

<p style="text-align: center;">वित्त मंत्रालय राजस्व विभाग केंद्रीय वस्तु एवं सेवा कर गोवा के आयुक्त का कार्यालय, जीएसटी भवन, ईडीसी कॉम्प्लेक्स, प्लॉट नं.6, 2 मंजिल, पाटो पणजी गोवा ईमेल: commr-cexgoa@nic.in</p>	 <p style="text-align: center;">भारत सरकार GOVERNMENT OF INDIA</p>	<p style="text-align: center;">MINISTRY OF FINANCE DEPARTMENT OF REVENUE OFFICE OF THE COMMISSIONER OF CENTRAL GST GOA, GST BHAVAN, EDC COMPLEX, PLOT No. 6, 2nd FLOOR, PATTO PANAJI- GOA. Email: commr-cexgoa@nic.in</p>
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TENDER NOTICE FOR HIRING OF OFFICE ACCOMODATION ON LEASE/ RENT BASIS NOTICE

INVITING GeM-TENDER

- Online bids are invited on single stage two bid system viz. "Technical Bid" and "Financial Bid" for providing ready built office premises at the following locations in Goa, having proper approach road, entrance with adequate parking and toilet facilities. Bids shall be submitted online at Government e-Market place portal (GeM) website: <https://eem.gov.in> Manual Bids submitted via Post/Courier/Fax/Telegram/ email etc. shall not be accepted. Financial bid will be one only if the bidder fulfils the criteria given in Technical Bid.

The address and area required for hiring building is as follows:

S. No.	Location (Goa)	Carpet area required (sq. feet)
1	Preferably in and around Panaji including Porvorim & Dona Paula.	8,000 to 10,000

Tender documents may be downloaded from GeM Portal <https://gem.gov.in>

Interested bidders are advised to visit the GeM website <https://gem.gov.in> regularly till closing date of submission of bid for any corrigendum/addendum/amendment. Clarification regarding the tender can be sought from Shri. Vikas Kumar, Superintendent (Custodian), CGST Commissionerate, Panaji, Goa, Mobile no. 73979-69992. The bids shall be submitted in English language only.

Specifications which may be referred to:

- General Instructions and Terms & Conditions of this contract: **Annexure I**
- Requirements and facilities to be provided by the bidder: **Annexure-II**
- Formats of Technical Bid: **Annexure-III** (with Undertaking)
- Format for Financial Bid: **Annexure-IV**
- Declaration: **Annexure-V**
- Tender acceptance letter: **Annexure-VI**

2. The Proposal should be submitted in two parts. The first part should be the "Technical Bid" which should contain technical parameters like Address of the building, Carpet area as well as built up area, design of the premises, availability of parking space, air conditioning standards, year of construction etc. The Second part should be the "Financial Bid" which should indicate the rent proposed to be charged and the other financial terms and conditions.
3. The Critical Dates for the Tender Submission and processing are as under -

Publishing Date	As per GeM portal.
Bid Submission End Date	As per GeM portal.
Technical Bid Opening Date	As per GeM portal.
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	As per GeM portal.

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

[Bipin Kumar Upadhyay]
Commissioner,
CGST Commissionerate, Goa.

ANNEXURE-I

GENERAL TERMS AND CONDITIONS:

1. The Technical Bid should be accompanied by the following documents:
 - i) Location Map.
 - ii) Copy of agreement for acquisition of property.
 - iii) Approved plan of the offered premises with exact measurement for carpet area.
2. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within 60 days after acceptance of their offer. The offer should be valid for a minimum period of 36 months from due date of occupancy. It may be noted that no negotiations will be carried out except with the lowest tender and therefore most competitive rates should be offered.
3. In case of re-hiring, the revision of rent upto eight per cent (8%) per annum is permissible if the revised rent is within the FRC/RRC range, subject to other conditions and provisions prevailing at that time.
4. Offers received from Public sector units/ Government bodies would be given preference. No Earnest Money Deposit will be given by the department to the owner offering the premises. Tenders received after the due date and time for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of tender documents.
5. The building should have running water supply & preferably assured power back-up and on continuous basis.
6. Bonafide owners of premises who possess free hold title on the said premises and who can as per law let the premises to the Department are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.
7. The premises offered should consist of the minimum amenities/ facilities as mentioned in Annexure-II enclosed to this tender notice.
8. The premises offered should have construction approvals from all Central/ State Government Department as may be necessary by the local authorities.
9. The Owner are required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.

10. All the common amenities available in complex shall be made available to department in that complex.
11. The owner of the building should provide adequate parking for Govt./ Visitors vehicles.
12. The 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.
13. In case of high-rise building, provision of lift is essential with assured power backup.
14. The office space should have electric fixture like fans, tube lights, switches, power points of ISI/ BIS specifications. The space offered should be free from any liability and litigation with respect to its ownership.
15. There should be separate provision of toilets for differently abled 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. Finalization of rent based on location and quality of construction is subject to certification of CPWD/ hiring committee and also subject to final approval and sanction by Government of India, as per rules framed in this regard.
18. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/ documents are liable to be rejected. The tenderer, 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 invalid.
19. The owner should make available the building for inspection by the officers of the Central GST Commissionerate, Goa, after the opening of the technical bid/s. The financial bids/s of applicant/ bidder will be open only after it is cleared in technical bid after inspection.
20. The period of lease should be minimum for duration of Three (03) years.
21. The Commissioner, CGST Commissionerate, Panaji, Goa, reserves the right to amend these terms and conditions as it deems necessary.
22. Participation in the tender does not entail any commitment from the Commissioner, CGST Commissionerate, Panaji, Goa. He reserves the right to reject any/ all offers, including that of the lowest tenderer without assigning any reason.

