



भारतसरकार / GOVERNMENT OF INDIA

प्रधानआयुक्तकाकार्यालय, केन्द्रीयवस्तु एवं सेवाकर अहमदाबाद साउथ

OFFICE OF THE PRINCIPAL COMMISSIONER OF CGST, AHMEDABAD SOUTH

पोलिटेक्निककेपास, आंबावाडी, अहमदाबाद- ३८००१५ / NEAR POLYTECHNIC, AMBAWADI, AHMEDABAD -380015.

PHONE: 079-26308251

FAX: 079-26305174

Email id:-lbh.ahmd17@gmail.com

F.NO. I/01-08/18-19/L,B&H

Date:19.09.2019

To  
The Assistant Commissioner (Adm.)  
CGST, Ahmedabad South

Sir,

Sub: Proposal for hiring new premises-m/reg.

Please refer to the above subject matter and your letter F.No.I/04-03/18-19/Adm dated 16.01.2019 and earlier communication with this office in this regard.

In this connection it is to inform you that the Commissioner vide notes dated 02.08.2019 approved for retendering for hiring of the office premise for accommodation of Divisions-VI, VII & VIII along with their Range offices.

In this regard, the Hon'ble Principal Commissioner has approved the draft **notice** for retendering vide notes dated 19.09.2019. The notice along with annexure and list of terms and conditions has been forwarded to you with this letter with a request to initiate the tendering process, floating & advertising of notice as per the prescribed norms and procedures.

This is for your kind information and necessary action at your end please.

Yours sincerely

(C.A. Chavda)

Superintendent

Land, Building & Housing  
CGST, Ahmedabad South

Enclosed: As above.

Copy to:

- i) The Assistant Commissioner (System), CGST, Ahmedabad South with a request to publish the notice along with its attachments on departmental website and as per the prescribed norms and procedures.



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**TENDER NOTICE FOR HIRING OF OFFICE ACCOMMODATION ON LEASE/RENT BASIS**

F.NO. I/01-08/18-19/LBH

Date: .09.2019

**NOTICE INVITING QUOTATIONS FOR HIRING OFFICE PREMISES ON LONG TERM LEASE**

The Central Goods and Service Tax, Ahmedabad South Commissionerate, herein after referred as "Department" invites tender from real estate persons/owners/landlords for hiring of Building for office premises for Central Goods and Service Tax, Division VI, VII, and VIII along with their Range Offices of Ahmedabad South Commissionerate. The same is required for Central Goods and Service Tax Department on Lease/ Rent basis and the desired requirements are as under:

- i) Three floors are required each having the carpet area of Approx. 550 to 650 Sq. Meters (total required area is approx.. 1500 Sq. Mtr. To 1700 Sq. Mtrs.)
- ii) The premises should be located in the commercial vicinity near Ambavadi, Neharunagar in and around distance of 5 to 6 KM. from HQ CGST, Ahmedabad South near polytechnic Ambavadi, Ahmedabad.
- iii) The premises should have ample parking facilities; if exclusive parking will be provided, then its charges / rent, maintenance charges etc. shall be shown separately in the tender to be submitted.
- iv) The premise must be well connected with roads and having easy access through Public Transport System i.e. Metro/ BRTS/Municipal Bus Service,
- v) There should be sufficient lift facility; even a separate lift can be used by the department only.
- vi) Building should be well equipped with fire fighting facilities.
- vii) The Building Utilization Certificate of the premised issued by the Municipal Authority should not be older than **three years** from issuance of BU permission as on **31.07.2019**.
- viii) The premised should be well equipped with Air Conditioner Systems/ Centralized Air Conditioner systems.
- ix) Provisions of safe drinking water and water storage facility should be there in the premises.
- x) There should have smooth access to the building for differently abled people and adequate facility for senior citizens.
- xi) There should be proper access for adequate natural light in the premises.
- xii) The bidders will also provide all facilities including adequate number of chambers/cabins, furniture and fixtures for the proposed offices at his own cost as per the Department requirements.

2. Priority would be given to premises belonging to Public Sector Units/Govt. Department/Public Financial Institutions. Private Owners shall submit copies of documentary proof of ownership along with Technical Bid. No Brokers please.

3. Rent is subject to the certification by CPWD, quality of construction and sanction by Government of India and bidders will have to abide by all the rules and regulations stipulated in regard to hiring of premises as per norms of Government of India.

