and water pumps installed at the premises.
- Maintenance and running of common DG sets, Air conditioners and payment of their insurance and AMC.
- Regulating vehicle movement within the premises. Maintenance of green area and potted plants.

C.NO: I(4)4/PRO/CE-GHY/2017

dated 20.02.2019

Copy to:

1838

1. ✓ The Superintendent ( Systems) , Office of the Commissioner , GST & Service Tax, Kedar Road, Guwahati – with the request to upload the tender notice in the departmental website and [www.cbic.gov.in](http://www.cbic.gov.in)
2. Office Notice Board, CGST Office, Guwahati

( D. Chakravarty)  
Superintendent ( Welfare)