

केंद्रीय उत्पाद एवं सीमा शुल्क और  
सेवा कर आयुक्त का कार्यालय  
विनया मार्ग, सिद्धार्थ नगर,  
मैसूर ५७० ०११  
दूरवाणी: ०८२१-२४७ ६९५३/५४/८२/८३  
फैक्स: ०८२१-२४७०५००;



OFFICE OF THE COMMISSIONER  
OF CENTRAL EXCISE, CUSTOMS  
AND SERVICE TAX

Vinaya Marga, Siddhartha Nagar,  
Mysore - 570 011  
Phone: 0821.247 6953/54/82/83  
FAX: 0821.2470500;

सी.नं. / C.No. 1/11/1/2017 Hqrs. Admn

दिनांक / Date: 17/5/2017

**NOTICE INVITING BIDS FOR HIRING OFFICE ACCOMODATION FOR RENT AT  
MADIKERI, VIRAJPET AND CHAMARAJANAGAR**

Sealed tenders are invited from Government Agencies / Public Sector Undertaking / reputed builders / private building owners for providing suitable Office Accommodation on Rental Basis, measuring 1200 Sq. ft for office accommodation at Madikeri, Virajpet and Chamarajanagar.

- Interested parties may download the contents along with terms and conditions and other particulars from the Departmental Website: [www.centralexcisemysore.gov.in](http://www.centralexcisemysore.gov.in) or [www.cbec.gov.in](http://www.cbec.gov.in) or obtain the same from the Administration Section located at the above mentioned address.
- The last date for submission of bids is 29/05/2017 by 15.00 Hrs and the date of opening tender bids is 30/05/2017 at 15.00 Hrs

(R.SUNDARA RAJU)  
JOINT COMMISSIONER (ADMN)

केंद्रीय उत्पाद एवं सीमा शुल्क और  
सेवा कर आयुक्त का कार्यालय  
विनया मार्ग, सिद्धार्थ नगर,  
मैसूर ५७० ०११  
दूरवाणी: ०८२१-२४७ ६९५३/५४/८२/८३  
फैक्स: ०८२१-२४७०५००;



OFFICE OF THE COMMISSIONER  
OF CENTRAL EXCISE, CUSTOMS  
AND SERVICE TAX  
Vinaya Marga, Siddhartha Nagar,  
Mysore - 570 011  
Phone: 0821.247 6953/54/82/83  
FAX: 0821.2470500;

सी.नं. / C.No. I/11/1/2017 Admn

दिनांक / Date: 17/5/2017

### REQUIREMENT OF OFFICE SPACE

The Commissioner of Central Excise, Mysore Commissionerate, is looking for office space of 1200 Sq. ft. on rental basis. Interest parties (Government Agencies / Public Sector Undertaking / reputed builders / private building owners) may submit their bids on or before 29/5/2017 either in person or by post. The tender consists of the following :

- A) Annexure-I - Location of premises
- B) Annexure-II - Terms and Conditions
- C) Annexure-III - Proforma for Technical Bid
- D) Annexure-IV - Proforma for Financial Bid

2. The offers are entertained in two bid system (a) the first envelope containing the Technical Bid and the second envelope containing the financial bid.

3. Both the bids (technical and financial) duly signed by the owner of his authorized signatory should be sealed in two separate envelopes as described below :

- a) Envelope - 1 should contain the Technical bid as prescribed in Annexure-III alongwith all relevant documents.
- b) Envelope – 2 should contain the Financial bid as prescribed in Annexure-IV showing rates, financial terms and conditions etc.,

4. Both the envelopes should be superscribed in with the heading “**Technical Bid for Hiring of Office Space at .....**” or “**Financial Bid for Hiring of Office Space at .....**”, as the case may be

5. Finally, the above mentioned two envelopes should be sealed in a single cover and addressed to “The Commissioner of Central Excise, Mysore Commissionerate, Vinaya Marga, Siddhartha Nagar, Mysore – 570 011” and must reach on or before the closing time and date indicated in the Tender Notice.

Note: Tenders not submitted as per above procedure of Two bid System, as explained above, will be summarily rejected.

