



OFFICE OF THE COMMISSIONER (AUDIT-I)
CUSTOMS, CENTRAL EXCISE & SERVICE TAX, AUDIT-I, NAGPUR
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TENDER NOTICE

TENDER FOR HIRING OF OFFICE ACCOMMODATION

Sealed tenders are invited by Central Excise Audit-I Commissionerate, Nagpur for hiring suitable office premises with modern infrastructure along with electricity connection, water supply & adequate parking space in **Nagpur City** having **23500 Sq. Ft.** carpet area approximately, on the terms and conditions mentioned below.

It should be located on main road or well connected by an arterial road. Finalization of rent based on location & quality of construction is subject to certification by C.P.W.D./Hiring Committee, subject to final approval and sanction by Competent Authority as per the rules framed in this regard. The offers should be sent simultaneously but separately in two parts, namely, **technical and financial bids in two separate sealed envelopes, strictly. If any bidder or tenderer fails to comply with the conditions stipulated, the bids shall be rejected outright.**

The Technical Bids will be opened in the first instance by the tender committee. The tender committee will inspect the mentioned premises to judge their suitability with reference to the terms & conditions of the tender. Financial Bid shall be opened only in respect of those parties which are short-listed on the basis of their Technical Bids fulfilling eligibility criterion. The subsequent date for opening of financial bids shall be intimated to the successful bidders / tenderers.

TERMS & CONDITIONS:

1. The premises should be within a radius of 02 (two) kilometres from the Customs, Central Excise & Service Tax Headquarters building situated at Telangkhedi Road, Civil Lines, Nagpur – 440 001.
2. It should have good transport connectivity (rail, bus and public transport).
3. The building(s) should be fit for commercial/office use and should be preferably on the same or continuous floor.
4. The minimum lease period for hiring an office building will be 3 years.

5. In case of re-hiring, the revision of rent by more than eight per cent (8%) per annum is permissible if the revised rent is within the FRC / RRC range.
6. The legal owner of the building should apply directly and should provide adequate parking for Govt. /Visitor's vehicles.
7. The building should have assured power backup and running water supply on continuous basis.
8. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the department.
9. In case of high-rise building, provision of lift is essential with assured power backup.
10. The building should have appropriate fire safety compliance mechanism.
11. The office space should have electrical fixture like fans, tube lights, switches, power points of ISI/BIS specifications.
12. The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space fulfilling the criterion of easement.
13. The premises should have adequate chambers and partitioned cubicles for staff / cabins / sufficient space for storage facility / go-down with electric & networking fittings and cabins with appropriate air conditioning. In case the premises is yet not ready with partitions / cabins the rent period shall start from the date of completion of such partitions ready for occupation. Such partitioning / furnishing shall be at the responsibility of the lesser / landlord / premises owner.
14. There should be 7 chambers for Sr. Officers with attached toilet / wash room.
15. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.
16. The building should be secure enough to protect the government property.
17. No tender will be accepted by fax, e-mail or any other such means.
18. They should provide photographs of the building and CD of the building in and outside showing structure of building.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from SI. No. 1 to 18 will constitute the technical specifications.

The rent demanded per sq. ft. of the covered area will constitute the Financial Bid. The rent offered should be inclusive of property tax, or any other tax required to be paid by the property owners. The lease shall be for a minimum

period of 3 years subject to the conditions as may be prescribed by the government from time to time.

The offer by the legal owners may be sent under two sealed cover superscribed with "OFFERS FOR OFFICE SPACE-TECHNICAL BID" AND "OFFER FOR OFFICE SPACE-FINANCIAL BID" separately, along with one copy of drawing showing the construction on the plot and the area offered for rent to **the Additional commissioner, Office of the Commissioner of Customs, Central Excise & Service Tax, Audit-1, Nagpur Commissionerate, Telangkhedi Road, Civil Lines, Nagpur** on or before **22.11.2016 at 11:00 A.M.** Offers received beyond the **specified date & time** shall not be entertained. Customs, Central Excise & Service Tax, Audit-1, Nagpur Commissionerate takes no responsibility for delay/loss of documents sent by RPAD/Speed Post. The Technical Bids received by the stipulated time will be **opened on 22.11.2016** at the afore-said office address **at 05:00 P.M.** The interested parties or their authorised representatives may remain present at the time of opening of Technical Bids. **The Commissioner of Customs, Central Excise & Service Tax, Telangkhedi Road, Civil Lines, Audit-1 Commissionerate, Nagpur** reserves the right to accept or reject any or all tenders without assigning any reasons.

The interested parties are also requested to mention their correspondence address & telephone numbers & email-Id on the face/cover of the bids for future communications.

**Assistant Commissioner (P&V)
Central Excise, Audit-I**

Enclosures: - (1) Technical and Financial Bid Formats

Copy to:-

1. The Assistant Commissioner (Systems), DG Systems for publication in the official website i.e. www.cbec.gov.in
2. The Dy. / Assistant Commissioner (Systems), Nagpur I Commissionerate, Nagpur with request to upload the tender for publication in the official website www.cenexcisenagpur.nic.in in Audit I Nagpur Commissionerate web-page.
3. Notice Board
4. Guard File

**Assistant Commissioner (P&V)
Central Excise Audit-I**

**OFFER SUBMITTED FOR LEASING PREMISES FOR CENTRAL EXCISE AUDIT-I,
COMMISSIONERATE, NAGPUR**

TECHNICAL BID

(To be submitted in a separate sealed envelope super scribed Technical Bid')

With reference to your advertisement in the _____ dated _____, I/We offer the premises owned by us for Central Excise Audit-I Commissionerate, Nagpur.

