



कार्यालय सहायक आयुक्त
केन्द्रीय वस्तु एवं सेवाकर संभाग-बी
“ए” ब्लॉक सूर्यनगर, अलवर-301001

OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL GOODS & SERVICE TAX
DIVISION - 'B', A, BLOCK SURYANAGAR -ALWAR – 301001
0144-2372540: (email: stdivisionalwar@rediffmail.com)

C.No. I-1(01)भवन किराया दौसा/2022/

दिनांक 17.11.2022

कार्यालय भवन किराये पर लेने हेतु ई-निविदा नोटिस

भारत के राष्ट्रपति महोदय की ओर से, केन्द्रीय उत्पाद शुल्क एवं सेवाकर विभाग के दौसा स्थान पर, कार्यालय संचालन हेतु भवन किराये पर लेने हेतु कानूनी भवन मालिकों/पावर ऑफ अटॉर्नी धारकों से <http://eprocure.gov.in/eprocure/app> पर द्विबोली प्रणाली (Two Bid System- Technical Bid & Financial Bid) के अंतर्गत ऑन-लाइन (Online) निविदा आमंत्रित की जाती है।

1. निविदा के प्रपत्र एवं अन्य विवरण <http://eprocure.gov.in> (CPPPortal)/ <http://centralexcisejaipur.nic.in> वेबसाइट से प्राप्त किये जा सकते हैं।
2. किराए के लिए प्रस्तावित भवन एवं परिसर पूर्णतया स्वच्छ, पूर्ण निर्मित होना चाहिए इसमें पर्याप्त पार्किंग-सुविधा युक्त एवं चौड़ी सम्पर्क सड़क होनी चाहिए भवन के किराये का निर्धारण भवन के स्थान, निर्माण की गुणवत्ता, उपलब्ध सुविधाएँ एवं CPWD/hiring committee के प्रमाण-पत्र के आधार पर किया जाएगा, जिसकी अंतिम स्वीकृति सक्षम अधिकारी द्वारा नियमानुसार दी जावेगी
3. ऑनलाइन निविदा आवेदन करने की अंतिम तिथि 03 दिसम्बर 2022 को अपरान्ह 15.00 बजे तक है।


सहायक आयुक्त

प्रतिलिपि-

1. अधीक्षक(कम्प्युटर), केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर को विभागीय वेबसाईट में प्रकाशन हेतु
2. नोटिस बोर्ड
3. संपादक, दैनिक भास्कर/राजस्थान पत्रिका, दौसा को उक्त निविदा सूचना दौसा स्थानीय संस्करण में 64 से.मी में डी.ए.वी.पी. दर पर प्रकाशन हेतु (प्रतिलिपि अंश को छोड़कर)



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दिनांक 16.11.2022

**E-TENDER NOTICE INVITING BIDS FOR HIRING BUILDING/
ACCOMMODATION ON LEASE/ RENT BASIS FOR OFFICE SPACE AT
DAUSA CITY**

Online e-tenders are invited from parties/agencies to hire for office premises a building or a part of buildings, at Dausa city, on lease/ rent basis. The details shown as below:

S.No.	Name of City	Total covered area required
1.	DAUSA	100-120 Sq. Mtr.

2. Interested parties having total covered area i.e. carpet area of 100-120 Sq. meter which is required for the CGST, office premise and should also be willing to comply with the terms and conditions specified in the annexed to this notice, may submit their bids online on or before 03.12.2022 by 03.00 PM Detailed tender documents are available on website: <http://eprocure.gov.in> (CPPPortal) and <http://centralexcisejaipur.nic.in>.

3. The tender consists of three Annexures-Annexure-I (Terms and conditions & Format of Standard Lease Agreement (SLA), Annexure-II (Technical Bid). The Financial Bid/Bids will be taken up only if the technical specifications are satisfactory otherwise the Tender will be straightway rejected. Details of tender notice are also available on the Central Public Procurement Portal (CPPP) website: <http://eprocure.gov.in/eprocure/app>, <http://eprocure.gov.in/epublish/app> and <http://centralexcisejaipur.nic.in>.

