



**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS
AND SERVICE TAX, (AUDIT)**

6/7, A.T.D. STREET, RACE COURSE, COIMBATORE – 641 018.

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C. No. I/4/1/15-Admn.

Dated: 09.04.2015

**OFFICE ACCOMMODATION ON RENT ON LONG TERM BASIS
FOR COIMBATORE (AUDIT) COMMISSIONERATE**

On behalf of the President of India, Commissioner of Central Excise (Audit), Coimbatore-641018 calls for Techno-Commercial and Financial Bids from the interested parties for renting of the office premises for the said Commissionerate admeasuring approximately 17,000 Sq. Ft to 22,000Sq. Ft.

The area sought to be taken on rent should be under the limits of Coimbatore City and preferably at the locations viz. Avinashi Road, Trichy Road, in and around Gandhipuram, RS Puram, Ramnathpuram within a radius of 5 Kms from the Railway Station, Coimbatore. The space offered should be an independent building on main road with easy accessibility with a secured boundary wall and independent entrance. Assured and sufficient independent vehicle parking facility for at least 40 departmental officers and trade being visited should be available. The space offered should be free from any type of dispute or liability. Detailed Terms & Conditions of the tender are given in the ANNEXURE-A to this Tender Notice.

TECHNICAL BID

The first part of the bid would be "Technical Bid" and details as mentioned in ANNEXURE-B to the Tender Notice are required to be submitted in the form of TechnoCommercial Bid under the sign and seal of the bidder with Telephone/Mobile No., address, PAN No., etc. This should be submitted in a separate sealed envelope, indicating clearly on top of the envelope "**TECHNICAL BID**".

FINANCIAL BID

The second part would be "Financial Bid" and details as mentioned in ANNEXURE-C to the Tender Notice should be furnished in the bid. The Financial Bid should be submitted in a separate sealed envelope indicating on top of the envelope "**FINANCIAL BID**". This should have the signature in original of the bidder with seal.

The Technical Bid shall be opened in the first instance and the suitability of the accommodation shall be examined on the basis of the technical specifications, locality. etc. The Financial Bid shall be opened only in respect of those parties who are short listed on the basis of their Technical Bids. If ready built cabins, suitable to the department available or the bidder promises to provide cabins as per the requirement of the department, the same will be preferred.

Only legal owners/ holders of the power of attorney from the legal owners of the premises need to respond. **BIDS FROM THE BROKERS OR REAL ESTATE AGENTS WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES.** A non-encumbrance certificate should be accompanied with the bid. The period of lease should be a minimum duration of three years. The competent authority reserves the right to reject any or all the proposals without assigning any reasons.

Both the sealed envelopes, one containing the “**Technical Bid**” and another containing the “**Financial Bid**”, should be kept in a separate sealed envelope subscribing “**Tender for Office Accommodation**” and the same should be addressed to the Commissioner of Central Excise(Audit), 6/7, A.T.D. STREET, RACE COURSE, COIMBATORE – 641 018. The tender can be submitted either by speed post, Regd. Post A.D., Courier or in person. The last date for receipt of tenders is 23.04.2015 @15.00 Hrs. This office takes no responsibility for delay/loss of documents sent by post/courier.

The Technical Bids will be opened on 23.04.2015 at 16.00 Hrs. in the office of the Commissioner of Central Excise(Audit), 6/7, A.T.D. STREET, RACE COURSE, COIMBATORE – 641 018 by a committee constituted for this purpose in the presence of bidders, if available. The tenders will be short listed on the basis of their technical competency after opening the "Technical Bid" and due physical verification of the premises as deemed fit. "Financial Bids" of only those bidders will be opened who are short listed on the basis of their "Technical Bid" and suitability of their premises.

For any inquiry, please contact to Shri K.P. Govindan Kutty, the Assistant Commissioner of Central Excise, Audit at the office of the Commissioner of Central Excise (Audit), Coimbatore (on any working day) [0422-2221526].

(K. V. GANESH PRASAD)
JOINT COMMISSIONER
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
AUDIT COMMISSIONERATE, COIMBATORE

To,

1. The Web master, i/c of www.cbec.gov.in website, Directorate General of Systems & Data Management, Customs & Central Excise, 4th & 5th Floor, Hotel Samarat, Chankyapuri, Kautilya Marg, New Delhi 110 021.....publishing in the official website.
2. The Public Relation Officers, Central Excise Commissionerate, Coimbatore.
3. The Superintendent of Central Excise, Computers, Coimbatore to upload in Coimbatore website <http://cenexkovai.tn.nic.in>, www.cbec.gov.in.

