



Office of the Commissioner of Central Excise, Thane II
Navprabhat Chambers, Ranade Road, Dadar (W), Mumbai-400028
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REQUIRED URGENTLY
OFFICE ACCOMMODATION ON LONG TERM LEASE
TENDER NOTICE

F. No. I/Adm.(11)03/L&B/2016/Pt-1

Dated : 7th, January, 2017

Proposed offers are invited from bidders for hiring of office premises on lease for minimum five years period from owners of premises for Carpet Area of 18,855 Sq. Feet (approx.) within 1 km distance from Railway stations between Borivili (East) to Bhayander (East).

Each proposal should be submitted in sealed cover under "Two Bid System" and should contain "Technical Bid" (**Annexure-B**) and "Financial Bid" (**Annexure-C**) separately. Interested persons can obtain the details of terms and condition of offer(**Annexure-A**), along with proforma for Technical and Financial bids from Superintendent Central Excise, Shri D.R.Chaturvedi, in Land & Building section, The Office of the Commissioner of Central Excise, Thane-II , situated at 3rd floor, Navprabhat Chambers, Ranade Road, Dadar (W), Mumbai – 400028, or the same can be downloaded from <http://www.cbec.gov.in/htdocs-cbec/tender/tenders-idx> or Thane-II Commissionerate website namely www.centralexcisethane2.gov.in .

Proposals with "Technical Bid" and "Financial Bid" should be separately submitted in sealed covers, superscribed clearly on top as "Offer for Hiring of Office Accommodation for Thane-II Commissionerate", "Technical Bid" and "Financial Bid" and must contain bidder's name, address, contact person's name & Mobile/Telephone numbers and should either be sent by R.P.A.D./ Speed Post/ Courier or be handed over personally to the concerned official, before 16.00 Hrs on or before **06-02-2017**. Late submission of offers shall not be entertained in any case. The date of opening of technical bid will be **13-02-2017 at 11.00 hrs** in the conference room of Thane-II Commissionerate office, at the above given address.

Yours faithfully,

Encl: **Annexures A, B & C.**

Sd/- 03-01-2017
 (S.G.Vaja)
 Assistant Commissioner
 CENTRAL EXCISE, THANE-II

Copy forwarded to:-

1. The ADG, Directorate of Systems Management, (ICEGATE-Web Master), CBEC, New Delhi, with a request to upload the same in the official website of CBEC on **07-01-2017**.
2. The Dy. Commissioner (Computers), Central Excise, Thane-II, with a request to upload the said Tender Notice on the Thane-II Commissionerate Website .
3. Thane-II Commissionerate office Notice Board.

Sd/- 03-01-2017
 (S.G.Vaja)
 Assistant Commissioner
 CENTRAL EXCISE, THANE-II

Introduction in brief:

The office of Commissioner of Central Excise, Thane-II situated at 3rd floor, Navprabhat Chambers, Ranade Road, Dadar (W), Mumbai – 400028, invites proposals from bidders for hiring of office premises on lease for minimum five years period from owners of premises for Carpet Area of 18,855 Sq. Feet (approx.) within 1 km distance from Railway stations between Borivali (East) to Bhayander (East).The terms and conditions of offer as mentioned in **Annexure-A**, the proforma for Technical Bid in **Annexure-B** and Financial Bid in **Annexure-C** are prescribed and form part of this offer. The bidder shall abide by the Terms & Conditions as specified in **Annexure-A** to this notice.

Annexure-“A”

TERMS & CONDITIONS OF OFFER .

TENDERING PROCEDURE.

1. The Technical Bid and Financial Bid duly filled in, must be submitted in two separate sealed covers. These envelopes shall be super scribed as 'FINANCIAL BID' AND "TECHNICAL BID' and put inside a bigger sealed envelope which shall be super-scribed with the words, "OFFER FOR HIRING OFFICE PREMISES FOR **THANE-II COMMISSIONERATE**", addressed to the **Commissioner Central Excise, Thane-II**. All the three envelopes must contain bidder's name, address, contact person's name & Mobile/Telephone numbers.
2. The owners / landlords shall fill all the relevant details in the specified pro forma properly. Incomplete information and offers in any other format other than the specified pro forma of Technical bid and Financial bid will not be considered and will be liable for rejection.
3. All the owners / landlords are requested to submit their offer duly filled in with supporting relevant documents / information on or before the last date and time for submission of offer to the concerned officer as stated in the notice inviting tender.
4. All the pages of the offer are to be signed and over - writing if any shall be duly signed by the owner / landlords or his authorized signatory.
5. The offer containing "Technical bid" and "Financial bid", shall be submitted by the owner of the premises (referred to as owner/ landlord / lesser) to this Office. No brokerage shall be paid to anyone. Canvassing in any form will disqualify the owner / landlord.
6. If the tenders are sent by post/ courier, it should be ensured that the envelope is tamper proof and that it reaches this office in intact condition. Department shall not be responsible for the delayed receipt of the tender or tampered condition of the envelope containing tender during transit, sent through postal/ courier service.
7. The offer shall be valid at least for a minimum period of 6 months from the last date of submission.
8. The Technical Bids will be opened on **13-02-2017 at 11.00 Hrs.** in the presence of owner / landlords who choose to be present at the above said office. All owner / landlords are advised in their own interest to be present on the said date, time and venue for opening of the Technical bids.
9. A Committee will be constituted by the Competent Authority for evaluation of Technical Bid and Financial Bid. The valid Technical bids shall be scrutinized by the department to short

