



केन्द्रीय कर के सहायक आयुक्त का कार्यालय

OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX
विशाखपट्टणम सेंट्रल जीएसटी प्रभाग Visakhapatnam Central GST Division

विशाखपट्टणम् आयुक्तालय Visakhapatnam Commissionerate,

तृतीय मंजिल, द्वार संख्या 28-14-10, सूर्याबाग, "वी" मेक्स टॉकीस के सामने

3rd Floor, D.No.28-14-10, Opp. Melody Theatre, Suryabagh, विशाखपट्टणम् Visakhapatnam 530020.

दूरभाष Phone No.: 0891-2507890

फेक्स Fax : 0891-2568882

e-mail : accentraldiv-gstvskp@gov.in

C. No. I/ 11/01/2016-Admn Part I

Dated: 06.02.2020

NOTICE INVITING e-TENDER

FOR HIRING OF OFFICE SPACE AT VISAKHAPATNAM FOR OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX VISAKHAPATNAM CENTRAL CGST DIVISION, VISAKHAPATNAM CGST COMMISSIONERATE, VISAKHAPATNAM

Online bids are invited on single stage two-bid system for hiring of office premises for the office of THE ASSISTANT COMMISSIONER OF CENTRAL TAX, VISAKHAPATNAM CENTRAL CGST DIVISION, VISAKHAPATNAM CGST COMMISSIONERATE, VISAKHAPATNAM at the place shown in the table given below for an initial period of 3 (Three) years which may be renewed from time to time, if required by the Department, having specifications and facilities as mentioned in the tender document. **Manual bids will not be accepted.**

Sl. No.	Description
1.	Carpet Area of Building: approx. 6761 Sq. ft. (630 Sq. Mtr.) (+/- 10%)
2.	Premises should be in Visakhapatnam conforming to the location and other requirements specified in the tender

Document Download: Tender documents may be downloaded from CBEC website www.cbec.gov.in (for reference only) Commissionerate website: <http://www.cenexgstvizag1.gov.in> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under. In the event of any of the under-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.

CRITICAL DATE SHEET

Published Date	6 th February 2020
Bid Submission End Date	4 th March 2020 (11:00 Hrs)
Technical Bid Opening Date	5 th March 2020 (11:00 Hrs)
Financial Bid Opening Date	11 th March 2020 (11:00 Hrs)

Tender Conditions

1. Bid Submission:

(i) Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> . Tenderer are advised to follow the instructions “Special Instructions to Bidders for e-submission of the bids online through eProcurement Portal” available on the <https://eprocure.gov.in/eprocure/app> (given at Annexure-VI for ready reference) for online submission of bids. Bid documents may be scanned with black and white option which helps in reducing size of the scanned document.

(ii) Not more than one tender shall be submitted by one tenderer. However, in case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bid(s) containing technical bid, financial bid and EMD in respect of each of such premises. A breach of these conditions will render the tenders liable to rejection.

(iii) The tenderer must provide demand draft of Rs. 10,000/- (Rupees Ten Thousand only), drawn in favor of the “Pay and Accounts Officer, Customs & CGST, Visakhapatnam”, as ‘Earnest Money Deposit’ (EMD), valid for three months, and must reach the tender inviting authority at 3rd Floor, D.No.28-14-10, Opp. Melody Theatre, Suryabagh, Visakhapatnam-530020. The applicable bank charges shall be borne by the tenderer and he shall not have any claim what so ever on this account on Government. Tender not accompanied with the EMD is liable to be rejected. However, public sectors undertaking / Govt. undertaking firms are exempted from the payment of EMD. EMD will be returned to all the unsuccessful bidder(s) at the end of the selection process and no interest shall be paid on it. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process.

(iv) Interested persons who are legal owner or Power of Attorney holder, who has downloaded the tender from the CBEC website www.cbec.gov.in, <http://www.cenexgstvizag1.gov.in> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> , shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

(v) Intending tenderers are advised to visit the CBEC website www.cbec.gov.in and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

Submission of Tender

(i) The tender should be submitted online in two parts viz. (a) "Technical Bid" which should contain technical parameters like Address of the building, Carpet area as well as built up area, year of construction, design of the premises, availability of sufficient parking space and other requirements as given in the terms and conditions attached herewith and (b) "Financial Bid" which should indicate the rent proposed to be charged and other financial terms and conditions.

- All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- The offers submitted by telegram/fax/email/post/courier shall not be considered. No correspondence will be entertained in this matter.

