



भारतसरकार GOVERNMENT OF INDIA
 वित्तमंत्रालय MINISTRY OF FINANCE
 राजस्वविभाग DEPARTMENT OF REVENUE
 केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
 CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
 सहायुक्त कार्यालय OFFICE OF THE ASSISTANT COMMISSIONER
 केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
 CENTRAL TAX & CENTRAL EXCISE, AUDIT CIRCLE-I
 GST BHAVAN, PRESS CLUB ROAD, TRIVANDRUM

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GADT/I/(4)/HRNG/1/2022- ADMN-CGST-AUD CIR-TVM

Date: - 16 /01/2024

DIN 20240158XI000000D1A4***TENDER ID-2024_DREV_788831*****NOTICE INVITING E- TENDER THROUGH E- PROCUREMENT FOR HIRING OF OFFICE ACCOMODATION.****NIT No. 01/2024-Audit Circle-1**

On behalf of the President of India, the Assistant Commissioner of Central Tax and Central Excise (Audit), Audit Circle-1, Trivandrum invites e-tender quotations from building owners/landlords and / or their Power of Attorney Holders for Hiring of office accommodation rent, for Audit Circle office in Thiruvananthapuram (within the limits of Thiruvananthapuram Corporation) and conforming to the Specifications, facilities and other requirements specified in the annexure II to this tender as per the below mentioned schedule.

TIME SCHEDULE FOR TENDER

Sl.No	Particulars	Date
1	Tender E- Publish date	17/01/2024
2	Document download start date	17/01/2024
3	Document download last date	09/02/2024
4	Bid submission start date	17/01/2024
5	Bid submission last date	09/02/2024
6	Tender opening date (Technical)	12/02/2024

2. Tender documents may be downloaded from CPPP Site <http://eprocure.gov.in/eprocure/app> as per the schedule, as given in the schedule for tender as above, by the bidders having Digital Signature Certificate (DSC) issued from any agency authorised by Controller of Certifying Authority (CCA), Government of India which and can be traced up to the chain of trust

I/1683694/2024

to the Root certificate of CCA. Aspiring Bidders who have not enrolled / registered in e- procurement should enrol/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Interested bidders shall submit their Quotation online on <http://eprocure.gov.in/eprocure/app>. Bidders are requested to follow the instructions in the above said website.

3. The tender who has downloaded the tender from the Central Public Procurement portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender forms including download price bid template in any manner, tender will be completely rejected and the tender id liable to be banned.

4. The tenders shall be submitted only online and in two parts viz., Technical bid and financial bid, along with all the tender documents mentioned in the Annexure II and III, duly signed in all the pages. The format of Technical and Financial bid is mentioned in annexure-IV. All the pages of bid being submitted must be signed and over writing, if any, has to be duly initialled by the owner/landlords or his authorised signatory and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading, further the “terms and conditions”(Annexure –II) & Tender acceptance letter (Annexure –III) should also be duly signed and upload along with the tender documents. It may be noted that, in case of non- uploading of copies of documents specified in Annexure – II (Terms & conditions) on the CPPP, such technical bid shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website <http://eprocure.gov.in/eprocure/app> shall not be considered. No correspondence will be entertained in this matter.

5. Interested service providers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of the tender for any corrigendum / addendum/amendment. Bidders are advised to follow the instructions “Instructions for Online bid Submission” available on the <https://eprocure.gov.in/eprocure/app> for online submission of bids. Bid documents may be scanned with black and white option which helps in reducing size of the scanned document.

6. In the event of the any of the above- mentioned date being subsequently declared as a holiday/ closed day for this office, the tender will be opened on the next working day at the scheduled time.

7. The office accommodation should be have Carpet area of 3700 to 4500 Sq.ft and should be within the limits of Thiruvananthapuram Municipal Corporation and should comply with the parameters and have all the facilities mentioned in Annexure-II , enclosed to this tender.

I/1683694/2024

8. The amount of rent payable for the premises to be hired will be subject to certification by CPWD/ hiring committee and as per the Govt of India instructions in force.