**TERMS AND CONDITIONS FOR TECHNICAL BID**

1. The Building offered should be situated in prime locality in the radius of one kilometer from the location given in the tender notice with proper accessibility.
2. The building should have sufficient parking space (minimum 200 sq. ft. Earmarked parking exclusively for the hirer will be desirable.
3. The building should have dedicated lift service of reputed make, if the space is located on third floor and above.
4. The property offered should have 24 hours electric supply with a separate electric meter installed exclusively for the use of the Department. The property offered should also have adequate space for installation of UPS / outdoor Split AC.
5. The accommodation should have provision for 24 hours running water supply for both drinking and other utilities.
6. There should be adequate arrangement for public utilities liked rest rooms, lavatories etc., for men and women separately. There should be proper sewage / drainage system in the building.
7. All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Department.
8. The responsibility for payment of all kinds of taxes, such as property tax, municipal tax, sewerage tax, water tax etc., in connection with the property offered should be borne by the owner / bidder and updated copies of tax receipts should be attached to the bids.
9. The charges for maintenance (Civil, electrical, plumbing, lift, parking space, security, taxes And duties), if any shall be borne by the owner of the building.
10. The property offered should be well connected by the public transport at a fair distance and easily accessible.
11. The property offered should have adequate security cover and fire safety measures installed as per the requirement of Department of Fir and Rescue Services, Government of Karnataka. Sufficient accommodation for watch and ward staff should be available.
12. The corridors, staircases etc., should be sufficiently wide with a minimum width of four feet.
13. Possession of the accommodation should be handed over to the Department within 30 days from the award of order and rent shall be payable from the date of possession. No Earnest Money Deposit will be given by the Department to the owner offering the premises.

14. The space offered should be free from liabilities and litigation with respect to the ownership, lease, rent etc., and there should be no pending payments against the same.
15. Clearance / No objection Certificate from all relevant Central / State Government and Municipal Authorities for use as office premises conforming to the rules and regulations of the Corporation / Municipality along with the documents in support of ownership of the land and building thereon must be submitted with the technical bid.
16. The copies of approved plan of the accommodation offered should be submitted along with the technical bid
17. The tender will be accepted only from owners of land and building / property. The Department will not pay any brokerage for the property offered.
18. The rates should be quoted in Indian Rupees and amount quoted should be exclusive of Service Tax / GST, as applicable.
19. Over-writing, alterations, if any, the authorized signatory should sign in the bids. Bids in typewritten form are preferred.
20. Tenders not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
21. Any form of canvassing / influencing the bid will attract rejection of bid submitted the bidder.
22. Offers from Government Departments / Organizations shall be preferred.
23. All disputes will be subject to the jurisdiction of Courts at Mysore only.
24. The initial lease of the property offered will be for a minimum period of 3 years, extendable on need basis on mutual understanding and in terms of the orders issued by the Directorate General of Human Resource Development, New Delhi.
25. Lease will be formalized in the proforma of Standard Lease Agreement as applicable for Central Government Departments. Periodic revision of rent will be considered as per clauses of Standard lease Agreement.
26. The bids should be accompanied by the following documents.
  - (i) Documents in support of ownership of building / land and construction thereon.
  - (ii) Copy of PAN No. and TAN No. of original owner of premises
  - (iii) Proof that the applicant is the original owners or lease holders or power of attorney holders.

**BID EVALUATION :**

The financial bids will be scrutinized and finalised subject to ratification by the Central Public Works Department. The rent demanded by the owner the building or Fair Rent as suggested by CPWD, whichever is lower shall be considered for finalisation.

**PAYMENTS :**

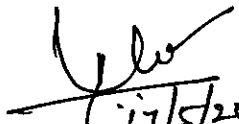
1. Payments shall be made by the O/o. The Commissioner of Central Excise, Mysore Commissionerate, against pre-receipted bill as per the lease deed to be executed between the Central Excise Department and the owner or his / her legal representative.
2. Payment of rent will be made on monthly basis after deduction of the Tax at Source (TDS) as applicable from time to time.
3. No security deposit or any other advance payment, except the monthly rent, shall be payable.

**ARBITRATION:**

All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at Mysore only.

**MISCELLANEOUS:**

1. The bid shall remain valid for 180 days after the date of opening of the financial bid.
2. The Commissioner of Central Excise, Mysore Commissionerate, shall be under no obligation to accept the lowest quotation.
3. Non fulfillment of any of the above terms shall result in rejection of bid
4. The bidder should number the pages submitted in form of Technical Bid and provide an index containing the page number of each document submitted. The index should be placed on top of the Technical Bid.

  
17/5/2017

(R.SUNDARA RAJU)  
JOINT COMMISSIONER (ADMN)

- (iv) Certificate of authorized signatory from the CEO, if the owner is a Company, firm, Society etc.,
  - (v) An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease / renting and there is no pending payments against the same.
  - (vi) Copies of approved plan of the accommodation offered.
  - (vii) Updated copies of Municipal / other applicable tax receipts.
  - (viii) Undertaking from the owner indicating the period and time when the accommodation could be made available for occupation after signing the agreement.
27. A copy of this tender document should accompany the Technical bid with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidder's acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of Tender Document will not be considered.
28. Bids received after the closing date, time shall not be considered, and no correspondence in this regard will be entertained.

