



OFFICE OF THE COMMISSIONER OF CENTRAL TAX
HYDERABAD - II AUDIT COMMISSIONERATE

11-5-423/1/A::SITARAM PRASAD TOWER::RED HILLS::HYDERABAD-500004

C. No. 12/01/2018 - Admn

Date:

25.07.2018

HIRING OF OFFICE ACCOMODATION ON LEASE / RENT BASIS

Offers/bids are invited from the legal owners and/or their Power of Attorney holders in the form of the two bid system i.e., Technical Bid and Financial Bid, for hiring of office accommodation (as detailed in the tender documents) located within the area mentioned in the table given below.

Sl.No	Preferable location	Carpet Area required in Sq. Mt.	Carpet Area required in Sq. Ft.
1	<u>Municipal limits of Greater Hyderabad Municipal Corporation</u>	2847.9	30654

The building should be located preferably on the main road with easy access and should be ready to use with continuous floors. Covered parking space should be available for about 50 cars and 100 two wheelers. The interested parties may download the prescribed tender documents and the details along with technical specifications of the required accommodation and other terms and conditions applicable from <http://www.cbec.gov.in/htdocs-cbec/tender/tenders-idx> or <https://eprocure.gov.in/epublish/app> or <http://www.hyderabadgstaudit2.gov.in/>. Last date for submission of duly filled-in bids is **24.08.2018 2 PM**. The technical bids will be opened in the presence of Tender Evaluation Committee on **24.08.2018 at 4 PM**. at O/o the Commissioner of Central Tax, Audit - II Commissionerate, 11-5-423/1/A Sitaram Prasad Tower, Red Hills, Hyderabad.

The offers/Bid shall be submitted under Two Bid System viz Technical and Financial are to be submitted in **two separate sealed covers** one for Technical Bid and the other for Financial Bid and both sealed bids shall be kept in one single sealed cover which is superscribed as "Name of the bidder & area for which the bid is submitted", / by Registered/ Speed Post/ Courier so as to reach the above mentioned address by **24.08.2018 2 PM**. The offers/Bid can be submitted in person to Sri K S Subba Rao, Superintendent (Admin), 3rd floor, 11-5-423/1/A SITARAM PRASAD TOWER, RED HILLS, HYDERABAD-500004, latest by **24.08.2018 2 PM** and acknowledgment can be taken. Offers beyond the specified date /time shall not be entertained.

The Department reserves the right to reject any or all the offers without assigning any reasons thereof.

Sd/-
(Dr. D. PURUSHOTHAM)
COMMISSIONER

INSTRUCTIONS TO THE BIDDERS

1. The invitation to bid is open to legal owners/power of attorney holders of properties located in the areas mentioned in Paper Advertisement. The prospective bidders should submit their bids strictly in the pro-forma prescribed in the Tender documents.
2. The successful bidder will be declared as 'the lessor' which means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc and the Commissioner of Hyderabad-II Audit Commissionerate, Hyderabad, will be 'the lessee'.
3. The bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. The amendment which will be binding and will be available in the Lessee websites <http://www.cbec.gov.in/htdocs-cbec/tender/tenders-idx> or <https://eprocure.gov.in/epublish/app> or <http://www.hyderabadgstaudit2.gov.in/>
5. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the lessee, at his discretion, may extend the deadline for the submission of bids.
6. The carpet area required is indicated area wise is as follows. The lessee shall also consider bids where the carpet area is within (+) or (-) 15% of the below requirement.

Sl.No	Preferable location	Carpet Area required in Sq. Mt.	Carpet Area required in Sq. Ft.
1	<u>Municipal limits of Greater Hyderabad Municipal Corporation</u>	2847.9	30654

7. 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 bids containing technical bid, financial bid and EMD in respect of each premises.
8. The Technical Bid by the bidder shall include the following:
 - (a) Copy of the PAN card
 - (b) Copies of all the documents.
9. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language and should be typed or written in indelible ink. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
10. In case of co-owners/joint owners, the bid documents i.e. technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the remaining owners.
11. The financial bid should comprise of the lease rent component and should be submitted strictly as per the form prescribed.
12. The lease rent should be quoted in Indian rupees only. There should not be any over-writings. The lease rent should be expressed both in words and figures.