ANNEXURE-A
TERMS & CONDITIONS OF THE TENDER

1. The building offered should be centrally located within the limits of Coimbatore city and preferably at the locations Avinashi Road, Trichy Road, in and around Gandhipuram, RS Puram, Ramanathapuram within the radius of 5 Kms from the Railway Station, Coimbatore.
2. Usable carpet area of the building should be approximately 17,000 Sq. Ft to 22,000 Sq. Ft.
3. The building should have sufficient vehicle parking space for around 40 officers and the visitors.
4. The building should have dedicated lift services of reputed make if more than one floor is there (above ground floor).
5. The ambience of the building should be elegant with good air circulation. There should be adequate natural lighting at the campus/ compound.
6. The premises should be free from encumbrances, encroachment and should have wide approach road. Non-encumbrance certificate should be attached with the Technical Bid.
7. Before accepting the technical bid, all the documents and space/ building shall be inspected by a committee authorized by the Commissioner (Audit), Central Excise, Customs and Service Tax, 6/7, A.T.D. Street, Race Course Road, Coimbatore-641018 and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final.
8. The building should have separate toilets for ladies and gents. Further, minimum three rooms should have attached toilet facility.
9. There should be provision for 24 hrs water supply, including adequate supply of water for toilets, washbasins and housekeeping and other cleaning purposes etc.
10. The building should have adequate fire safety measures and security measures as per the legal requirement.
11. The premises should have suitable and uninterrupted power supply for office as well as common area. The electric power supply specifications should be indicated clearly in the Technical Bid.
12. There should be adequate open space for installation of generators and there should be provision for connecting the same to the main power supply lines with auto change over facility for changing over supply from power supply received from electricity board to generator supply as and when there is a power failure
13. All services such as lifts, power supply, plumbing, adequate toilet facility, sewage, fire fighting equipments, telephone connectivity. etc. should be in fully operational condition at the time of submission of the offer by the bidder.

14. All internal and external walls should be well painted with good quality paint at the time of handing over the premises to the Department.
15. The flooring should be done with vitrified tiles/ marble/ granite.
16. The department would be free to make partition/ construct cabins/rooms as per requirement.
17. Only legal owners/ holder of the power of attorney from the legal owners of the premises need to respond. *Bids from brokers or real estate agents will not be accepted under any circumstances.*
18. The building should meet all other safety norms like earthquake resistance, flood, etc. required under the existing law. The property should be insured against all types of damages during the entire period of contract by the owner of the building.
19. All Local body Taxes, Water Charges or any other tax/ cess leviable on the premises will be borne by the owner. Service Tax, if any, will be borne by the department.
20. The electricity bills as per actual consumption will be borne by the department
21. The charges for the maintenance (civil, electrical, plumbing, lift, parking space, etc.), if any, will be borne by the building owner.
22. The Commissioner of Central Excise (Audit), Customs and Service Tax, 6/7, A.T.D. Street, Race Course Road, Coimbatore-641018 reserves the right to reject any or all of the bids so received at any stage without assigning any reason.
23. The Commissioner of Central Excise (Audit), Customs and Service Tax, 6/7, A.T.D. Street, Race Course Road, Coimbatore-641018 has the right to terminate the contract any time before the expiry of contract period by giving one month's advance notice in writing without assigning any reason.

24. PAYMENT OF RENT

- (a) The rent proposed by the house owner or as fixed by the CPWD/competent authority or as *per* the negotiation with the house owner/ building owner, whichever is less will be accepted/ fixed.
- (b) The rent fixed at the hiring stage will be effective during the entire period of the contract i.e. at least for **three** years.

25. JURISDICTION OF THE COURT- In case of any legal dispute arising out of this tender/ contract, the Jurisdiction shall be the courts at Coimbatore only.

26. LEASE AGREEMENT AND VALIDITY OF AGREEMENT — The agreement of the

building being hired will be executed in the standard Lease Agreement format prescribed by the Department and the validity of the same shall be for five years from the date of the agreement.

27. The bid offer shall include the interior works done by the owner, ready built cabins/cubicles suitable to the department or promise to make cabins as per requirement of the department. The bidder shall be responsible to calculate the grand total considering all the aspects in the financial bids. The Department shall not take any responsibility for calculating the grand total on the financial bids.

28. The offer should remain valid for 6 months. During the validity period of 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. Bidder has to submit an undertaking on non judicial stamp paper of requisite value duly signed by the legal owner or his power of attorney holder. The bidder shall not back out/cancel the offer/ offers made to the Commissioner (Audit), Customs, Central Excise & Service Tax, Coimbatore during the validity period.