23. Bids shall be submitted online at Government e-Market place portal (GeM) website: <https://gem.gov.in>. Manual Bids submitted via Post/Courier/Fax/Telegram/ email etc. shall not be accepted. Financial bid will be one only if the bidder fulfils the criteria given in Technical Bid.

ANNEXURE-II**(FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER)**

1	There should be provisions for 24 hours, Electric and Water supply along with back-up facilities like generators.
2	The area proposed should be preferably on the same floor, containing large continuous halls.
3	There should be proper road approach and entrance to the proposed building.
4	The building should be in a ready-to-use condition with electricity, water, lifts, sewerage, fire-fighting equipment and adequate toilet facilities for differently abled persons, ladies & gents.
5	The electric power available should be indicated.
6	The bidder should submit a plan/ layout of the premises.
7	Switches & plug points for electrical, electronics and IT equipments to be provided as per requirement.
8	Minimum Carpet Area required is 8000 Sq. ft. and maximum Carpet Area required is upto 10000 sq. ft.

ANNEXURE-III [TECHNICAL BID]**TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS:**

1	Full particulars of the legal owner of the premises Name: Telephone: E- mail Address: PAN No. Aadhar No. The location and address of the proposed premises
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 premises offered for hiring (To enclose power of attorney also if the applicant is other than owner)
4	Type of building - commercial or residential
5	Complete Address and location of the building. Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Certificate to be enclosed)
6	Detailed approved plan of the accommodation
7	Date of Construction (Shall be within 10 years)
8	Exact carpet area
9	Exact built up area
10	Floor numbers offered
11	No. of floors in the building
12	Floor wise No. of toilet
13	Distance from nearest railway station / bus stand/stop and name of the railway station / bus stand/ stop
14	Other facilities and amenities available with the building
15	Type, model, company and no. of lifts available / carrying capacity to be provided
16	Parking space available for department and to specify how many nos. of vehicles can be parked.
17	Whether accommodation offered for rent is free from litigation including disputes with regard to ownership, pending taxes / dues or like (To enclose copy of Affidavit from owner or Power of Attorney holder).
18	Whether running water, drinking and otherwise, available round the clock. Whether sanitary and water supply installations have been provided for?
19	Whether separate electricity source having sufficient installed capacity has been provided for?
20	Sanctioned Electricity load
21	Whether building has been provided with fans in all rooms or not (If yes, give the no. of fans floor wise)
22	Details of power back up facility.
23	Details of Fire Safety Mechanism, if any

24	If there are readily built cabins suitable to use or to make cabins as per requirement of office.
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I/We son/daughter of....., have gone through the various terms and conditions mentioned in the tender documents and I/we agree to abide by them. I/We _____ solemnly declare that, to the best of my knowledge and belief the information given above and, in the enclosures, accompanying it is correct complete and truly stated.

Place:

Date.

Signature of Owner/ Power of Attorney Holder

ANNEXURE-IV [FINANCIALBID]**FINANCIAL BIDS SHOULD INTER ALIA CONTAINED DETAILS AS FOLLOWS:**

S. No.	Items	Details	
1	Name and Address of the applicant with phone Nos. and email ID's		
2	Status of the applicant with regard to Building/ Accommodation offered for hire by the owner of power of Attorney Holder.		
3	Full particulars of the owner:		
4	Name		
	Address		
	Telephone Nos./Mobile Nos./Email ID		
	Business		
	Residential		
	Tele Fax No.		
	PAN Card (Photo copy)		
	Aadhar Card (Photo copy)		
	E-mail:		
5	Complete details of the building viz. Complete Postal address of the location	Rate Rs. /Sq. ft. of carpet area	Total Rs.
6	Rent in Indian Rupees per month per square foot of the carpet area as mentioned in Technical Bid. The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Govt. and it will be applicable for the leased period of three years. All 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 will be borne by the tenant as applicable.		
7	Any other conditions having financial implications relevant to the offer of the building. To give details if applicable.		

Note: The Financial Bid should include: -

1. The rent proposed to be charged per sq. ft. on the basis of carpet area should be inclusive of all costs of services viz.
 - The charges for the maintenance (Civil, electrical, plumbing)
 - The charges for the maintenances of the air-conditioning equipment if centralized and lifts.
 - The charges for parking space.
 - The charges for security.
 - Taxes and duties, to be paid to various authorities.

Signature of Owner/ Power of Attorney Holder

ANNEXURE-V**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. 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 Department may wish to take.

Signature of Legal Owner/ Power of Attorney Holder

ANNEXURE-VI**TENDER ACCEPTANCE LETTER [To be given on Company Letter Head]**

Date:

To,
The Commissioner,
Central GST, Panaji,
Goa.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: - _____

Dear Sir,

1. We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).
2. We hereby certify that I/ We have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totally/ entirely.
5. We do hereby declare that our Firm/ Company has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. We certify that all information furnished by our Firm/ Company is true & correct and, in the event, that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any rights or remedy including the forfeiture of the full earnest deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)