



**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/4/1/2016/Admn

Dated: 28.04.2017

TENDER NOTICE FOR HIRING OF OFFICE PREMISES

The Office of the Commissioner of Central Excise (Audit), Coimbatore- 641018 invites sealed Techno-Commercial and Financial Tenders for hiring of office premises for the said Commissionerate for a minimum period of 3 (three) years, which may be renewed from time to time. The specifications are as below:

1. Net carpet area of 19,000 Sq. Ft to 22,000Sq. Ft. (Aprox 1765 Sq. Mt to 2044 Sq. Mt) within the city limits of Coimbatore City with sufficient independent parking facility and wide approach road.
2. The space offered should be free from any dispute/encumbrance or liability. Facilities like proper flooring, wiring, sound proof partitions for separate rooms of different areas and cubicles as required by the hiring department should be provided so as to meet the office requirements.
3. Each tender should be submitted in sealed cover under **“Two Bid System”** and should contain **‘Technical Bid’** and **‘Financial Bid’** separately and submitted in a sealed envelope marked clearly on top - **“Tender for Office Accommodation”** and sent by **RPAD/Speed Post only**. **The tender should be addressed to the Commissioner of Central Excise (Audit), 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018.**
4. Only legal owners or holders of the power of attorney from the legal owners of the premises are eligible to send in their tenders. **Bids from the brokers or real estate agents will not be entertained under any circumstances**
5. Detailed terms and conditions of Tender Notice are enclosed and also can be downloaded from <http://cbec.gov.in/tender>. Interested persons can also obtain the details of technical and financial bid from Shri. S. MohanaKrishnan, Assistant Commissioner of Central Excise, Audit, at the office of the Commissioner of Central Excise (Audit), 6/7. A.T.D Street, Race Course, Coimbatore - 641018 (on any working day) [0422-2222087].

6. The last date of receipt of tenders at the address mentioned above is **26/05/2017 (Fri day) before 15.00hrs.** Bids received beyond the specified date/time shall not be entertained. Central Excise department takes no responsibility for any delay/loss of documents sent by RPAD/Speed Post.
7. **Bids which are not adhering to the stipulated terms and conditions will not be accepted.**
8. The technical bids received will be opened in the first instance in the Office of the **Commissioner of Central Excise (Audit), 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018 at 15.00 hrs on 29/05/2017(Mon day).**
9. The Financial Bid shall be opened only in respect of those parties whose Technical bids are acceptable and after inspection of the premises by the Officials of the hiring department.
10. Finalization of Rent, based on location and quality of construction is subject to certification by CPWD / hiring committee and subject to final approval and sanction by the Government of India, as per rules framed in this regard.



(S. MOHANAKRISHNAN)
ASSISTANT 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 Superintendent of Central Excise, Computers, Coimbatore to upload in Coimbatore website www.cenexkovai.tn.nic.in, www.cbec.gov.in.

ANNEXURE-A
TERMS & CONDITIONS OF THE TENDER

1. The carpet area should be between 19,000 Sq. Ft to 22,000Sq. Ft. (Aprox 1765 Sq. Mt to 2044 Sq. Mt) and the actual area to be hired shall be decided by the department after inspection of the buildings and subject to the rules in force.
2. Net carpet area means area of premises excluding toilets, passages, walls/columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary, shafts, lift arches, air conditioner ducts, lofts, etc.]
3. The building offered should be centrally located within the limits of Coimbatore city and preferably on the main roads. Proximity to the office of the Chief Commissioner in Race Course Road would be given preference.
4. The building should have sufficient vehicle parking space for around 20 Cars and 40 two wheelers.
5. In case the building has more than one floor above the ground level, it should have dedicated lift services of reputed make with a capacity for more than 10 persons.
6. The building should have separate toilets for ladies and gents on each floor and attached toilet facility shall be created in rooms to be specified by the hiring department.
7. There should be provision for 24 hrs water supply, including adequate supply of water for toilets, washbasins and housekeeping and other cleaning purposes etc.
8. The building should have adequate fire safety measures and security measures as per the legal requirement. 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.
9. 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.
10. Generator should be preinstalled.
11. All services such as lifts, power supply, plumbing, adequate toilet facility, sewage, fire-fighting equipment, etc. should be in a fully operational condition at the time of submission of the offer by the bidder.