13. The financial bid should contain the lease rent payable by the lessee. The Goods and Services Tax (GST) as applicable will be borne by the lessee. All other taxes/charges/levies etc. shall be borne by the lessor only.
14. The bid shall remain valid for 180 days after the date of opening of the financial bid. A bid valid for a shorter period may be rejected by the lessee as nonresponsive.
15. In exceptional circumstances, the lessee may require the successful bidder's consent for an extension of period of validity. The request and responses thereto shall be made in writing. The bidder may refuse the request without forfeiting the EMD. The bidder granting the request will not be required nor permitted to modify the bid.
16. The Bids should be submitted in two parts - Technical bid and Financial bid. The Technical bid along with **EMD instrument**, should be placed in a separate cover superscribed with the words "**Technical bid for hiring of office space for _____**". Similarly, Financial bid should be placed in a separate cover with the words "**Financial bid for hiring of office space for _____**". Both the covers should be properly sealed and also should contain the complete address of the bidder written on the cover. Both these covers should be placed in another cover which should be properly sealed and super-scribed with the words "**Tender for hiring of office space for _____**".
17. In case the envelopes containing the technical bid or financial bid or the outer envelope are not properly sealed or marked as required, the lessee will assume no responsibility for the misplacement or premature opening.
18. If for any reason, it is found that the technical bid reveals the financial bid related details in any manner whatsoever, or, the financial bid is enclosed in the envelope super-scribed "**Technical bid for hiring of office space for _____**", the bid document will summarily be rejected in the first instance itself.
19. The bidder may modify or withdraw its bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.
20. Bids withdrawn after the opening of the technical bid will result in the bidder's forfeiture of its EMD.
21. The cover containing the bid documents as mentioned above should be dropped in the sealed box kept in the Administration Section, 1st floor, Office of the Commissioner of Commissioner of Central Tax, Audit - II Commissionerate, 11-5-423/1/A, Sitaram Prasad Tower, Red Hills, Hyderabad-500004. The last date for receipt of the tender documents is **14:00 hrs on 24.08.2018**. Under no circumstances tender documents will be received after the above date / time. The lessee shall not be responsible for postal delays. In the event of the specified date for submission of bids being declared a holiday for the lessee, the bid will be received up to the appointed time on the next working day.
22. The tender documents will be opened by the Tender Evaluation Committee constituted by the Audit - II Tax Commissionerate, Hyderabad on **24.08.2018 at 16:00 hrs** in 1st Floor, Office of the Commissioner of Commissioner of Central Tax, Hyderabad - II Audit 11-5-423/1/A, Sitaram Prasad Tower, Red Hills, Hyderabad-500004 in the presence of such of the bidder who may choose to be present. In case the bidder is represented by any other person at the time of opening of the bid, such person should carry a proper letter of authorization from the bidder. The Tender Evaluation Committee will open all the technical bids in the first instance.
23. During evaluation of the bids, the lessee may at his discretion, ask the bidder for clarification of its bid.

24. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders. The lessee may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
25. The Tender Evaluation Committee will open the financial bids of the bidders as specified in Para 24.
26. Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the lower of the two shall be taken as the proposed rent. If the bidder does not accept the correction of the errors, as aforesaid, the bid will be rejected, and its EMD will stand forfeited.
27. The Commissioner reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the lessee's action.
28. In case the bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial bid covers separately (even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the technical bid cover in any manner.
29. The Courts of India at Hyderabad will have exclusive jurisdiction to determine any proceeding in relation to this contract.
30. Making misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.
31. The bidder should submit Instructions to bidders, Terms and Conditions, duly signed on all pages along with the technical bid.

For any further clarification, Shri K S Subba Rao, Superintendent (Admn.) may be contacted on any working day, between 11 AM to 5 PM.

Read and accepted.