Technical Bid:

The following documents are to be furnished by the bidder along with the 'Technical Bid' as per the tender document:

- Signed and scanned copy of proof for payment of Earnest Money Deposit.
- Signed and scanned Copy of the 'Technical Data Sheet' (refer Annexure-II).
- Signed and scanned copy of permanent account number (PAN), GST Registration.
- Signed and scanned copy of the 'Letter of Authorisation to submit bids' if submitted by the person other than the owner(s)/power of attorney holder.
- Signed and scanned Copy of the Declaration (refer Annexure-IV) and Tender Acceptance Letter (refer Annexure-V).
- Signed and scanned Copy of the "Title Deed" showing the ownership of the premises or copy of Power of Attorney with the land owner (Copy of proof of ownership / Power of attorney).
- Signed and scanned Copy of the 'Affidavit' from owner(s)/power of attorney holder 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.
- Signed and scanned Copy of the approved drawings from LOCAL DEVELOPMENT AUTHORITY or any other competent authority of the area offered for rent/hire, certified copy of Land Deed, Municipal Corporation tax receipts.
- Signed and scanned Copy of the Location Map of the proposed property
- Signed and scanned Copy of the Approved layout plan of the offered premises with exact measurement for carpet area.
- Signed and scanned Copy of the 'Completion Certificate'/'Occupancy Certificate' of the offered space / building from the competent authority.

Financial Bid:

The following documents are to be furnished by the bidder along with the 'Financial Bid' as per the tender document:

- Signed and scanned copy of the "Financial Bid" (Annexure-III) mentioning all the details and the monthly rate of rent per square feet of carpet area per month (it is to be noted that the rate per Sft. of carpet area is to be inclusive of all costs of services / charges for the maintenance of common facilities, taxes except GST) is to be filled invariably in **BOQ file attached to the NIT**.
- Signed and scanned copy of the undertaking on non-judicial stamp paper of requisite value duly signed by legal owner or his power of attorney holder that the bidder shall not back out / cancel the offer / offers made to the Assistant Commissioner, Visakhapatnam Central CGST Division, Visakhapatnam during the validity period.

(ii) The bidder should refrain from indicating the rents and other financial details in the 'technical bid' and if they do so, the bid will be rejected.

IMPORTANT NOTE

1. Finalization of rent based on parking area, location & quality of construction etc. is subject to certification by CPWD / hiring committee and is also subject to the final approval & sanction by Government of India, as per rules framed in this regard.

2. The bids will be opened online at the office of the Assistant Commissioner, Visakhapatnam Central CGST Division, Visakhapatnam at the scheduled date and time. No further communication shall be made separately regarding dates of opening of Technical & Financial Bids unless there is any change in date or time of opening of bids. After evaluation of the technical bids, bidders will get the information regarding their eligibility/pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to the successful bidders which can be checked by the bidders on the portal. The financial bids of the successful bidders (found to be qualified in the technical bid) will be decrypted and opened online on the schedule date and time by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.

3. The hard copy of the original instrument in respect of the EMD, original copy of undertaking/affidavits, self attested copies of the certificates and other requisite documents must be delivered to the tender inviting authority in his office before the bid opening date, as mentioned in the critical date sheet. After opening of the Technical Bid online, the original documents as per the requirement of e-tender document will be verified by the office of the Assistant Commissioner, Visakhapatnam Central CGST Division, Visakhapatnam. The Assistant Commissioner, Visakhapatnam Central CGST Division, Visakhapatnam reserves the right to seek any document in original related to the premises offered for hire for the purpose of verification at any stage of the tender process.

4. Following Annexures forms part of this tender:

i) General Instructions and Terms & Conditions of this contract: Annexure-I

ii) Formats of Technical Bid: Annexure-II (with Undertaking)

iii) Format for Financial Bid: Annexure-III

iv) Declaration: Annexure-IV

v) Tender acceptance letter: Annexure-V

vi) Instructions for online bid submission: Annexure-VI

5. For any further details, clarifications/queries the following officers may be contacted.

Sl. No.	Name of the Officer & Designation	Contact Nos.	e-mail
1.	Shri Gosu Ramesh, Assistant Commissioner	7729841769 / 08912568882	accntraldiv-gstvskp@gov.in
2.	Shri P.Ananda Rao, Superintendent	9848224672	anandraop.g210501@gov.in

Sd/-

(GOSU RAMESH)
ASSISTANT COMMISSIONER

ANNEXURE-I

TERMS AND CONDITIONS:

1. The Technical Bid should be accompanied by the following documents:

i) Location Map of the proposed property.

ii) Copy of proof of ownership / Power of attorney.

iii) Approved layout plan of the offered premises with exact measurement for carpet area.

iv) Completion certificate/Occupancy Certificate of the offered space / building from the competent authority has to be submitted.