list the eligible bidders. After scrutiny of the technical bids, shortlisted bidders will be informed by the hiring Committee, for arranging site-inspection of the offered premises. After scrutiny of Technical Bid and Inspection of premises at site, the Committee taking into consideration all aspects, regarding suitability of the premises for Commissionerate of Central Excise, Thane-II, shortlist the bidders. The Financial Bids of such shortlisted bidders shall only be opened, date of which shall be intimated to them later.

10. The short listed offers along with the documents will be submitted to the competent authority and upon approval by the 'competent authority' the successful bidder will be intimated about the approval of the competent authority for hiring the premises. The competent authority reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.

Minimum requirement of premises to be hired.

11. The premises offered for hiring should have at least a carpet area of 18855 Sq Ft available for occupancy. However, an offer of a range of carpet area 18000 to 20000 sq ft can suitably be considered, and the rent will be payable for actual area of use by this office, subject to approval.

12. The premises should be very conveniently accessible to public transport and should have ample parking space for at least 20 vehicles, without any additional rental overheads.

13. The premises offered shall have proper flooring acceptable to this office. The owner/ landlord shall provide separate electric meter, separate water and sewerage connections at his own cost before handing over possession to this office. It will be the responsibility of owners for obtaining additional sanctioned load of electricity as required by this office. The owner/ landlord shall provide uninterrupted supply of electric power.

14. At least 2 toilet facilities separately for Gents and ladies for usage by office staff on each occupied floor will be provided by the owners. Provision may be kept for at least one additional toilets being constructed within the cabin for in-house usage.

15. There shall be at least one elevator if the premises is located at 2nd floor or above of the building. More than 4 floors will require an additional lift.

16. This office shall have the right to install satellite dishes/ communication towers and other communication equipment, etc., as deemed necessary by this office and also installation of power generating/ amplifying devices, power transformers, Power Generators etc. as well as placing of sign boards, Air Conditioners machines, etc., in the terrace for its activities and the owner/ landlord will have no objection of any kind whatsoever and shall not claim any compensation or additional rent on this account.

17. This office shall have the right to carry out necessary temporary alterations/ modifications or make such structural or other changes to/in the premises and install amenities such as Air conditioners, DG set, biometric attendance system, notice board, etc., as may be required by it for the purpose of its functioning. All statutory clearances and permissions required for construction/modification/ additions/ alterations and leasing of the premises to this office shall be obtained by the owner/ landlord at his own cost.

18. Painting of the entire premises will be carried out by the owner/ landlord once in two years within the lease period. In case the owner/ landlord fails to do so, this office shall have the right to arrange it at the cost of the owner/ landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/ landlord.

19. The possession of the premises will be given to this office after completion of entire work as per this office requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to this office specifications, the owner/ landlord shall complete the same within a reasonable time from the date of possession of premises and in case of default this office will have 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.

20. As and when required, the owner/ landlord will carry out necessary minor and major repairs of the building, within reasonable period and if the owner / landlord fails to do so, this office, after giving notice to the owner/ landlord, shall have the right to arrange it at the cost of the owner/ landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/ landlord.

21. If the landlord is desirous of making any addition to the building it shall be ensured by him that no access/ approach by whatever means is blocked from the demised portion or by encroaching upon the open spaces which has been made available to the exclusive use of this office.

Rent and Taxes:

22. The monthly rent quoted shall include all taxes and charges excluding Service Tax & Municipal Tax, which will be reimbursed after producing the receipt of the payment of the same. Property tax to be paid to the local municipal authority shall be borne by the owner/ landlord or as mutually agreed upon. The consumption charges of water supply, electricity and sewerage shall be paid by this office depending on actual usage basis.

23. In case of amenities being used commonly on sharing basis, proportionate charges shall be paid by this office , based on actual usage basis.

24. The negotiated rent as agreed upon mutually will be applicable for the Leased Period of at least 3 (three) years. Finalization of Rent based on location & quality of construction is subject to certification by CPWD / hiring committee and also subject to final approval & sanction by Government of India, as per Rules framed in this regard. It will be an endeavour by this office to make timely payments of rental charges. However, no interest charges on whatsoever account, will be paid by this office for delayed payment of rent.

Other legal requirement:

25. Standard Lease agreement in format as prescribed by the Ministry of Urban Development (MoUD) / Govt. department will be executed after legal verification of all documents related to the property, subject to approval by the Ministry and to the entire satisfaction of this office. The registration charges, stamp duty for registration of lease deed to be borne by the owner/ landlord.

26. Since this office is the lessee/ hire and has no insurable interest, the owner/ landlord hereby has to insure the premises/ assets rented/ hired against risks like burglary, fire or natural calamity at his (owner's) own cost and this office 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.