9. Interested parties having clear title may also download the tender from the official website www.cbic.gov.in & www.cenexkochi.gov.in.

10. The bids, complete in all respects should be submitted through the Government eprocurement portal the <https://eprocure.gov.in> / eprocure / app on or before 09/02/2024 Offers received beyond the specified date / time shall not be entertained.

Enclosures:

1 Annexure – I (General Instructions)

2 Annexure – II (Terms and Conditions)

3 Annexure – III (Tender acceptance Letter)

4 Annexure – IV (Technical Bid & Financial bid Format)

JAYARAJ T
ASSISTANT COMMISSIONER
AUDIT CIRCLE 1, TRIVANDRUM

Annexure-1 (General Instructions)

(i) The tender consists of three parts - **Part A [Terms and conditions As Format of Standard Lease Agreement (SLA)], Part B (Technical bid) and Part C (Financial bid)**.

(ii) The bidders should fill all the relevant details in the specified proforma properly. Incomplete proforma and offers in any other format other than the specified proforma of Technical bid and Financial bid will not be considered and will be liable for rejection.

(iii) All the bidders are requested to submit their offer (TECHNICAL BID and FINANCIAL BID) duly filled in with relevant documents/ information on or before the last date and time as stated in the tender notice.

(iv) Offers received after due date and time as stated in the tender notice shall be rejected.

(v) Tenders (**Technical Bid only**) will be opened on 12/02/2024, at 15:00 hrs at the Office of the Assistant Commissioner of Central Tax and Central Excise, Audit Circle-1, 5th Floor, GST Bhavan, Press Club Road, Statue, Trivandrum 695001.

(vi) The **financial bids** of those who qualify on evaluation of technical bids by the Technical Evaluation Committee would be opened later, the date of which will be intimated to the qualified bidders through the CPPP site.

Annexure - II (TERMS AND CONDITIONS)

1. The terms and conditions shall form part of tender to be submitted by the bidder along with other documents.
2. All columns in the tender document shall be duly filled in and no column shall be left blank. "Nil" or "Not applicable" shall be marked, where there is nothing to report. All the pages of the tender document shall be signed by the owner or his authorized Power of Attorney. Any other cutting or use of white ink should be duly attested by the bidder. In case of Co-Owners/ Joint Owners, the bid documents i.e., technical bid, financial bid and other documents, should be signed by all the Co-Owners/Joint Owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the other remaining owners. Assistant Commissioner of Central Tax and Central Excise, Audit Circle-1, Trivandrum, reserves the right to reject incomplete tender or in the event of any of the particulars being found to be incorrect.
3. In case the space in tender document is found to be insufficient, the bidder may use additional sheet or pages to provide required particulars.
4. No tender will be accepted by fax, email, telex or any other such means.
5. The tender shall be acceptable only from the original owners of the space or from those having valid power of attorney. The space offered should be free from all encumbrances/claims/liabilities and disputes and litigation with respect to its ownership, lease / renting and pending dues etc.
6. The office space offered must be legally approved for commercial/ Corporate/office use and must meet the building norms prescribed by the appropriate Govt. Authority with regard to fire safety, disaster management, structural stability etc. The said premises should be ready for immediate occupation. Interested parties with clear title alone should apply. If space is offered on different floors preference shall be given to premises having contiguous floors.
7. The building/premises offered should have good facade with contemporaneous elevators (In case of high-rise building). The premises should be furnished and in a ready to occupy false ceiling, Partitions/ Cabins/ Cubicles, Toilets (toilet facilities, including

I/1683694/2024

separate toilets for men & women). At the beginning of the tenancy, the owner/landlord shall carry out the additions/alterations such as partition, false ceiling, lights, computer networking, office fixtures (Movable and Immovable) and fittings to suit the Commissionerate requirements and the cost for such alterations would be borne by the Owner/landlord.

8. The building/ premises offered should have separate electricity supply and having sufficient installed electricity load and water connection. If separate connection is not available, sub-meter, etc., along with wiring shall be got installed by the owner. All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Department.