Name & signature with stamp (if any)
of Bidder or Authorized Signatory

TERMS AND CONDITIONS

1. No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be ignored.
2. An amount of ₹ 50,000/- should be deposited as Earnest Money Deposit(EMD) in the form of Bank Draft in favour of **Commissioner, Audit - II Commissionerate, Hyderabad** and must accompany the technical bid in the sealed envelope without which the bid will be rejected. The EMD of the successful bidder will be returned within 15 days of taking possession of the premises by the lessee pursuant to signing of the lease deed. However, the said amount will be forfeited, if the successful bidder fails within the time fixed by the lessee to sign the lease deed or hand over the possession of the premises to the lessee within the prescribed time. For the other bidders, the EMD instrument will be returned within 15 days of completion of evaluation of financial bid. No interest will be payable on this deposit. The lessee reserves the right to require the bidders to renew the instruments of EMD for further periods as required in appropriate cases.
3. No bid will be considered unless and until all the pages / documents comprising the bid are properly signed (and stamped) by the person(s) authorized to do so. In case some of the pages are not signed due to oversight, the Tender Evaluation Committee at its discretion may allow the bidder to sign the documents before opening of the financial bids.
4. After opening of the technical bid and before evaluation of the same, the Tender Evaluation Committee shall inspect the premises and ascertain its suitability for the purpose of setting up of the office. In case the Tender Evaluation Committee finds the premises not suitable for the purpose of setting up of the office, the technical bid submitted by such an owner will not be evaluated and the financial bid of the owner will not be opened. The decision of the Tender Evaluation Committee in this matter will be final.
5. In the event of bid being accepted, the quotations submitted in the financial bid will be incorporated into the lease agreement. The successful bidder should sign the lease agreement terms and conditions, technical specifications shall also form part of the lease agreement.
6. All conditions in will be enforced unless the bidder/lessor obtains written order of the lessee relaxing any specific condition in any specific instance.
7. The lessee will not make any security deposit or advance of lease rentals or any brokerage or any other advance payment.
8. Lease rentals will be paid on monthly basis calculated for every completed calendar month. The lease rental for a particular month will normally be paid before 20th of the subsequent month.
9. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force.
10. The contract shall come into force from the date when the premises are handed over to the lessee.
11. (a) The rent proposed by the lessor shall be inclusive of cost of Generators, Air conditioners, fire fighting, fire alarm, structural glazing, floorings, partitions, false ceilings, transformers, ventilation arrangement in basement, lifts, water treatment, sewage treatment, cleaning of water storages, periodical/annual maintenance of the building, etc.
(b) The rent proposed by the lessor or as fixed by the CPWD/competent authority or as per the negotiation with the lessor, whichever is less will be accepted / fixed.
(c) The lease agreement in the first instance shall be valid for a period of three

years after which it can be extended with mutual consent for further periods of 3 years at a time.

(d) The lease rental shall be liable to revision during the period of lease or renewal, if any after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 8% per annum of the rent payable at the time of such revision. Further, if the FRC (Fair Rent Certificate) given by CPWD is less than 8% increase per annum, then the proposed rent should be fixed as per FRC.

12. The common maintenance charges (CMC) if levied should have minimum of the following components / Services.
 - (i) Round the clock Security Services of the premises.
 - (ii) Housekeeping Services of common area and Landscape area.
 - (iii) Maintenance of Central Ventilation and Air Conditioning, if provided.
 - (iv) Fire equipment, extinguishers refilling and fighting AMC.
 - (v) Payment of Electricity bills for common services including elevators, pumps, motors and common area lighting, maintenance of common electrical installations, provision of consumable and replacement of electrical fittings of common area etc.
 - (vi) Pest control for building common area.
 - (vii) Lifts - Maintenance and operation of lifts of the buildings
 - (viii) Cleaning of water storages viz., underground sumps, overhead tanks, fire tanks and AMC
 - (ix) Annual maintenance of facade, transformers, DG sets, Sewerage Treatment Plant etc.
13. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
14. The hired premises shall be put to use by the lessee for any official purpose as it deems fit.
15. The lessor shall be responsible for carrying out any major/minor repairs, civil including plumbing or electrical. In case the lessor fails to attend to such repairs the lessee will get the repairs done and the amount will be deducted from the lease rent.
16. The lessee shall be responsible for day to day maintenance including housekeeping, security etc. of the building or part of the building hired by the lessee, as the case may be.
17. The lessee shall be responsible for paying the charges for consumption of water and electricity.
18. The lessor shall be responsible for payment of property tax and other municipal taxes applicable. In case the lessor fails to pay such taxes, the lessee upon getting notice after due intimation to the lessor shall make the payment to the authorities concerned and the amount will be deducted from the lease rent.
19. Notwithstanding anything in the terms and conditions, the lessee shall enter into agreement with the lessor in respect of the premises mentioned in the bid only after getting the necessary approvals from the appropriate authorities as per the extant rules of the Government.
20. The carpet area of any floor shall be the covered floor area worked out excluding the portions as mentioned in Technical Bid.
21. The carpet area required is given in Paper Advertisement. However, the lessee shall also consider bids offering carpet area within (+) or (-) 15% of the above requirement.
22. The carpet area will be determined as per the measurement to be made by the authorised personnel of the lessee in consultation with the lessor taking into consideration the exclusions mentioned in Para 20.