4. The interested persons/ parties can submit their proposal in a sealed cover addressed to the Assistant Commissioner (L, B & H), Central Goods & Service Tax, Ahmedabad South, 3<sup>rd</sup> floor, APM Mall, Near Seema Hall, Anandnagar road, Satellite, Ahmedabad-380015 on or before 21.10.2019 before 16.00 hrs. On cover it should be mentioned clearly "Tender for Office Accommodation."

5. It may be noted that 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 (As per Annexure "A" & "B"). The second part should be the "Financial Bid" which should indicate the rent proposed to be charged and the other financial terms and conditions (As per Annexure "C" and "D") Both these bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top "Financial bid / Technical bid" as the case may be. Both these envelopes should be kept in the sealed cover as mentioned in the above Para. The building must have the minimum requirements as in the Annexure "A".

6. The Technical bid shall be opened in the first instance and the suitability of the accommodation shall be addressed on the basis of the technical specifications. The Financial bid shall be opened only in respect of those parties which are short listed on the basis of their Technical bids. If there are ready built cabins suitable to the Department or promise to make cabins as per requirement then it will be preferred.

7. Only legal owners/holders of the power of attorney from the legal owners, of the premises need to respond. A non-encumbrance certificate should be accompanied with the bid.

8. The period of lease should be minimum duration of 03 (Three) years;

9. The competent authority reserves the right to reject any or all the proposals without assigning any reasons.

10. The last date of receipt of Tenders is 21.10.2019 before 16.00 hrs.

  
(Mahendra Kumar, IRS)  
Assistant Commissioner,  
Central Goods & Service Tax (HQ)  
Ahmedabad- South.

For more details visit on website:

[cenexicseahmedabad.nic.in/ahmedabad\\_1/ahmedabad\\_1.html](http://cenexicseahmedabad.nic.in/ahmedabad_1/ahmedabad_1.html)

[cenexahmedabad.nic.in/ahmedabad\\_1/ahmedabad\\_1/ahmedabad\\_1.html](http://cenexahmedabad.nic.in/ahmedabad_1/ahmedabad_1/ahmedabad_1.html)

## TERMS AND CONDITIONS

1. The technical bid containing notice inviting offer, terms and conditions and details of the offer shall form part of the tender to be submitted by the owner of the premises (referred to as Owner / Landlord / Lessor) to this Department. Offers are invited directly from owners / landlords in the specified proforma and no brokerage shall be paid to anyone. Canvassing in any form will disqualify the Owner / Landlord.
2. Owing to nature of work, it would be strongly preferred that the area offered for rent should be in a single building with independent or exclusive floors for exclusive use by the Department. The premises should be located in the Commercial/Residential vicinity near Ambavadi, Neharunagar and in around distance of 5 to 6 KM. from HQ CGST, Ahmedabad South near polytechnic Ambavadi, Ahmedabad. The premises should be ready for immediate occupation. Interested parties with clear title alone should apply. Thus, the space offered for rent should be on a continuous basis so that there is no other office or agency in between the space occupied by the Department. If space is offered on different floors preference shall be given to premises having contiguous floors. **The premises should not be located in a building /complex having Shopping Mall/Theatre/Party Hall.**
3. The owners/landlords 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.
4. The offer shall be valid at least for a minimum period of 6 months from the last date for submission.
5. There should not be any deviation in terms and conditions as have been stipulated in Technical and Financial bids. All the pages of the offer are to be signed and over - writing if any to be duly initiated by the owner / landlords or his authorized signatory.
6. At the time of opening of Technical & Financial Bids, all Owner/ Landlords/Lessors are advised in their own interest to be present on the said date, time and venue for opening of the Technical & Financial bids.
7. After screening of the Technical bids, short-listed landlords will be informed by the Department for arranging site-inspection of the offered premises.
8. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered shall be safe, strong, stable, sound and durable remaining life of more than 30 years.
9. The monthly rent quoted should include all taxes excluding GST& Municipal Taxes, charges and assessment as applicable at the time of commencement of lease and nothing beyond the quoted rent as approved by the CPWD shall be paid by the Department.
10. The owner/landlords will have to construct adequate number of chambers/cabins for the officers & staff, stationery room, record room, toilets etc., along with the electrical work. as per Department's requirement/ Department's plan and make modifications / alterations in the premises if so desired by the Department at his own cost before handing over possession to the Department. Permission/approval required if any regarding additions/alterations/modifications of the premises shall be obtained by the owner /landlords at his own cost from the concerned local

authorities.