2. Bonafide owners of the premises / power of attorney holder, who possess freehold title on the said premises, and who can as per the law lease the premises to this Visakhapatnam Central CGST Division, Visakhapatnam are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.

3. The offers received from Public Sector Undertakings/Government bodies would be given preference. 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 the Tender documents.

4. The approved land use of the building from the respective State Government Authorities or Local Authority should be "commercial".

5. The building should be conforming to all the building norms and safety norms as specified by local Development Authority/ Municipal Authorities or other Govt.

6. The building should have all the necessary approvals/clearance from the concerned local Development Authority/Municipal Authorities and Completion Certificate/Occupancy Certificate issued by the Competent authority.

7. The building should be conforming to the fire-fighting norms and should have clearance certificate / NOC from the concerned Fire department. The building should also be complying to all other safety norms like earthquake and flood resistance etc. as required under the law.

8. The premises offered must comply with the minimum amenities/facilities as specified below:

i. The building should be located on sufficiently wide road and the approach to the offered building should be convenient and non-congested. The building should be well connected to NH-16 and is to be located preferably within 10 Kms from Visakhapatnam Railway Station/ Dwaraka Bus Complex (RTC Bus Complex, Visakhapatnam).

ii. The building should be operative 24 x 7 so that the office work beyond normal working hours and on non-working days is not hampered or stalled.

iii. Sufficient earmarked / reserved parking (about 6 to 10 four wheelers and about 15 to 25 two wheelers) exclusively for use of the hirer must be provided. In addition to above parking space, ample space for car/ two-wheeler parking should be available for visitors.

iv. The entire carpet area offered for rent should be located in one building and it should be contiguous. The required space should be offered in preferably contiguous floors although space offered in one floor shall be preferred.

v. The building should have provision for electrically operated lifts with assured power backup, if the entire office space is not on ground floor. The provision of the lift(s) is required to be made for the physically challenged persons in view of the Persons with Disabilities (Equal

Opportunities, Protection of Rights and Full Participation) Act, 1996 to create barrier free environment for persons with disabilities.

vi. The entire carpet area offered for rent should be for exclusive use of the hirer and no passage of any other person should be allowed through this area.

vii. The building should have adequate natural lighting and proper ventilation.

viii. The building should be fitted with lights, fans and other electrical and civil fittings and fixtures.

ix. The offered premises should have separate cabin for the officers as required by the office of the Assistant Commissioner of Central Tax, Visakhapatnam Central CGST Division.

x. The offered premises should have installed Air Conditioning facility.

xi. The building should have adequate toilets facilities separately for ladies and Gents on each floor of the proposed area.

xii. The premises should have suitable power supply for commercial operations and also compulsorily have 100% power back-up.

xiii. All internal and external walls should be painted with good quality paint at the time of handing over the premises.

xiv. There should be provision of ceramic tiles / marble flooring in general areas and vitrified tiles in the cabins of senior officers.

xv. Through out the period of lease, maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be responsibility of the owner and the owner shall also carry out periodical repairs also. No additional/ separate charges shall be paid for the same by the Department.

xvi. The office reserves the right to carry out suitable alterations by way of partitions, office fixtures, fittings etc. for the effective use of the office space hired during the lease period/ extended lease period.

xvii. The building should have proper and sufficient water, sewerage, electricity, fire-fighting equipment and adequate toilet facilities. The number of toilets for both genders should be sufficient as per the norms of the office premises. The owner should be willing to make alteration / additions of the toilet as per requirement of the hirer and suitable provision is to be made for physically challenged persons.

xviii. The layout of the offered space should be in accordance with the requirement of Office of Visakhapatnam Central CGST Division, Visakhapatnam for various rooms as per the staff strength. The owner may be required to carry out such alterations to the existing partitions / fixtures and fittings as may be specified by the hirer to make it suitable for its use.

9. The premises offered should be secure and in ready condition and the owners / power of attorney holders of the premises will have to hand over the possession of the premises within 45 days from the date of acceptance of their offer.