23. The premises should be located preferably in the areas mentioned in Paper advertisement. The premises offered are for a Central Government office therefore preference will be given to the premises offered for exclusive use of the lessee without being shared by other tenants/ commercial establishments etc in case of even price.
24. The Building shall be legally approved for commercial/office use and must meet the building norms prescribed by the municipal authorities with regard to fire safety, disaster management, structural stability etc and must be free from all mortgage if any by the last date for submission of bids.
25. The building should have good facade with contemporaneous elevators, good flooring, and elegant false ceiling.
26. The space offered in the building should have abundant electrical connection in every room and separate water connection must exist. Sufficient wiring and metres should be in place to take up electricity load for air conditioning of the premises. The building should have suitable KVA power from the Government. The building should have 24x7 power back up facility provided by the lessor. PVC casing should be provided in all rooms and corridors to conceal wired connections if any.
27. The building should have easy approach from the main road and reasonably covered parking space of as per the norms for commercial buildings. In any case, the covered parking should be as per GHMC norms. The location should be in an area convenient for office use and should be easily accessible.
28. The building offered should be ready for occupation at the time of submission of tender by the lessor. However 15 days time can be given at the discretion of the lessee for enabling the lessor to carry out any minor works etc. as required by the lessee. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc. and should have adequate toilet facilities, including separate toilets for ladies and gents and differently abled persons and attached toilets for officers' rooms. Lessor shall be ready to lay cable lines and plug points for GSTN all in one computers as per hp engineer's specifications.
29. The lessor will provide the necessary arrangements for the continuous and regular supply of water throughout day and night. The lessor will provide electric motor and pump of required capacity as suggested by the Lessee. All maintenance charges in this connection except actual electrical consumption shall be borne by lessor. The required number of water taps as desired, including one directly from Municipal water connection, for drinking water will be provided by lessor, in the premises. Water consumption charges/bills of Municipality will be borne by the Lessee. The lessor shall provide sanitary, urinals, toilets, hand-wash basin, towel rails etc. as per the Lessee's requirement exclusively for Lessee's use.
30. At the beginning of the tenancy of the lease, the lessor shall carry out the additions/alterations such as partition, office fixtures and fittings to suit the Lessee's requirements. Alternatively, if the Lessee desires to carry out any such alterations at its own cost, the lessor will permit same on the existing terms & conditions and obtain any permission, if required, from local authorities.
31. Distempering of the building, polishing/oil painting of the wood and ironwork will be carried out by lessor once in three years. Whenever necessary, the lessor will carry out tenable repairs to the premises. If the lessor fail to do this, the lessee will have right to carry out the repairs and recover the cost from the lessor or from the rent payable to lessor.
32. The lessee has the right to vacate the leased premises any time before expiry of the lease period while giving two months notice.

33. The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw / modify the offer in terms of area and price and other terms and condition quoted in the Technical or Financial bids. Such withdrawals/ modifications shall result in forfeiture of the EMD.
34. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly signed by the bidder. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information. However, all such sheets should be duly signed.
35. The tender will be acceptable only from original owner of the building or person having valid power of attorney. The space offered should be free from all encumbrances/claims and disputes /any liability and litigation with respect to its ownership, lease / renting and pending payments against the offered space.
36. The particulars of amenities provided/proposed to be provided inside the property / building complex should be clearly furnished in the Technical Bid. The Technical Bid is required to be submitted along with certified copies of approved drawings from Hyderabad Municipal Corporation authorities or any other competent authority, certified copy of Land Deed and latest Municipal receipts. 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 for verification, if required, at the time of execution of Lease Agreement.
37. All existing and future rates, taxes insurance fee including public liability insurance, property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by lessor.
38. All necessary permissions as required shall be obtained by the lessor. In case, the lessor decides to sell the premises, the lessor may dispose of the same subject to lessee's tenancy rights.
39. The lease agreement will contain an undertaking that the lessor shall not during the period of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased affecting lessee's right of occupation and any of the terms of the lease without the consent of the lessee.
40. The owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.
41. The Commissioner of Central Tax, Audit - II Commissionerate, Hyderabad reserves the right to amend any of these terms and conditions as it deemed necessary.
42. Participation in the tender does not entail any commitment from the Commissioner of Central Tax, Audit - II Commissionerate, Hyderabad.
43. Commissioner of Central Tax, Audit - II Commissionerate, Hyderabad reserves the right to reject any/all offers, including that of the lowest bidder without assigning any reason. Expenses in connection with drafting and execution of the lease agreement will be borne by lessor.