4. The Critical Dates for the Tender Reference No. C.No. I-1(01)Bhavan Rent Dausa/2022 dated 16.11.2022 for bid submission and processing are as under:-

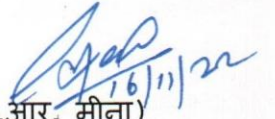
Published Date	17 November, 2022 (12.00 PM)
Bid Document Download Start Date	17 November, 2022 (12.00 PM)
Bid Submission Start Date	17 November, 2022 (12.00 PM)
Bid Document Download End Date	03 December, 2022 (03.00 P.M.)
Bid Submission End Date	03 December, 2022 (03.00 P.M.)
Technical Bid Opening Date	06 December, 2022 (10.00 AM)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	To be declare at the time of Technical Bid opening

5. Earnest Money Deposit (EMD) or bid security of Rs. 10,000/- (Rs. Ten Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft/ Banker Cheque from any of the Nationalized/Commercial Banks in India, drawn in favour of The Administrative Officer, CGST Div-B, Alwar. The Hard Copy of original documents in respect of Earnest Money must be produced, on or before Technical bid opening date/time as mentioned in critical date sheet.

Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid. The EMD will be forfeited if the firm refuses to provide its services after found successful in the e-tender due to any reason.

6. A Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/ modify the tender form including downloaded price 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 and tenderer is liable to be banned.

7. In the event of any of the above-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.


(जा.आर. मीना)
सहायक आयुक्त

TERMS AND CONDITIONS:

1. Adequate space for parking should be available as per the rules and regulations of the respective District Development Authority.
2. The property offered should have 24 hrs electric supply (with proper installed Digital Generator/UPS Set) with a separate electric meter (commercial) installed exclusively for the use of the Department. The property offered should also have adequate space for installation of "Generator set/UPS/outdoor split AC units, etc".
3. The accommodation should have provision for water supply for both drinking and other utilities.
4. There should be proper approach in office for physically disabled persons.
5. There should be adequate arrangement for public utilities like restrooms, lavatories, etc for men and women separately.
6. The responsibility for payment of all kinds of taxes, such as property-tax, municipal-tax, sewerage tax water tax, etc. in connection with the property offered should be borne by the owner/bidder and updated copies of all tax receipts should be attached with the bids.
7. The property offered should be well-connected by the public transport at a fair distance and should be easily accessible.
8. The property offered should have adequate security cover and fire safety measures installed as per the requirements of Department of Fire & Rescue Services, Government of Rajasthan.
9. Possession of the accommodation should be handed over to the Department within 30 days from the **Award of the Order** and rent shall be payable from the date of possession.
10. The space offered should be free from liabilities and litigation with respect to its ownership, lease, rent, etc. and there should be no pending payments against the same.
11. Clearances/No Objection Certificates from all relevant Central/State Government and Municipal Authorities for use as office premises confirming to the rules and regulations of Corporation of Municipality along with the documents in support of ownership of the land and building thereon must be submitted with the technical bid.
12. Also copies of approved plan of the accommodation offered should be submitted along with the technical bid.
13. The rates quoted should be exclusive of service tax as applicable.
14. Offers from Govt. departments/ organizations shall be preferred.
15. All disputes will be subject to adjudication of Dausa jurisdiction.
16. The initial lease will be for a maximum period of three years and may be renewed further for three years at a time.