10. During the validity period of the offer, the bidder should not withdraw / modify in the terms of area and price and other terms and conditions quoted in Technical or Financial Bids. As such, the bidder is required to submit an undertaking on non-judicial stamp paper of requisite value duly signed by legal owner or his power of attorney holder that the bidder shall not back out / cancel the offer / offers made to The Assistant Commissioner, Visakhapatnam Central CGST Division, Visakhapatnam during the validity period.

11. All the individual pages of the offer are to be signed and over-writing, if any, to be duly initialed by the owner / landlords / power attorney holders or his authorized signatory.
12. The opening of the Financial Bids shall be done on the date and time fixed in this regard. 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 date and timing of opening of financial bids is already fixed and no further communication shall be made in this regard. However, in case of change in time / date of opening of financial bids, the bidders will be notified about the changed date and time of opening of financial bids.
13. Tenders not accompanied with 'Earnest Money Deposit' will be treated as non-responsive and will be rejected at the initial stage itself "as Tenders received without EMD". After completion of the tender process, the earnest money will be refunded to the unsuccessful bidders. The successful bidder will get the earnest money refunded. No interest is payable. However, in case of refusal of giving possession of the space, the earnest money will be forfeited.
14. The Technical bids shall be opened in the first instance. The physical inspection of the premises will also be carried out to verify whether the premises comply with the terms and conditions of this tender document. Before accepting the Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by The Assistant Commissioner, Visakhapatnam Central CGST Division, Visakhapatnam and only those premises found suitable & meeting the eligibility criteria in all respects shall be proceeded with for opening the financial bid and such decision of the Technical Committee shall be final. The particulars of amenities provided/proposed to be provided inside the property/building complex should be clearly indicated in the Technical Bid.
15. The possession of the premises will be given to Visakhapatnam Central CGST Division, Visakhapatnam after completion of entire work as per their requirement and specifications. Subsequent to the possession, if it is observed that any item or work remains unattended or is not in accordance to their specifications, the owner/landlord will have to complete the same within a reasonable time from the date of possession of the premises and in case of any default, Visakhapatnam Central CGST Division, Visakhapatnam will have the 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.
16. Since the Visakhapatnam Central CGST Division, Visakhapatnam is the lessee/hirer, the owner/power of attorney holder has to insure the premises/assets rented/hired against risks like fire or natural calamity at his (owner's) own cost and the Visakhapatnam Central CGST Division, Visakhapatnam 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.
17. All the statutory clearances and permissions required for construction/modification/ additions/alterations and leasing of the premises to the Visakhapatnam Central CGST Division, Visakhapatnam shall be obtained by the owner/ landlord at his own cost.
18. 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 Government of India, as per rules framed in this regard.
19. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of Visakhapatnam Central CGST Division, Visakhapatnam. The registration charges, stamp duty for registration of lease deed to be borne by the owner /landlord.

20. The bidder is required to enter into STANDARD LEASE AGREEMENT (SLA) in the prescribed format approved by the Central Government, the copy of which is enclosed for reference (Annexure-VII).
21. The period of lease should be minimum for duration of Three (03) years from the date of lease agreement.
22. The Assistant Commissioner of Central Tax, Visakhapatnam Central CGST Division, Visakhapatnam reserves the right to amend these terms and conditions as it deems necessary.
23. Participation in the tender does not entail any commitment from the Assistant Commissioner of Central Tax, Visakhapatnam Central CGST Division, Visakhapatnam. He reserves the right to reject any / all offers, including that of the lowest tender without assigning any reason.
24. The bidder shall quote expected amount of rent per month for the premises being hired in the financial bid. However, payment of rent will be subject to the issuance of "Fair Rent Certificate" by CPWD as per the procedure laid down by the Govt.
25. No security deposit or advance rent shall be paid by the department as per the existing policy. Payment of rent will be made on monthly basis by this office.
26. Maintenance charges are to be borne by the owner/lessor. In addition, all corporation/municipal taxes, cess or any other taxes as applicable during the period of lease shall be borne by the owner/power of attorney holder. All these charges/taxes are deemed to be part of monthly rent per Sq. Ft. of carpet area quoted by the bidder. The monthly rent which is exclusive of GST, shall be reimbursed by the Department on actual basis. GST will be reimbursed subject to proof of its payment.
27. Electricity bills as per actual consumption and water charges shall be borne by the Department.
28. No brokerage shall be paid by the Department.
29. The payment terms mentioned in the financial bid shall be strictly followed.
30. If at any stage it is found that any of the details / documents furnished by the bidder is false / misleading / fabricated, his/her bid would be liable for cancellation without intimation to the bidder.
31. Expenses in connection with drafting and execution/registration of the lease agreement with the concerned authority will be borne by the lessor.
32. The Visakhapatnam Central CGST Division, Visakhapatnam shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/power attorney holder by giving three months' notice in writing. The owner/power attorney holder 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 Assistant Commissioner of Central Tax, Visakhapatnam Central CGST Division, Visakhapatnam
33. Visakhapatnam Central CGST Division, Visakhapatnam 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 rented premises to the owner/power attorney holder in the nearly same condition as at the time of commencement of initial lease. Wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God excepted but this condition shall not be construed to render the Visakhapatnam Central CGST Division, Visakhapatnam liable to do any repairs of any kind to the rented premises