Read and accepted.

any)

Signatory

Name & signature with stamp (if

of Bidder or Authorized

TECHNICAL BID FOR OFFICE SPACE

From:

To

The Commissioner,
Audit - II Commissionerate,
11-5-423/1/A, SITARAM PRASAD TOWER,
RED HILLS, HYDERABAD-500004

Dear Sir,

Sub: Technical Bid: Offer for Premises for Office for
_____, at Hyderabad on Lease/Rental Basis.

* * *

With reference to your advertisement for hiring of premises on lease/rent, we submit herewith our offer for the same with following technical particulars/details for your consideration.

Yours faithfully,

Date:

any)

Signatory

Name & signature with stamp (if
of Bidder or Authorized

**TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION
SECTION - I**

01	<p>Full particulars of the legal owner of the premises:</p> <p>(i) <u>Name</u></p> <p>(ii) <u>PAN</u></p> <p>(iii) <u>Office Address & Telephone No.</u></p> <p>(iv) <u>Residence address & Telephone No.</u></p> <p>(v) <u>Mobile No.</u></p> <p>(vi) <u>Tele Fax</u> <u>Email:</u></p>	
02	<p>(In case the bid is not submitted by the legal owner)</p> <p>(i) <u>Full particulars of person(s) offering the premises on rent / lease</u></p> <p>(ii) <u>Relationship with the legal owner (enclose power of attorney also if the applicant is other than owner)</u></p>	
03	<p>(a) <u>Complete Address and location of the building:</u></p>	
04	<p><u>Details of premises:</u></p> <p>(a) <u>No.of floors</u></p> <p>(b) <u>In case the premises offered is in a multi-storied building having other tenants, specify the floor(s) in which the premises offered for hire is situated.</u></p> <p>(c) <u>Total area in each floor including common area i.e Super Built up area (floor -wise built up area to be furnished)</u></p> <p>(d) <u>Carpet area in each floor (enclose certified sketch plan also)</u></p>	
05	<p>Particulars of occupancy certificate. Enclose attested / self - certified copy of occupancy certificate issued by Competent Authority in case of building whose construction is completed. In case of buildings under construction, the same should be submitted within 30 days of communication of acceptance of bid.</p>	
06	<p>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)</p>	
07	<p><u>Space for vehicle parking available exclusively for the lessee (Sq. Ft.)</u></p>	
08	<p><u>Whether premises located in Commercial/Market or residential area?</u></p>	
09	<p><u>Whether Municipal permission to construct premises obtained ?</u> (Yes/No)</p> <p>(enclose copy of the approved plan/drawing)</p>	
10	<p><u>Whether willing to carry out additions/ alterations/repairs as per specifications/ plan given by the Lessee (Yes/No)</u></p>	
11	<p><u>List of enclosures (attached)</u></p>	

Note: Use extra sheet wherever necessary

any)