11. The owner/landlords shall provide for suitable cubicles, furniture and air conditioning for officers and staff on mutually agreed terms and conditions.
12. The premises offered should consist of the following minimum amenities/facilities;
  - a) Lifts of reputed make having adequate capacity, if premises offered is on upper floors.
  - b) Uninterrupted power supply for essential services and common area lighting.
  - c) Adequate lighting in the campus/compound.
  - d) Sufficient car parking space in office premises.
  - e) Presentable entrance, foyers, lobbies.
  - f) All internal and external walls should be painted in good quality paint.
  - g) Provision of adequate water supply and electricity.
  - h) Adequate open space surrounding the building.
  - i) The building should be ready to use condition with electricity, water, lifts sewerage, firefighting equipment and adequate toilet facility.
13. The owner / landlord shall provide adequate electric power load as per requirement of the Department at his own cost before handing over possession to the Department. If additional electric power load is required by the Department later on (i.e. after taking over possession with electric load of required capacity) within the lease period, the same shall be arranged by the owner / landlord at his own cost.
14. The owner/landlord will provide sufficient frontage adequate parking space in the building, without any additional rental overheads, for the Department's visitors, employees etc.
15. All statutory clearances and permissions required for construction/modification/additions/alterations and leasing of the premises to the Department shall be obtained by the owner/ landlord at his own cost.
16. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of Department. The registration charges, stamp duty for registration of lease deed to be borne by the owner /landlord.
17. Department shall have the right to carry out necessary minor alterations / modifications or make such structural or other changes to/in the premises as may be required by it for the purpose of its functioning with the consent in writing of owner / landlord(s) but such consent shall not be unreasonably withheld in the case of such alterations as shall be necessary or required by Department for the purpose of better amenities and carrying on its function effectively.
18. Department shall have the right to install satellite dishes/communication towers and other communication equipment etc. as deemed necessary by the Department for facilitating electronic communication and / or Core Department as also installation of power generating/ amplifying devices including but not restricted to power transformers, Power Generators etc. as well as placing of sign boards, Department's boarding / publicity materials. Air conditioners etc. in the terrace for its activities and the owner / landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent but however if any damage is resulted upon the demised premises due to such activities, the Department would be liable to repair the damage so caused, normal wear & tear is however excepted.
19. The Department shall have right to install additional generator sets, if required, for carrying its function effectively.

20. Since Department is the lessee / hire and has no insurable interest, the owner / landlord hereby has to insure the premises / assets rented / hired against risks like burglary, fire or natural calamity at his (owner's) own cost and the Department will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets.
21. Painting of the premises including front and back verandas, bath rooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the Department will be carried out by the owner / landlord once in two years within the lease period. In case the owner / landlord fails to do so, the Department shall have the right to arrange it at the cost of the owner / landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner / landlord.
22. Whenever necessary, the owner / landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and 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 Department either to terminate the lease or to retain the occupation of the demised 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 Department is deprived of the use of the demised 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.
23. The possession of the premises will be given to the Department after completion of entire work as per Department's requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to 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 the Department will have 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.
24. During the currency of the lease 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 Department.
25. 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 the open spaces which been available to the exclusive use of the Department.
26. That in the event of the owner / landlord deciding to sell the demised premises during the period of tenancy or at the expiration of the same he shall in the first instance offer them to the Department at the lowest price which he is prepared to accept for them and the Department shall within one calendar month from the date of receipt of such offer may Accept or reject such offer.
27. The Technical Bid shall be opened in the first instance. Before, accepting Technical Bid, all the documents and physical verification of space/Building shall be done by a Committee, authorized by **The Principal Commissioner, Central Goods and Services Tax, Ahmedabad South** and only those premises found satisfactory in all respect shall be proceeded with for opening of financial bid and such decision shall be final. The physical inspection of the premises will be carried out by the Committee to verify whether the premises comply with the terms and conditions as mentioned above and the bid forms.