34. The owner / the holder of power of attorney should intimate in writing the likely date of handing over of the premises.

35. After receipt of Visakhapatnam Central CGST Division, Visakhapatnam confirmation for leasing of the premises which is considered to be most suitable / reasonable and its acceptance, if owner/power attorney holder backs out on account of any reason, the owner/power attorney holder is liable to pay the Visakhapatnam Central CGST Division, Visakhapatnam the full expenditure incurred by the Visakhapatnam Central CGST Division, Visakhapatnam from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process. Such bidders are also liable for action as per law.

36. Most competitive rate per Sq. Ft. of carpet area should be offered / quoted in Financial Bid for the entire agreement period of three (03) years. Monthly rent should be quoted on lumpsum basis for the entire area (covered/built up area of main building, other permanent structures, covered/underground parking as well as open parking area, open space like garden, inner roads etc.) for the entire agreement period of 03 (three) years in the Financial Bid. No separate rent would be paid for (a) underground/covered parking (b) open parking space, inner roads, garden etc. within the compound. Rate per Sq. Ft. of carpet area quoted in the financial bid is deemed to be inclusive all charges/taxes except GST. GST will be reimbursed separately over and above the monthly rent.

37. The rent demanded per square feet of the carpet area per month will constitute the Financial Bid. The said rate per Sq. Ft. of the carpet area is to be deemed to be inclusive of all charges/ taxes etc. except GST

ANNEXURE-II (TECHNICAL BID)

TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS:

Part – I

Sl. No.	Item	
1	Full particulars of the legal owner / holder of power of attorney of the offered premises:	
	i) Name	
	ii) Address of office & Residence	
	iii) Telephone No./Mobile No.	
	iv) Tele Fax	
	v) E-Mail Address vi Permanent Account Number (PAN)	
	vi) Permanent Account Number (PAN)	
	vii) The exact location and postal address of the premises/accommodation with map	
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 — whether commercial or not	

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 / Layout Plan also)	
6	Detailed approved plan of the accommodation	
7	Date of Construction	
8	Exact carpet area offered for rent (Carpet area offered for rent does not include area of verandah, corridor and passage, staircases, basement/ covered parking, toilets, wall/columns, balcony, , portico, shafts, lift arches, air-conditioner ducts, lofts etc.	
9	Exact built up area	
10	Floor Numbers being offered	
11	No. of floors in the building	
12	Other Facilities and amenities available with the building	
13	Number of lifts available/carrying capacity, provide details of its make, type, model and company	
14	Parking space available for exclusive use of the department- Whether covered / open, location / Nos. of vehicles that can be parked 4-wheelers / 2-wheelers	
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 the respective Central/State/Municipal authorities and Fire Department for use as office/commercial premises conforming the municipality laws	
17	a) Whether running water, drinking and otherwise, available round the clock.	
	b) b Whether sanitary and water supply installations have been provided for?	
18	Whether separate electricity and having sufficient installed capacity has been provided for?	
19	Sanctioned electricity load	
20	a) Details of power back-up facility/ sanctioned Electricity Load	
	b) Whether electrical installation and fitting, power, plugs, switches etc. provided or not?	
	c) 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?	
24	Specify if there are ready built rooms / cabins suitable to the Visakhapatnam Central CGST Division, Visakhapatnam or undertakes to make cabins as per requirement.	
25	Any other salient aspect of the building, which the owner/power of attorney holder may like to mention:	