9. The building in which space is offered should have easy and convenient approach and not less than 8 (eight) car parking space. The location should be in an area convenient for office use and should be easily accessible by public transport system.

10. The particulars of amenities provided/proposed to be provided inside the property /building complex should be clearly furnished in the Technical Bid. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered shall be safe, strong, sound and durable remaining life of more than 30 years. Distempering of the building, polishing/oil painting of the wood and iron work will be carried out by owner/landlord once in three years. Whenever necessary, the Commissionerate will carry out tenable repairs to the premises. If the owner/landlord fails to do this, the Commissionerate will have right to carry out the repairs and recover the cost from the Owner/landlord or from the rent payable to Owner/landlord.

11. The Technical Bid is required to be submitted along with certified copies of approved drawings from Panchayat/ Municipal / Corporation Authorities or any other competent authority, certified copy of Land Deed, Municipal receipts, and approved plan of building and copy of ownership of building. Technical Bids received without the said documents are liable for rejection without any reference to the party whatsoever. Original documents / certificates shall be produced at the time of execution of Lease Agreement.

12. The bidder is required to enter into Lease Agreement in the prescribed format approved by the Central Government (Standard Lease Agreement format) copy of which is enclosed for reference.

13. Maintenance of the building including premises is required to be undertaken by the owner.

I/1683694/2024

14. The bidders shall quote **rates for the space to be rented only as "Rate per square feet per month" (in both words and figures)**. However, payment of rent will be subject to the issuance of Fair Rent Certificate by CPWD as per the procedure laid down by the Govt. The bidder would be liable for ensuring compliance with the relevant rules, and regulations as notified by the government in this regard from time to time.
15. In case a particular bidder owns more than one premise in each of these locations and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid, financial bid in respect of each premises.
16. No security deposit or advance rent shall be paid by the Department as per the existing policy.
17. All Panchayath/Municipal/ Corporation taxes, cess or any other taxes as applicable during the period of lease shall be borne by the owner. However, GST, if any, paid by the owner shall be reimbursed by the department on actual basis along with the rent.
18. Electricity and water bills as per actual consumption shall be borne by the Department.
19. The rate of rent finally approved by CPWD 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 8% per annum of the rent payable at the time of such revision.
20. Department shall pay common maintenance charges in proportion to the office area taken on lease by the Department which shall also be based on the actual expenditure incurred towards maintaining common facilities viz. security, electricity, towards lift & lighting of common spaces, running of generator etc.
21. No brokerage shall be paid by the Department.
22. The payment terms mentioned in the financial bid shall be strictly followed.
23. The office space should have all required electrical fixtures such as Switches, power points, fans, lights etc., along with DG sets for 24x7 power Supply.
24. Maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be undertaken by the owner and the owner shall also carry out annual repair and maintenance every year. In the event of failure or neglect or default on the part of the owner / landlord to carry out or effect necessary repairs, it will be optional for the lessee either to terminate the lease or to retain the

I/1683694/2024

occupation of the premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner / landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner / landlord. No rent will be payable for the period during which the lessee is deprived of the use of the premises or part thereof due to the failure, neglect or default of the owner / landlord to carry out the necessary repairs of the demised premises.

25. Air Conditioner ducting, false ceiling, internal cabins, light fittings, power sockets etc. should be provided by the owner/landlord as per the design of the department.

26. Suitable common amenities like toilets, pantry etc., should be available which are in usable condition.

27. The offered space should be in a ready to use condition with approved electricity, water, sewerage connections, etc. The electric power load available should also be indicated.

28. Flooring should be of vitrified tiles/marble/granite of standard quality. The internal and external walls and ceilings should be properly painted with standard quality paint.

29. The owner should make available not less than 8 (eight) car parking space for each Office.

30. Department reserves the right to set up additional Generator Sets and other electrical fittings in the premises/ common areas of the building as required from time to time for which the successful bidder shall facilitate such installations at no additional cost.

31. During the currency of the agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the Department with any party affecting Department's right of occupation and any of the terms of the lease without written consent of the Directorate.