(K. V. GANESH PRASAD)
JOINT COMMISSIONER
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
AUDIT COMMISSIONERATE, COIMBATORE

ANNEXURE-B
TECHNICAL BID PROFORMA

01		FULL PARTICULARS OF THE LEGAL OWNER/OWNERS OF THE PREMISES:	
	A	Name	
	B	Address of the office and residence of the owner of the premises	
	C	Telephone No.	
	D	Mobile No.	
	E	e-mail address	
	F	FAX No.	
	G	Pan No.	
	H	Location and full address of the accommodation offered on rental basis.	
02		Full particulars of the person(s) offering the premises on rent/ lease and submitting the tender.	
03		Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney if the applicant is other than the owner)	
04		Type of building (commercial or residential)	
05		Landmarks near the premises offered on rental basis	
06		Date of completion of construction. (Construction Certificate may be attached)	
07		Detailed approved plan of the accommodation.	
08		Total usable carpet area of the premises offered on rental basis.	
09		Exact built up area.	
10		No. of floors in the building with usable carpet area per floor.	
11		Usable carpet area per room/ open space (with drawing showing the measurements in Sq. Mtr.)	
12		No. of lifts available in the building with carrying capacity and make.	
13		Details of fire fighting equipments installed in the building with capacity, specification, make, etc.	
14		Other facilities and amenities available in the building.	
15		Size (in Sq. Mtr.) of parking area with drawing.	

16		Please state whether the parking area is having proper roofing (give details of roofing, etc. provided)	
17		Whether the accommodation offered for rent is free from litigation, including disputes with regard to ownership.	
18		Pending taxes, electricity charges or other dues, if any pending.	
19		Clearance/ no objection certificate from all the relevant central/state/municipal authorities and fire department for use as office/ commercial premises confirming the municipality laws.	
20		Whether drinking water is available round the clock.	
21		Details of underground and overhead water tanks along with details of electrical motor, etc. provided.	
22		Whether sanitary and water supply installations have been provided?	
23		No. of toilets and its area in Sq. mtr.	
24		No. of bath rooms and its area in Sq. mtr.	
25		No. of rooms with attached toilet with drawing and measurements.	
26		Sanctioned commercial electricity load with relevant supporting papers.	
27		Specifications of electrical fittings provided in each room and open space (No. of plugs, etc. with capacity).	
28		Specifications of electrical fittings provided in the open space within the building and outside the building, parking space, etc.	
29		Whether fans have been provided in all rooms, if YES give the nos. of fans room wise, including open space within the building.	
30		Details of power backup facility.	
31		Details of space for installation of Generator set.	
32		Details of safety mechanisms provided in the building.	
33		Whether the building is earth quake resistant, if YES, please provide a certificate from the competent authority.	
34		Any other salient aspect of the building which the party may like to mention.	

35		Details of surrounding of the building (East, West, North & South).	
36		Date of painting done on the internal and external walls, doors and windows of the building.	
37		Whether the floor is of vitrified tiles/marble/granite/(please specify)?	
38		Whether the owner has any objection in construction of rooms/cabins/partitions by the department as per the requirement.	
39		Insurance of the property valid up to (Please specify the date). Attach copy of the insurance documents also.	
40		Width of the approach road on which the building is located.	
41		Whether the premises is vacant and available in "ready to occupy condition".	
42		Mention specifically any hazards, industrial or otherwise, associated with the building or surroundings which are harmful for human.	
43		If the building was rented out to somebody in the past, details of their contact person, address, phone/mobile No.	
44		Name of the documents attached with the Technical Bid in support of the above.	

DECLARATION

I/we have read and understood the detailed terms and conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building. etc as furnished against the individual items are true and correct as per my 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 the legal owner/ Power of Attorney Holder)

List of Enclosures :

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 to rejection

without any reference to the party whatsoever. Originals of these documents / certificates shall be produced at the time of execution of Lease Agreement.

1. "Title Deed" showing the ownership of the premises or copy of agreement with the land owner.
2. Certified copies of approved drawings from Chennai City 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.

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-C
FINANCIAL BID PROFORMA

01		Name and address of the applicant with phone nos.	
02		Status of the applicant with regard to building/ accomodation offered for hire by the owner or power of attorney holder.	
03		Full particulars of the owner	..
	i	Name	
	ii	Address	
	iii	Business Telephone No.	
	iv	Mobile No.	
	v	Residential Telephone No.	
	vi	PAN Card No.(attach a photo copy of the <i>PANCard</i>)	
04		Rent per Sq. Mtr. of the usable carpet area per month as mentioned in technical bid (in Indian Rupees). The rent will <i>be</i> inclusive of all taxes to be borne by the house owner as per terms and conditions of tender, excluding only Service Tax, if any, and electricity charges.	
05		Extra rent if any for providing generator set for electricity power back up, which should be inclusive of the maintenance charges of the DG set. Please also give complete specifications of the DG set with make, power back up time, etc.	
06		Rent for providing other facilities (if any), please specify separately.	

DECLARATION

I/ We have read and understood the detailed terms and conditions applicable to the subject matter as supplied with the bid documents and agreed to abide by the same in totality.

It is hereby declared that the particulars of the building, 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)