27. During the period of the lease agreement the owner/ landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to this office with any party affecting this office right of occupation and any of the terms of the lease without written consent of this office.

28. This office shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/ landlord by giving two months notice in writing. The owner/ landlord 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 this office.

29. If the demised premises at the time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, flood, violence of any army or mob or other irresistible force or act of God, and be not caused by the acts or neglect or fault of the Department, then in such case it shall be optional with this office to determine the lease or to retain occupation of the demised premises, if this office so desires without any diminution of rent hereby reserved.

30. This office reserves the right to accept or reject any or all the offers without assigning any reason thereof and reserves the right to amend these terms and conditions as it may deem necessary.

I/We, legal owner/ Power of Attorney Holder of the premises Accept & Agree with the above mentioned terms & condition and shall abide by the same.

Date: _____, 2017
Place: Mumbai

Signature of Legal Owner
/ Power of Attorney Holder
(Name, designation & date)

ANNEXURE-B
TECHNICAL BID (Pre-qualification requirements)

1.	Details of owner / landlord	
1.1	Name/s of owner/s or landlord/s	
1.2	Residence and office Postal Address as given in Aadhaar Card and Government documents.	
1.3	Telephone & /or Mobile phone nos.	
1.4	Fax number, if any.	
1.5	Email address, if any.	
1.6	Contact person's name, address, telephone/mobile phone nos.	
2	Details of the Property being offered for rent.	
2.1	Detail address & location of the property.	
2.2	Copy of Floor and sketch plan of the premises offered.	
2.3	Permitted usage of property as approved by Local Authorities (Strike out whichever is not applicable)	Eg; Residential/ Commercial / Residential & Commercial / Shopping Centre / Shop cum Office
2.4	Type of structure whether Load Bearing structure / RCC Framed structure. Age of the building.	
2.5	Number of floors in the building and the floor/s on which the premises offered.	
2.6	Floor wise rentable carpet area offered.	
2.7	Total carpet Area offered for rent.	
2.8	Total Built up Area offered for rent.	
2.9	Enclose copy of the building plan approved by the local authorities.	
2.10	Enclose a copy of the Completion/ Occupation certificate obtained from the concerned authorities.	
2.11	Earmarked parking space available for 20 vehicles (Specify Area and No. of vehicles that can be parked or not).	
2.12	The width of road where the premises is situated must be at least 30" ft and freely accessible.	
2.13	Whether accommodation offered 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)	
2.14	Copy of Clearances/no objection Certificate from all the relevant Central/State/ Municipal Authorities and Fire Department for use as office/ commercial premises conforming the municipal Laws, must be submitted.	

3	Amenities / facilities available	
3.1	Whether Municipal water supply available 24* 7 or not. If not, state the other source of water supply.	
3.2	Whether Good sanitary facilities (Toilets / Bath rooms/ WC) available within the premises offered. Details thereof per floor.	
3.3	Whether separate 3 phase electric power supply available or not. If available, state the sanctioned electricity load.	
3.4	Whether exclusive parking space is available for office staff and trade or not. If yes, indicate approximate area of exclusive parking space offered.	
3.5	Whether Electrical installation and fitting, power plugs, switches etc. are provided or not?	
3.6	Whether premises offered for hire has been provided with Fans & tube lights in all rooms or not? (If yes, give the nos. of fans & tube lights floor wise)	
3.7	Whether the building is earthquake resistant? If so, please provide a certificate from the Competent Authority.	
3.8	Whether lift facility available or not.	
3.9	Stand by Generator arrangement, if any.	
3.10	Fire fighting/ safety arrangement, if any.	
3.11	Security arrangement, if any.	
3.12	Please mention other facilities being provided.	
4	Lease details.	
4.1	Lease period offered (Minimum 5 years and provision for extension)	
4.2	Number of renewal option (minimum two renewal options has to be offered)	

Date: -----, 2017.

Place: Mumbai

Signature of Legal Owner
/ Power of Attorney Holder
(Name, designation & date)

ANNEXURE-C**FINANCIAL BID**

(OFFER FOR LEASING OF PREMISES)

With reference to your advertisement for "HIRING OFFICE PREMISES (APPROX. 18855 SQ.FT. CARPET AREA)" WITHIN 1 KM DISTANCE FROM RAILWAY STATIONS BETWEEN BORIVALI (EAST) TO BHAYANDER (EAST) FOR OFFICE OF COMMISSIONER CENTRAL EXCISE, THANE-II COMMISSIONERATE, I/We hereby offer the premises owned by me/us for housing your office on lease basis as per terms and conditions prescribed in **Annexure-A** to the tender notice which has duly been signed by me/us and other details furnished in the technical bid. The rent per Sq. ft. of rentable area of the premises offered for hire is as under:

1.	Particulars of the Owner: (i) Name (ii) Address (es) (iii)Telephone Nos./Mobile Nos. (iv)Business (v) Residential (vi)Telefax No. (vii)PAN Card (Photocopy) (viii) email id's.	
2.	Detail 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 Service 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.	

Date: -----, 2017.

Place: Mumbai

Signature of Legal Owner
/ Power of Attorney Holder
(Name, designation & date)