32. After taking possession, if it is found that any item or work remains unattended or not according to this Department's specifications, the owner/landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default this Department will have the right to get the above unfinished jobs/works /items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner /landlords.

33. That if the landlord is desirous of making any addition to the building it shall be ensured by him that no access/approach by whatever means from the demised portion or by encroaching upon

I/1683694/2024

the open spaces which been available to the exclusive use of the Audit Circle-1 Office (Central Tax and Central Central Excise).

34. The Assistant Commissioner of Central Tax and Central Excise, Audit Circle -I shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving two months' notice in writing or subject the whole or a part of the premises. The owner/ landlord shall not claim/entitled for any compensation/rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the Department.

35. If the demised premises at the time during the said terms or any extension there of damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God and be not caused by the acts or neglect or fault of the Audit Commissionerate, then in such ease it shall be optional with the Directorate to determine the lease or to retain occupation of the demised premises, if the Audit Commissionerate so desires without any diminution of rent here by reserved.

36. That the Assistant Commissioner of Central Tax and Central Excise, Audit Circle-1, Trivandrum will be at expiration of the said term or any extension there of (if agreed to mutual) quietly yield and deliver up possession of the demised premises to the owner / landlord in the nearly same condition as at the time of commencement of initial lease. Wear & tear, and damage by fire, earthquake, cyclone, tempest, flood and violence of any army or mob or other irresistible force or act of God excepted but this condition shall not be construed to render the Central Tax and Central Excise Department liable to do any repairs of any kind to the demised premises.

37. After receipt of the Principal Commissioner/Commissioner of Central Tax and Central Excise's confirmation for leasing of the premises which is considered to be most suitable / reasonable and its acceptance by its owner / landlord(s), if its owner / landlord(s) backs out on account of any reason, the owner /landlord(s) is liable to pay the Central Tax and Central Excise Department, the full expenditure incurred by the Department from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.

38. Participation in the tender does not entail any commitment from the lessee and lessee reserves the right to reject any/ all offers, including that of the lowest tenderer without assigning any reason.

I/1683694/2024

39. Tender is likely to be rejected because of non-fulfilment of any of the above terms.
40. The Assistant Commissioner of Central Tax and Central Excise, Audit Circle-1, Trivandrum reserves the right to reject all or any tender without assigning any reason thereof.
41. The Assistant Commissioner of Central Tax and Central Excise, Audit Circle-1, Trivandrum reserves the right during the lease period/extended lease period to carry out suitable alterations to the partitions, office fixtures, fittings etc., provided by the lessor for the effective use of the office space hired.
42. If at any stage it is found that any of the details documents furnished by the bidder is false/ misleading/fabricated, his /her bid would be liable for cancellation without intimation to the bidder.
43. The offer should remain valid for 6 (six) months from opening of financial bid and allotment of the tender. 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 conditions quoted in the Technical or Financial bids. The bidder is required 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 to the Assistant Commissioner of Central Tax and Central Excise, Audit Circle-1, Trivandrum during the validity period.
44. The hiring of space will be for an initial period of 5 (five) years and could be extended further with mutual consent of both the parties.
45. The owner/the holder of power of attorney should intimate in writing the likely date of handing over of the premises.
46. The Assistant Commissioner of Central Tax and Central Excise, Audit Circle-1, Trivandrum or his representative shall verify/inspect the building at any stage before finalization of the tender.

Read and Accepted

Name & Signature with stamp (if any) of Legal
owner/ Power of Attorney holder

List of enclosures to be submitted

Attested photocopies /certified true copies of the following documents are required to be annexed with the Technical Bid. Technical Bids received without these documents are liable for rejection without any reference to the party, whatsoever. Original of these documents/ certificates shall be produced at the time of execution of Lease Agreement.