12. Electric fittings like lights, fans etc. should be provided.
13. Provision for air-condition should be available.
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 owner of the building should make provisions for around 50 number of separate rooms of different dimensions. The designing of the partitions and locations of the same in the building shall be done as required by the hiring department, at the time of considering the Technical bid, by the department. The department would be free to make any further partition/ construct cabins/rooms as per requirement.
17. All Local body Taxes, Water Charges or any other tax/ cess leviable on the premises and Service Tax, if any, will be borne by the owner. The hiring department will be liable to pay only the Electricity charges and water charges based on the actual usage.
18. The charges for the maintenance (civil, electrical, plumbing, lift, parking space, etc.), if any, will be borne by the building owner.
19. The Commissioner of Central Excise (Audit), Coimbatore-641018 reserves the right to reject any or all of the bids so received at any stage without assigning any reason.
20. The Commissioner of Central Excise (Audit), 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.
21. The bid offer shall include the partition works done by the owner, according to the requirement of the department (details of which can be obtained from the hiring during the working hours of any working day. The bidder shall be responsible to calculate the grand total considering all the aspects in the financial bids.
22. The offer should remain valid for 6 months from the date of submission. 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 backout/cancel the offer/ offers made to the Commissioner (Audit), Customs, Central Excise & Service Tax, Coimbatore during the validity period.

23. **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 for rejection without any notice. Originals of these documents / certificates shall be produced at the time of execution of the Lease Agreement.

- i. "Title Deed" showing the ownership of the premises or copy of agreement with the land owner.
- ii. Certified copies of approved drawings from Coimbatore 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.
- iii. 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.

24. **RENT-** Rent shall be fixed as per the Fair Rent Certificate granted by the CPWD/competent authority or as *per* the negotiation by the hiring department with the house owner/ building owner, whichever is less. The rent fixed at the hiring stage will be effective during the entire period of the contract i.e. for **three** years.

25. No advance of Rent shall be payable by the hiring department and any bid requesting for the same is liable to be rejected.

26. **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.

27. **LEASE AGREEMENT AND VALIDITY OF AGREEMENT** —The rental agreement will be executed in the standard Lease Agreement format prescribed by the Department and the validity of the same shall be for three years from the date of the agreement.



(S. MOHANAKRISHNAN)

ASSISTANT 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.	
	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	
		Whether power of attorney is enclosed if the applicant is other than the owner	Yes/No
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		Whether detailed approved plan of the accommodation is enclosed	Yes/No
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		No. of lifts available in the building with carrying capacity and make.	
12		Details of fire fighting equipments installed in the building with capacity, specification, make, etc.	
13		Size (in Sq. Mtr.) of parking area with drawing.	
14		Please state whether the parking area is having proper roofing (give details of roofing, etc. provided)	

15	Whether the accommodation offered for rent is free from litigation, including disputes with regard to ownership.	
16	Pending taxes, electricity charges or other dues, if any pending.	
17	Whether copy of 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 is enclosed	
18	Whether drinking water is available round the clock.	
19	Details of underground and overhead water tanks along with details of electrical motor, etc. provided.	
20	Whether sanitary and water supply installations have been provided?	
21	No. of toilets and its area in Sq. mtr.	
22	No. of bath rooms and its area in Sq. mtr.	
23	No. of rooms with attached toilet with drawing and measurements.	
24	Details of power backup facility.	
25	Details of space for installation of Generator set.	
26	Details of safety mechanisms provided in the building.	
27	Whether the building is earth quake resistant, if YES, please provide a certificate from the competent authority.	
28	Any other salient aspect of the building which the party may like to mention.	
29	Whether the floor is of vitrified tiles/marble/granite/(please specify)?	
30	Insurance of the property valid up to (Please specify the date). Attach copy of the insurance documents also.	
31	Width of the approach road on which the building is located.	
32	Whether the premises is vacant and available in "ready to occupy condition".	
33	If the building was rented out to somebody in the past, details of their contact person, address, phone/mobile No.	
34	List of documents attached with the Technical Bid:	

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.

It is hereby declared that the particulars furnished against the individual items are true and correct to the best of 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 deem fit to initiate.

(Signature of the legal owner/ Power of Attorney Holder)

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)