17. The rate of rent finally approved by CPWD is liable to revision during the period of lease or renewal, if any, of the lease 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, subject to final approval and sanction by Competent Authority as per the rules framed in this regard.
18. The tender shall be acceptable online only. No tender will be accepted by fax, email, telex or any other such means.
19. Offers received from Government Bodies/Public Sector Undertakings/State Housing Boards etc. would be given preference.
20. The bidder is required to enter into Lease Agreement in the prescribed format approved by the Central Government (SLA) copy of which is enclosed for reference.
21. Maintenance of the building including premises is required to be undertaken by the owner.
22. Under Section 194(c) of Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rate applicable under the rules from the monthly due and payable to the Owner as TDS and shall issue suitable TDS certificate .
23. Under Section 51 of the CGST Act, 2017, read with notification No.33/2017-Central Tax dated 15.09.2017, the Department is free to deduct the amount at the rate applicable under the monthly due and payable to the Owner as GST TDS.
24. The bidders shall quote expected amount of rent per month for the premises being hired in the Annexure-II. 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. No advance rent shall be paid by the department as per the existing policy.
25. No security deposit or advance rent shall be paid.
26. No brokerage shall be paid by the Department.
27. The payment terms mentioned in the financial bid shall be strictly followed.
28. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc. Any electrical fixture found short/non working will be replaced /changed before taking possession by the Department.
29. Maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be undertaken by the owner and the owner shall also carry out annual repair and maintenance every year. No additional charge shall be for the same by the Department.
30. The offered space should be in a ready to use condition with approved electricity, water, sewerage connections etc. The electric power load available should also be indicated.
31. Minor civil work or partitioning required by the Department will be got done by the owner at his own cost before taking possession by the Department.
32. Department reserves the right to set up additional Generator Sets and other electrical fittings in the premises/common areas of the building as required from time to time for which the successful bidder shall facilitate such installations at no additional cost.

33. The Technical bids should be accompanied by the following documents:-

- (i) Documents in support of ownership of building/Land and Construction thereon.
- (ii) Copy of PAN No. & TAN No of original owner of premises.
- (iii) Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
- (iv) Certificate of authorized signatory from CEO, if the owner is a Company, Firm, Society, etc.
- (v) An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there is no pending payments against the same.
- (vi) Copies of approved plan of the accommodation offered.
- (vii) Updated copies of all Municipal/other applicable tax receipts.


(G.R. MEENA)
ASSISTANT COMMISSIONER

LEASE AGREEMENT/SLA FORMAT

AN AGREEMENT MADE.....DAY.....OF.....TWO THOUSAND
TWENTY TWO.....and
between.....

Herein after called "The Lessor" (Which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the PRESIDENT OF INDIA (hereinafter referred as 'THE GOVERNMENT OF INDIA' OR 'LESSEE') of the other part.

WHERE BY IT IS AGREED AND DECLARED AS FOLLOWS:

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the Premises/land, hereditaments known astogether with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particulary described in SCHEDULE 'A'.
2. The lease shall commence/shall be deemed to have been commenced* on theday of.....Two thousand twenty twoand shall, subject to the terms hereof, continue for a terms ofyear with an option to extend the period of lease for a further term as setout in clause 14 hereof.
3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs.....per month, which also includes a sum of Rs.....towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the three year from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.
4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule 'B' and the Government of India shall upon the expiration of the terms hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and /or other causes not within the control of the Government of India excepted, PROVIDED THAT THE GOVERNMENT OF INDIA shall not be responsible for any structural damage which may occur to the same during the terms hereby created or any renewal thereof.

5. The Government of India shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.
6. The Government of India shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.
7. All existing and future rates, taxes including property tax, assessment charges and other out-goings whatsoever of every description in respect of the said premises payable by the owner thereof, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Government of India and such recovery shall be proportionate to the amount of taxes payable during the pendency of the lease. In case the said premises in portion of a building subject to payment of tax as one entity, the liability of the Government of India in respect of payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessors, additional tax payable by the Government of India shall be as determined by the Central Public Work Department of the Government of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the Lessor, and to pay the directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.
8. The Government of India shall pay all charges in respect of electricity power, light and water, used on the said premises during the continuance of these presents.
9. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Government of India in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Government of India may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.
10. The Government of India may, at any time during the terms hereby created and any renewal thereof, make such structural alterations to the existing buildings such as partitions, office, fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures, shall remain the property of the Government of India who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration the terms hereby created and any renewal thereof, provide further that the Government of India shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire of other causes beyond the control of the government of India excepted or at its option pay compensation in lieu thereof PROVIDE FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.

11. The Government of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and /or other causes, not within the control of the Government of India or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Government of India shall have power to terminate these presents forthwith prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof.
12. The Government of India shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.
13. The Lessor agree with the Government of India that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the Government of India's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.
14. If the Govt. of India shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Govt. of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present for renewal.