28. The opening of financial bids shall be done at a later date. The financial bids of only those bidders will be opened which are short-listed after assessing the suitability of the accommodation, compliance to technical specifications, verification of their credentials and other liabilities. The short-listed bidders will be notified about the date and timing of opening of financial bids.

29. If the demised premises at the time during the said terms or any extension thereof 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 Department, then in such case it shall be optional with the Department to determine the lease or to retain occupation of the demised premises, if the Department so desires without any diminution of rent hereby reserved.

30. The Department 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.

31. That the Department will at the expiration of the said term or any extension thereof (if agreed to mutual) peaceably and 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 shall not be construed to render the Department liable to do any repairs of any kind to the demised premises.

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

33. The Department reserves the right to accept or reject any or all the offers without assigning any reason thereof.

34. The premises offered should have construction approvals/clearance from all Central/State Government Department as may be necessary by the local authorities.

35. 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.

*Signature of owner/landlord/lessor.*

## Annexure "A"

A.	FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER
1	There should be provisions for 24 hrs. electric & water supply
2	The area proposed to be preferably on the floors contiguous to each other.
3	The building should be in a ready to use condition with electricity, water, lifts, sewerage, fire fighting equipments and adequate toilet facilities. The electric power available should be indicated.
4	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement
5	There should be proper road and entrance to proposed building
6	Whether sufficient parking space is available

Signature of Legal Owner/Power of Attorney Holder

## Annexure "B"

B.	TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS
1	Full particulars of the legal owner of the premises: (i) Name (ii) Address of office & Residence (iii) Telephone No./Mobile No./Tele Fax (iv) E-Mail Address (v) PAN No. (vi) The location and address of the accommodation
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 power of attorney also if the applicant is other than owner)
4	Type of building- commercial or residential
5	(a) Complete Address and location of the building; (b) Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified Sketch Plan also)
6	Detailed approved plan of the accommodation
7	Date of Construction (B.U)
8	Exact carpet area
9	Exact built up area
10	Floor Number offered
11	No. of floors in the building
12	Other Facilities and amenities available with the building
13	Type, model, company & No. of lifts available/carrying capacity, provide details of make,
14	Parking space available for department - area and specific how many Nos of vehicles can be parked
15	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)
16	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
17	(a) Whether running water, drinking and otherwise, available round the clock. (b) Whether sanitary and water supply installation have been provided for?
18	Whether separate electricity and having sufficient installed has been provided for?
19	Sanctioned electricity load



20	(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 not? (If yes, give the Nos. of fans floor wise)	
21	Details of Fire Safety Mechanism, if any	
22	Specify the lease period (minimum three years and provision for extension)	
23	Whether the building is earth quake resistant. If so, please provide a certificate from the competent authority	
24	Any other salient aspect of the building, which the party may like to mention:	
25	If there are ready built cabins suitable to us or promise to make cabins as per requirement the same will be preferred	

Signature of Legal Owner/Power of Attorney Holder

Annexure "C"			
C.	FINANCIAL BID		
Sr. No.	Items	Rate per Sq. Feet	Total
1	Name & Address of the applicant with phone Nos		
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 : (i) Name (ii) Address(es) (iii) Telephone No./Mobile Nos. (iv) Business (v) Residential (vi) Tele Fax No. (vii) PAN Card (Photo copy)		
4	Complete details of the building viz. Complete postal address of the location		
5	Rent in Indian Rupees per month per square feet 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. & 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 Department. The electricity and water bills as per actual consumption to be borne by the Department.  Service Tax will be borne by the tenant as applicable.		
6	Rate of condition area maintenance Per Sq. Feet on carpet area per month		
7	Any other conditions having financial implications relevant to the offer of the building. Give details, if applicable		

Signature of Legal Owner/Power of Attorney Holder

**Annexure "D"**

**D. THE FINANCIAL BID SHOULD INCLUDE:**

The rent/maintenance charges proposed to be charged per Sq. Feet on the basis of carpet area which should be inclusive of all costs of services including:

- (I) The charges for the maintenance (Civil, electrical, plumbing)
- (II) The charges for the maintenance of the air-conditioning equipment if centralized and lifts;
- (III) The charges for parking space;
- (IV) The Charges for common security of the building.

Signature of Legal Owner/Power of Attorney Holder

**Declaration**

(r) 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.

(ii) 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 Society/Department may wish to take.

Signature of Legal Owner/Power of Attorney Holder