**PROCEDURE FOR OPENING OF TENDER :**

- (i) The technical bids will be opened at 30.5.2017 on 15.00 Hrs in the Conference Hall, 2<sup>nd</sup> Floor, of Central Excise Office Building, Siddhartha Nagar, Mysore.
- (ii) While opening the tenders, the envelopes containing Technical Bids shall be opened first. The Technical bid will be evaluated by an Evaluation Committee.
- (iii) The Evaluation Committee shall visit the space offered by the bidders to ascertain the suitability of the location / space and other facilities / utilities available. The assessment of the Evaluation Committee would be one of the major criteria for evaluation of the technical bids.
- (iv) Based on the Evaluation Committee's report, the eligible bidders financial bids will be opened at 15.00 Hrs on 5.6.2017 or on the date decided by the Evaluation Committee. The Department may also choose to open the financial bids immediately after opening and evaluation of the technical bids.
- (v) The Commissioner of Central Excise, Mysore Commissionerate, reserves the right to reject any or all of the bids so received at any stage without assigning any reason.

6	Facilities for vehicle parking	Please provide details of capacity of vehicle parking space in terms of number of cars and two wheelers separately, whether shed available etc
7	Type of Accommodation	
	Whether single floor or multi-storied building	
	Details of space available for installation of Gensets / UPS etc.,	
8	Availability of facilities / utilities	Number of toilets (floor wise) separately for men and women
9	Whether running water, both drinking and other utility available round the clock	
	Whether sanitary and water supply installations have been provided	
10	Whether electrical installations and fittings, power plugs, switches, etc., are provided or not	
	Whether building has been provided with fans or not (if yes, the number of fans, floor wise)	
	Whether provision for Air conditioning with power points available or not	
11	Sanctioned Electricity load	
	Whether willing to get the electricity load increased in case the Department requires	
12	Whether the floor is of vitrified tiles / Marbles / Granite	
13	Whether the owner has any objection on construction of temporary rooms / cabins by the Department as per requirement	

14	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate	(copy of certificate to be enclosed)
15	The period and time, the said accommodation could be made available for occupation after approval by the Department	An Undertaking from the owner
16	Specify the period for which the property is being offered for rent (minimum three years) with provision of extension	A self attested undertaking from the owner of the property indicating the number of years for which property is being offered for rent to the Department
17	Distant from the nearest Bus Stand	
18	Tax receipts (Property, Corporation / Municipality etc.,)	
19	The space offered should be free from any liability and litigation with respect to its ownership, lease / renting and there should be no pending payments against the same	A self attested undertaking indicating the same along with a certificate in this regard by the competent authority
20	Any other salient aspect of the building, which the party may like to mention	

**DECLARATION**

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.

2. 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 false, I / We shall be liable to such consequences / lawful action as the Department may wish to take.

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

Name :

**Date**  
**Place**



FINANCIAL BID

HIRING OF ACCOMODATION FOR OFFICE

Full particulars of the Legal Owner of the premises

1	Name of the Owner	
2	Status of the applicant with regard to the accommodation offered for hiring (Whether Owner or Power of Attorney)	
3	Address of the Owner (Office & Residence)	
	Telephone & Mobile No.	
4	Telefax No.	
5	E-mail Id	
6	Address of Property Offered	
7	Total area in Sq. Ft	
8	Rate Quoted per Sq. Ft (excluding Service Tax) (in figures and word)	
9	Rent per month (excluding Service Tax) in figures and words)	

Signature of the Legal Owner / Power of Attorney Holder

Name :

Date  
Place

**CHECK LIST**

Sl. No.	Documents / Details	Enclosed / Signed
1	Instruction to the bidder signed on every page	
2	Terms & Conditions signed on every page	
3	Technical Bid duly signed on every page	
4	Bidder has enclosed copy of PAN	
5	Bidder has enclosed copy of Title Deeds	
6	Bidder has enclosed copy of Approved Plan	
7	Bidder has enclosed copies of Municipal Tax Receipts	
8	Bidder has enclosed Power of Attorney, if bid is submitted other than the owner	
9	Bidder has enclosed floor wise sketch of the carpet area	
10	Bidder has enclosed Affidavit stating that space offered is free from any liability and litigation	
11	Whether Technical bid is kept in a separate sealed cover superscribed "Technical Bid for Hiring of Office Space at ....."	
12	Bidder has enclosed Financial Bid duly signed and stamped and kept in a separate sealed cover superscribed "Financial Bid for Hiring of Office Space at ....."	
13	Confirm that the covers containing, technical bide and financial bid are kept in another sealed cover superscribed "Tender for Hiring Office Space at ....."	

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

**Name :**

**Date  
Place**