Part-II

26. Qualification criteria / Essential conditions to meet the suitability for office space:

(i)	Whether the building is located near Railway Station/Bus Complex (Visakhapatnam). If yes, the motorable distance. It should be located preferably within 10 km from Visakhapatnam Railway Station/ Dwaraka Bus Complex (RTC Bus Complex, Visakhapatnam). It should be located within Visakhapatnam Urban limits.	
(ii)	Whether the building is located on a wide road and the approach to the offered building is convenient and non-congested.	
(iii)	Whether the building is well connected to highway. Please provide the motorable distance from building to the NH-16.	
(iv)	Whether entire carpet area offered for rent is for exclusive use of the hirer and whether any passage to any other person had been allowed through this area.	
(v)	Whether the entire carpet area offered for rent is in one building.	
(vi)	Whether the entire area offered is contiguous and preferably on single floor.	
(vii)	Whether the offered space is in more than 3 floors.	
(viii)	If the space is offered on different floors, whether they are contiguous floors and internally connected.	
(ix)	Whether there is earmarked/reserved parking for about 6 to 10 for four wheelers and about 8 to 12 for two wheelers exclusively for the hirer. Whether there is adequate parking space for visitors vehicles.	
(x)	Whether the premises offered is secure and in ready condition	
(xi)	Whether the building conform to the firefighting norms and in possession of latest clearance / certificate from Fire	

	department	
(xii)	Whether the building has the provision for electrically operated lifts with assured power backup, if the entire office space is not on ground floor.	
(xiii)	Whether the building is operative 24 x 7 beyond normal working hours.	
(xix)	Whether all the requisite documents mentioned in the tender are submitted.	

Note: The conditions mentioned above are essential and must be met to meet the eligibility criteria. In case these conditions are not met, the bid is liable to be rejected.

27. List of Enclosures:

Attested/certified scanned copies of the following documents are required to be uploaded on CPPP portal along with the Technical Bid. Technical Bids received without these documents are liable to be rejected 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 Power of Attorney with the land owner (Copy of proof of ownership / Power of attorney).
2. Certified copies of approved drawings from LOCAL DEVELOPMENT AUTHORITY or any other competent authority of the area offered for rent/hire, certified copy of Land Deed, Municipal Corporation tax receipts.
3. Location Map of the proposed property.
4. Approved layout plan of the offered premises with exact measurement for carpet area.
5. Completion certificate/Occupancy Certificate of the offered space / building from the competent authority.
6. Affidavit from owners/power of attorney holder 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.

UNDERTAKING

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 Legal Owner/Power of Attorney Holder/Authorised Person

ANNEXURE-III (FINANCIAL BID)

FINANCIAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS:

Sl. No.	Item	
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 or power of Attorney Holder	
3	Full particulars of the owner: i) Name ii) Address of office/ Residence iii) Telephone No./Mobile No. iv) Business v) Residential vi) Tele Fax vii) E-Mail Address viii) PAN (Photocopy)	
4	Complete details of the building offered viz. Complete postal address of the location	
5	Net Carpet Area offered (in Sq. Ft.) as defined in Tender document	
6	Rate per square feet of carpet area (including all charges and taxes except GST)	BOQ FILE ATTACHED.THE BIDDER IS REQUESTED TO FILL THE RATE PER SQ FEET PER MONTH IN BOQ FILE

Note: The Rate per Sq. Ft. of carpet area for rent should be inclusive of all costs of services / charges for the maintenance of common facilities, taxes, levies etc. except GST.

Signature of Legal Owner/Power of Attorney Holder/Authorised Person

ANNEXURE-IV

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 to 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 Society / Department may wish to take.

Signature of Legal Owner/Power of Attorney Holder/Authorised Person

Annexure-V

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date:

To,
The Assistant Commissioner of Central Tax
Central CGST Division
Visakhapatnam CGST Commissionerate
Visakhapatnam.

Sub: Acceptance of Terms & Conditions of Tender Reference No:

Name of Tender / Work:- _____

Dear Sir,

1. We have downloaded the tender document(s) for the above mentioned 'Tender' from the website(s) namely: _____
_____ as per your advertisement, given in the above-mentioned website.

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 hereby 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 totality / entirety.

5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Signature of Legal Owner/Power of Attorney Holder/Authorised Person

Annexure-VI

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal (available on CPP portal <https://eprocure.gov.in/eprocure/app> under the weblink 'Help For Contractors')

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnITrustline/SafeScript/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

14. It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time **(as per Server System Clock)**.