GENERAL INFORMATION	
A. LOCATION	
a) Name of the Building	
b) Building Number	
c) Name of street/Road	
d) Name of City	
e) Pin Code-	
f) PAN No.	
g) E-mail Address	
B. Name of owner(s)	
a) Building	
i. Loading bearing	YES/NO
ii. Framed structure	YES/NO
Type of building	
Residential- Institutional	
c) No. of Rooms & details of other accommodation (attach a copy of the layout plan)	
d) Details of accommodation offered for rent (viz carpet area, no. of floors, floors wise area) enclosed certified sketch plan	
e) Date of completion certificate	
f) Carpet area offered for rent	
g) Built up area offered for rent	
h) Floors no. /total no. of floors in building	
i) Whether the premises is vacant and available in "ready to occupied condition"	
j) Amenities available	
i. Electric Power supply	
ii. Running Water Supply	
iii. Whether plans are approved by the local authorities	
iv. Whether occupation certificate has been obtained.	
v. Whether direct access is available from the main road	
vi. Whether building is independent. If not, who	

will be occupying the other portions of the building	
vii. Type of flooring	
viii. Type of painting (Please specify) White wash Distempred POP with oil bound distempred	
ix. flooring in toilets	
x. Whether built in wardrobes are available in rooms	
xi. Type of wiring (please specify) open wiring / concealed)	
k) Services	
i. Whether water is available from bore-well	
ii. Whether water is available from Municipal corporation with overhead tank and sump	
iii. Whether septic tank provided	
iv. Whether Municipal Sewage system provided	
v. Whether fire-fighting arrangements provided	
vi. Whether compound wall constructed	
vii. Whether garden available within the compound	
viii. No. of four wheeler for which parking is available	
ix. Type of parking such as open, covered or closed, may be specified	
x. Whether Yard light provided.	
xi. Whether Access to terrace provided	
xii. Whether willing to make additions/alterations in the premises as per requirements.	
xiii. Clearance/ NOC of all the relevant Central/ State/Municipal Authority and Fire Department for use as office/ commercial premises conforming the municipality laws.	
l) Whether structural stability certificate from a structural Engineer submitted	
m) Whether there is any central air- conditioning duct/plan	
n) Whether there is excessive use for combustible material such as wood work/thermacoal in the construction	
o) Whether there is a provision of goods lift	
p) Whether pre-construction / post construction anti-termite treatment has been provided	
q) Whether the plinth height of building minimum 450-500 mm above ground level	
r) Whether water proofing treatment on the terrace done as required	
SIGNATURE OF OWNERS	
Name :	
Contact No. : (i) Mobile:	
(ii) Landline:	

Note-

The carpet area of any floor shall be the covered floor area worked out excluding the following portions of the building.

Sanitary accommodation, except mentioned otherwise in a specific case, Verandahs, except where fully enclosed and used as internal passages and corridors, Corridors and Passages, except where used as internal passages and corridors exclusive to the unit, Entrance halls and porches, vertical sun brakes box louvers, Staircase, Shafts and machine rooms for lifts, Barsaties*, lofts, Garages, Air-conditioning ducts and air-conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 sq. Mtrs. in area.

Rates should not be mentioned here or anywhere in Technical Bid.

DECLARATION

I/We confirm that the above particulars are correct to the best of our knowledge.

I/We will give the consent as per your Banks standard Performa if you find our premises suitable.

PLACE:

SIGNATURE

DATE:

NAME

Enclosures:-

1. Documents for proof of ownership (Tax receipt/Electricity Bill)
2. Location map and building map.
3. Sketch plan drawn to scale.
4. Photographs showing exterior as well as interior.
5. Completion certificate.
6. Permission to construct.
7. Building use permission.
8. Certificates from competent authorities.

FINACIAL BID FOR CENTRAL EXCISE, AUDIT-I COMMISSIONERATE, DELHI
FINANCIAL BID

(To be submitted in a separate sealed envelope super- scribed Financial Bid')

With reference to your advertisement in the _____ dated _____, I/We offer the premises owned by us for Central Excise Audit-I Commissionerate, Nagpur

GENERAL INFORMATION	
A. LOCATION	
a) Name of the Building	
b) Building Number	
c) Name of street/Road	
d) Name of City	
e) Pin Code-	
f) PAN No.	
g) E-mail Address	
B. Name of owner(s)	
i. Name and address of the applicant with phone numbers	
ii. Status of applicant with regard to building accommodation offered for hire by the owner or power of attorney holder.	
C. Rent (.....Rs/sq.ft.) (The rent will be subject to issue of fair rent certificate by the CPWD as per procedure laid down by the Govt. No advance rent or deposit will paid by the Govt. as a matter of policy) Rent per sq. Ft. of carpet area. All municipal taxes, cess, or any other tax applicable are to be borne by Landlord. The electricity and water bills, as per actual consumption to be borne by Government. D. – i) Lease period shall be 3 years with an option to renew the lease for further mutually agreed upon period. ii) The lease deed will be in the format of Standard Lease Agreement as approved by the Directorate of Estates (copy of which is available on the web site) and shall be executed with the appropriate authorities. The stamp duty charges relating to the registration, if any, shall be borne by the Landlords.	
Rent proposed to be charged per sq. feet on the basis of the carpet area which should be inclusive of all cost of services including	
i. Charges of maintenance (civil , electrical, plumbing)	
ii. Charges of maintenance of air condition of equipment if centralized and lifts	
iii.Charges of parking space	
iv.Charges of security	
v.Taxes and duties to be paid the various authorities	
SIGNATURE OF OWNERS	
Name : Contact No. : (i) Mobile:	
(ii) Landline:	