“Provided that in the event of expiry of the terms of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to Lessee”.

“ Provided further that the Lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted ”.
15. . The Government of India shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.
16. Any notice to be made or given to the Government of India under these present or in connection with the said premises shall be considered as duly given if sent by the **Lessor through** the post by registered letter addressed to theon behalf of the Government of India, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by post in either case shall be assumed to have been delivered in the usual course of Post.

17. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitrator. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communications select one member of the panel to act as Sole Arbitrator. In case none in the proposes panel is acceptable to the other party, such other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Government of India, Delhi.

The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed there under shall be applicable to such arbitration proceedings which shall be held atThe arbitration proceedings shall be conducted in Hindi/English/*.....The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purposes of this clause, the officer mentioned in clause 16 shall be authorized to act and nominate arbitrator on behalf of the Government of India.

18. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

(Signature of Authorized Signatory with date and Seal)

THE SCHEDULE 'A' REFERRED TO ABOVE

All that The.....The.....floor of
The building known asin the city
of..... Which building bear Municipal
No.....and is situated on plot/land bearing Survey
Nos.....and is bounded on or towards
East byon or towards
West by.....on or towards North by.....or on
towards South by.....

THE SCHEDULE 'B' REFERRED TO ABOVE

Details of fixtures and fittings

IN WITNESS WHERE OF THE OFFICIAL SEAL OFhas
been affixed in the manner hereinafter mentioned and the lease agreement has been
signed for and on behalf of the President of India on the day and year first above
written by.....

(Signature)

For and on behalf of the President of India

In the presence of
Witness

- 1.
- 2.

Any by the Lessor in presence of
Witness

- 1.
- 2.

(Signature)

Name and address of the Lessor
In case the Lesser is a company
Firm or Society Add

For and on behalf of
Having authority to sign on behalf of the Lessor
.....
Vide resolution dated.....
Of.....

- Portions which are not applicable may be scored off at the time of filling up of the stammered lease Agreement (SLA) format.

ANNEXURE "B"

B		TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS
1	Full particulars of the legal owner of the premises :	
	i	Name
	ii	Address of office & Residence
	iii	Telephone No./Mobile No.
	iv	Tele Fax
	v	E-Mail Address
	vi	PAN No.
	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 — commercial or residential	
5	a	Complete Address and location of the building
	b	Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified Sketch Plan also)
6	Detailed approved plan of the accommodation	
7	Date of Construction	
8	Exact carpet area	
9	Exact built up area	
10	Floor Number offered	
11	No. of floors in the building	
12	Other Facilities and amenities available with the building	
13	Type, model, company & No. of lifts available/ carrying capacity, provide details of make	
14	Parking space available for department- area and specific how many Nos of vehicles can be parked 4/2 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 all the relevant central/state/municipal authorities and Fire Department for use as office/commercial premises confirming the municipality laws	
17	a	Whether running water, drinking and otherwise, available round the clock.
	b	Whether sanitary and water supply installations have been provide for?
18	Whether separate electricity and having sufficient installed capacity has been provided for?	
19	Sanctioned electricity load	
20	a	Whether electrical installation and fitting, power, plugs, switches etc. provided or not?
	b	Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor wise)
	c	Details of power back-up facility/ Sanction Electric Load
21	Details of Fire Safety Mechanism, if any	
22	Specify the lease period (minimum three years and provision for extension)	
23	Whether the building is earth quake resistant. If so, please provide a certificate from the competent authority	
24	Any other salient aspect of the building, which the party may like to mention:	

Signature of Legal Owner/Power of Attorney Holder

PRICE/FINANCIAL BID DOCUMENT

- (a) Price bid undertaking
- (b) Schedule of price bid in the form BOQ_ Hiring building. Xls

PRICE BID UNDERTAKING

Form: (Full name and address of the Bidder)

To,

The Assistant Commissioner,
Central Goods & Service Tax Div-B,
Alwar.

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

- 2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable taxes except Service Tax.

Yours faithfully

**Signature of
Authorized Representative**