Signatory

Name & signature with stamp (if
of Bidder or Authorized

SECTION - II
DETAILS OF THE PROPOSED BUILDING OFFERED ON HIRE

S.No.	Particulars	Details
1	<p>Total Carpet Area offered for rent in Sq.ft <u>NOTE : Definition of Carpet area</u> <u>Carpet area is the area of the premises which is covered but excluding the following portions</u> <u>(b)Walls and columns</u> (ii) <u>Portico / canopy</u> (iii) <u>sanitary shafts</u> (iv) <u>stair case (b)Bon Louvers</u> (vi) <u>lift wells</u> (vii) <u>Air conditioning duct</u> (viii) _____ <u>Balcony</u> (ix) <u>portion below windows sill</u> (x) <u>loft</u> (xi) <u>Parking space whether covered or not</u> (xii) <u>Open Terrace</u> <u>(please mention super built-up/built-up area along with carpet area with number of floors)</u></p>	
2	<p><u>Covered Parking area in Sq.ft. for exclusive use of lessee</u></p>	
3	<p><u>Type of flooring :</u> (a) <u>For carpet area</u> (b) <u>For common area</u></p>	
4	<p><u>Availability of water supply :</u> (a) <u>Municipal Tap : (Yes / No)</u> (b) <u>Borewell : (Yes / No)</u></p>	
5	<p><u>Electricity connection :</u> (a) <u>sanction load :</u> (b) <u>availability of separate metre : (Yes / No)</u></p>	
6	<p><u>Mention whether additional load/ 3 phase electric connection, if required by the lessee will be provided at your cost? (Yes / No)</u></p>	
7	<p><u>Whether any power backup is available? Specify the capacity (load) and make.</u></p>	
8	<p><u>Condition Of the Building:</u> (a) <u>If old building (mention year of construction)</u> (b) <u>New building (mention year of construction)</u> (c) <u>Under construction (mention likely date of completion)</u></p>	
9	<p><u>Details of Fire Safety Mechanism, if any :</u></p>	
10	<p>(a) <u>Whether electrical installation and fitting, power plugs, switches etc. Provided (Yes / No)</u> (b) <u>Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. Of fans floor wise)</u></p>	
11	<p><u>Whether the building is centrally air- conditioned (Yes / No)</u></p>	
12	<p><u>Whether the premises is ready for occupation : (Yes/ No)</u> <u>If not, the date by which the premises would be ready for occupation (after necessary approvals)</u></p>	

13	<u>What are the other amenities provided/proposed to be provided in-side the property/ building being offered by the lessor.</u>	
14	<u>What are the additional facilities / infrastructure being provided inside the space offered for hiring</u>	
15	<u>Any other information (Give details)</u>	

any)
Signatory

Name & signature with stamp (if
of Bidder or Authorized

SECTION - III
DOCUMENTS TO BE ENCLOSED

Attested photocopies / certified true copies of the following documents are to be annexed with the Technical Bid. Originals of the following shall be produced for verification at the time of execution of Lease Agreement.

1. 'Title Deed' showing the ownership of the premises/land.
2. Certified copies of approved drawings from Municipal authorities or any other competent authority.
3. Property Tax receipts.
4. Affidavit from owners/ power of Attorney Holder, that accommodation offered for hiring being free from any litigation / liability / pending dues and taxes.
5. Copy of power of attorney (in case of owner not submitting the bid)

DECLARATION

I, _____ S/o _____ hereby offer the premises stated in the technical bid for rent to the office of the _____ Hyderabad, Lessee. Whatever is stated in the bid document is true to the best of my knowledge and ability. I have not changed the contents of the bid document and have duly verified and signed the same. We have not made any alteration in any of the bid documents/its enclosures.

Yours faithfully,

any)

Signatory

Name & signature with stamp (if
of Bidder or Authorized

FORM TO PARTICIPATE IN THE TENDER FOR HIRING OF OFFICE PREMISES AT, _____ BY THE COMMISSIONER OF CENTRAL TAX, AUDIT - II COMMISSIONERATE, HYDERABAD

TO

THE PRESIDENT OF INDIA

ACTING THROUGH

THE COMMISSIONER OF CENTRAL TAX, AUDIT - II COMMISSIONERATE,
11-5-423/1/A SITARAM PRASAD TOWER, RED HILLS, HYDERABAD-500004.