1. "Title Deed" or similar legal documents, clearly showing the ownership of the premises. In case of Power of Attorney holders, copy of power of attorney.
2. Certified copies of approved drawings from Panchayat / Municipal / Corporation authorities or any other competent authority of the area offered for rent/ hire, certified copy of Land Deed, Corporation tax receipts and copy of ownership of building.
3. Affidavit from owners and if tender is submitted by the Power of Attorney Holder, an Affidavit from such Power of Attorney Holder regarding accommodation offered for hiring being free from any litigation / liability / pending dues and taxes.

Annexure - III (TENDER ACCEPTANCE LETTER)

To

The Assistant Commissioner of Central Tax & Central Excise,
Audit Circle-1,
5th Floor, GST Bhavan,
Press Club Road, Statue,
Trivandrum 695001

Sir,

Subject: Acceptance of Terms & Conditions of tender for "Hiring of Office Accommodation".

Tender Reference No: _____

1. I / We have downloaded / obtained the tender document(s) for the above mentioned tender from the website(s) namely as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc., which form part of the tender document) and signed on all the pages of the terms & conditions. I / we shall abide by the terms / conditions / clauses contained therein.
3. The corrigendum(s), issued from time to time by your department too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality /entirety.
5. I / We do hereby declare that we have not been blacklisted/debarred by any Govt. Department/ Public sector undertaking.
6. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department. Shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Yours sincerely

Name & Signature with stamp (if any)
of Legal owner/Power of Attorney holder

PART B
Annexure – IV
(TECHNICAL BID)

	TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS	
1.	<p>Full particulars of the legal owner of the premises:</p> <p>(i) Name</p> <p>(ii) Address of office & Residence</p> <p>(iii) Telephone No. /Mobile No.</p> <p>(iv) Tele Fax</p> <p>lv) E-Mail Address</p> <p>(vi) PAN No.</p> <p>(vii) The location and address of the accommodation</p>	
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 title deed and other documents establishing the ownership of the building; power of attorney also if the applicant is other than owner)	
4.	Type of building — Commercial or Residential	
5.	<p>(a) Complete Address and location of the building:</p> <p>(b) Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified Sketch Plan also)</p>	
6.	Detailed approved plan of the	

I/1683694/2024

	accommodation (enclose approved plan)	
7.	Date of Construction	
8.	Exact carpet area	
9.	Exact built up area	
10.	Floor Number offered	
11	No. of floors In the building	
	Other Facilities and amenities available with the bundles	
12	Type, model, company & No. of lifts available/ carrying capacity, provide details of make,	
13	Parking space available for department- area and specific how many Nos. of vehicles can be parked	
14	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)	
15	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	
16	(a) Whether running water, drinking and otherwise, available round the clock. (b) Whether sanitary and water supply installations have been provide for?	
17.	Whether separate electricity meter having sufficient installed capacity has been provided for?	
18.	Sanctioned electricity load	

I/1683694/2024

19.	(a) Whether electrical installation and Fitting, power, plugs, switches etc. provided or not?	
	(b) Whether building has been provided with fans in all rooms or slot? (If yes, give the Nos, of fans floor wise)	
	(e) Details of power back—up facility	
20.	Details of Fire Safety Mechanism, if any	
21.	Specify the lease period (minimum 3 (three) years and provisions for extension.)	
22.	Whether the building is earth quake resistant. if so, please provide a certificate from the competent authority	
23.	Any other salient aspect of the building, which the party may like to mention:	

Name & signature with stamp (if any) of Legal owner/Power of Attorney holder

PART C.
Annexure - IV
(FINANCIAL BID)

A.	Name & Address of the applicant with Phone Nos;		
B.	Status of the applicant with regard to Building / Accommodation offered for fire by the owner or power of Attorney Holder;		
C.	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 (photocopy)		
D.	Complete details of the building viz. Complete postal address of the location		
E.	Items	Rate Per Sq feet	Tot al
01	The rest 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. All Panchayat / Municipal/ 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, as applicable, will be borne by the tenant.		
02	Rate of common area maintenance Per sq ft. Or carpet area per month.		
03	Any other conditions having financial implications relevant to the offer of the building. Give details, if applicable.		

Name & Signature with stamp (if any)

I/1683694/2024

of Legal owner/ Power of Attorney holder