Sir,

I/we intend to offer my/our premises for hiring by the Commissioner of Central Tax, Audit - II Commissionerate, Hyderabad as specified in the advertisement dated 27.04.2017 and as per the terms and conditions mentioned in the tender document. I/we am/are submitting herewith Financial Bid in a sealed envelope as follows:

FINANCIAL BID

S. No.	Requirements	Remarks
1.	Particulars of the Owner: (i) Name (ii) Address(es) (iii) Telephone Nos./Mobile Nos. (iv)Business (v) Residential (vi)Tele-fax No. (vii)PAN Number. (Enclose photocopy of PAN Card) (viii) Email ids.	
2.	Detailed address of the premises offered for hire.	
3.	Total Carpet Area and floor wise carpet area of the premises offered for hire.	
4.	Rent in Indian Rupees per month per Square feet of the carpet area as mentioned in the Technical Bid (Inclusive of parking charges, all the Central/ State Govt Taxes/duties, etc., normal civil/electrical maintenance charges of building, lift and any type of society/ building maintenance charges, etc., but exclusive of Goods and Services tax & Municipal Tax).	
5.	Rate of Common Area maintenance per Sq. Ft. on Carpet Area per month, if any.	
6.	Any other conditions having financial implications relevant to the offer of the building. Give details.	

I/ We have gone through the various terms and conditions mentioned in the tender documents and I/we agree to abide by them.

I/we * _____ son/daughter of
** _____ solemnly declare that to the best of my/our knowledge and belief, the information given above and in the enclosures accompanying is correct, complete and truly stated.

Yours faithfully,

Signature

Name:

Date:

Place:

Designation:

*Name in full & Block letters

**Name in full & Block letters

***The duly filled in tender documents should be submitted to THE COMMISSIONER OF CENTRAL TAX, AUDIT - II COMMISSIONERATE, 11-5-423/1/A SITARAM PRASAD TOWER, RED HILLS, HYDERABAD-500004

From:

To

THE COMMISSIONER,
AUDIT - II COMMISSIONERATE,
11-5-423/1/A, SITARAM PRASAD TOWER,
RED HILLS, HYDERABAD-500004.

Sir,

Sub: Offer for Premises to Audit - II Commissionerate, Hyderabad on
Lease rental basis - Submission of bids - Reg.

With reference to your advertisement for hiring of premises on lease/rent, I/We submit herewith our offer for the same as under, as mentioned in the tender documents.

1. Technical Bid along with signed copies of Instruction to Bidders and Terms and Conditions, EMD, Copies of documents, and Check List (in a separate sealed cover)
2. Financial Bid in a separate sealed cover.

Yours faithfully,

Date:

Name & signature with stamp (if any)
of Bidder or Authorized

Signatory

CHECK LIST

<u>S.No.</u>	<u>Documents/Details</u>	<u>Enclosed /Signed</u>
<u>1</u>	<u>Instruction to the bidder signed on every page.</u>	
<u>2</u>	<u>Terms & Conditions signed on every page.</u>	
<u>3</u>	<u>Technical Bid (Section –I, II & III) duly signed on every page.</u>	
<u>4</u>	<u>Bidder has enclosed EMD (mention here Instrument Number, Date and Amount)</u>	
<u>5</u>	<u>Bidder has enclosed copy of PAN</u>	
<u>6</u>	<u>Bidder has enclosed copy of title deeds</u>	
<u>7</u>	<u>Bidder has enclosed copy of approved plan</u>	
<u>8</u>	<u>Bidder has enclosed copies of municipal tax receipts</u>	
<u>9</u>	<u>Bidder has enclosed Power of attorney (refer SI.No. 2 of Section – I)</u>	
<u>10</u>	<u>Bidder has enclosed floor-wise sketch of carpet area (refer SI.No 4 of Section-I)</u>	
<u>11</u>	<u>Bidder has enclosed Occupancy certificate (refer SI.No.5 of Section-I)</u>	
<u>12</u>	<u>Bidder has enclosed affidavit (refer SI.No. 6 of Section - I)</u>	
<u>15</u>	<u>Confirm the documents mentioned at SI.No. 1 to 16 above is kept in a separate sealed cover super-scribed "Technical Bid for Hiring of Office Space for _____ at Hyderabad."</u>	
<u>16</u>	<u>Bidder has enclosed Financial bid duly signed, stamped.</u>	
<u>17</u>	<u>Confirm the Financial Bid is kept in separate sealed cover super-scribed "Financial Bid for Hiring of office space for _____ at Hyderabad"</u>	
<u>18</u>	<u>Confirm that the covers containing, technical bid and financial bid are kept in another sealed cover super-scribed "Tender for Hiring Office Space for _____ at Hyderabad". This check list should be placed in the same cover.</u>	