

OFFICE OF THE ASSISTANT COMMISSIONER,
CENTRAL EXCISE, CUSTOMS & SERVICE TAX, DIVISION - BHARUCH,
CENTRAL EXCISE BUILDING, OPP. AMIDHARA TOWNSHIP,
NR. GUJARAT GAS CO. LTD., KANBIVAGA, BHARUCH 392 001

Telefax :: 02642-262399

F. No. I/15-01/2010-Adm Date : 24.08.2012

LIMITED TENDER ENQUIRY NO.02/2012

The Central Excise, Customs & Service Tax, Division- Bharuch is seeking to hire office accommodation for office of Central Excise, Range-VI (Jambusar), Bharuch. The proposed accommodation shall be of approximately 1300 S. ft. of carpet area. The proposed building shall be within 1 Km radius of the Bus Depot/ Police Station/ Post Office at Jambusar Town, placed on a main road, with exclusive parking and convenient access. The place should be preferably ready to occupy with partitions, toilets etc. The proposed premises should be legally free from any encumbrance, well connected with public transport and should have wide approach road. Interested persons can obtain the Bid Documents along with terms and conditions of the tender, from the Office of the Assistant Commissioner at the above address.

All the Tenders with complete details shall be filed in the office of the Assistant Commissioner, Central Excise, Customs & Service Tax situated at **Central Excise Building situated at Opp. Amidhara Township, Nr. Gujarat Gas Co. Ltd., Kanbivaga, Bharuch** before 1700 hrs on 31.08.2012.

Sd/-

(D. P. Bamanavat)

Assistant Commissioner

Terms and conditions for the tender–Office accommodation Central Excise, Range-VI (Jambusar).

1. The interested parties should send their proposal addressed to the Assistant Commissioner, Central Excise, Customs & Service Tax situated at **Central Excise Building situated at Opp. Amidhara Township, Nr. Gujarat Gas Co. Ltd., Kanbivaga, Bharuch**, so as to reach the said office on or before 1700 Hrs on 31.08.2012.
2. The tender for carpet area of Approx. 1300 Sq. ft. for office accommodation within 1 Km radius of the Bus Depot/ Police Station/ Post Office at Jambusar Town, should be submitted in a single sealed envelope marked 'Tenders for Office Accommodation' containing two separate sealed envelopes for technical and financial bids clearly written on top as "Technical Bid" and "Financial Bid".
3. The Technical Tenders shall be opened on 03.09.2012 at 1500 Hrs. The bidders should remain present for the same at the above address.
4. Physical inspection of the premises covered by the tendered bids will be carried out to verify whether the offer complies with the technical specifications or otherwise.
5. The financial bids of only those offers will be opened which are short listed after assessing the suitability of the accommodation, terms and conditions offered, compliance to technical specifications, verification of their credentials and other liabilities. The short listed bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.
6. The rent proposed to be charged per square feet per month on the carpet area inclusive of all services and taxes and duties to be paid to various authorities should be indicated in the financial bid only.
7. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within twenty days of acceptance of their offer by the Hiring Committee.
8. It should be noted that no negotiations will be carried out (except with the lowest tenderer) and therefore, most competitive rates should be offered.
09. No Earnest Money Deposit will be given by the Department to the owner offering the premises.
10. 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 tender documents.

11. The bidding for sealed tender is to be done only in the tender form for technical bid which is to be obtained from the Office of the Assistant Commissioner at the address specified above.
12. The premises offered should consist of the following minimum amenities/ facilities:
- (a) Uninterrupted power supply for essential services and common area lighting;
 - (b) Adequate lighting in the campus/compound;
 - (c) Sufficient car parking space for 4 four wheelers in the office premises & 10 two-wheelers/ cycles.
 - (e) All internal and external walls should be painted with good quality paint;
 - (f) Provision of adequate water supply and electricity;
 - (g) The premises should be in ready to use condition with electricity, lifts, sewerage, firefighting equipment and adequate toilet facility.
 - (h) There should be a generator back up for supply of electricity at times of power shutdowns/ loss of regular electricity supply for some technical reasons.
13. The premises offered should have construction approvals / clearances from all Central / State Government Departments as may be necessary by the local authorities.
14. Finalization of rent based on location and quality of construction and age of the building is subject to certification by CPWD, subject to final approval and sanction by Government of India as per rules framed in this regard.
15. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents is liable to be rejected. The tenderer, before submitting the tender, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details / documents would render the tender form invalid.
16. The minimum period of lease should be for duration of five years.
17. The Assistant Commissioner of Central Excise, Customs & Service Tax, Bharuch Division reserves the right to amend these terms and conditions as it deems necessary.
18. Participation in the tender process does not entail any commitment from this office. The Assistant Commissioner, Central Excise, Customs & Service Tax, Bharuch Division reserves the right to reject any / all offers including that of the lowest tenderer without assigning any reasons.

Sd/-

(D. P. Bamanavat)

Assistant Commissioner

FORM FOR TECHNICAL BIDS TO PARTICIPATE IN THE TENDER FOR HIRING OF OFFICE PREMISES WITHIN A RADIUS OF 1 KM. FROM THE BUS STATION / POLICE STATION / POST OFFICE AT JAMBUSAR TOWN, BHARUCH.

To
The Assistant Commissioner of C. Ex., Customs & Service Tax,
Central Excise Building, Opp. Amidhara Township,
Nr. Gujarat Gas Co. Ltd., Kanbivaga, Bharuch.

Sir,

I/we intend to offer my/our premises located at _____ (address) for hiring by the office of the Central Excise, Range-VI (Jambusar) as specified in your advertisement dated _____ and as per the terms and conditions specified below in the tender notice. I/we am/are submitting herewith technical bid in a sealed envelope as follows:

TECHNICAL BID

Technical bid should inter-alia contain details as follows:

1	Name of the owner(s) and address	
2	Address/location of the premises offered for rent	
3	Name and address of the authorized person	
4	Carpet area offered (floor-wise)	
5	Age of the building	
6	Hygienic atmosphere	
7	Specify the type of public transport available	
8	Whether well connected by municipal road -- width of the road connecting building	
9	Distance from Bus Depot / Police Station / Post Office	
10	Independent parking space with available area : covered/open	
11	Electrical service connection	
12	Whether generator available	
13	Availability of municipal water	
14	Light/ventilation	
15	Toilets (number on each floor with capacity)	
16	Copy of registration documents	
17	Copy of Approved Building Plans	
18	Municipal Tax Receipts (latest)	
19	Entries and exits available	
20	Security aspects	

*: Enclose documents wherever required.

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I * _____ son/ daughter of ** _____ solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it, is correct, complete and truly stated.

Yours faithfully,

Signature: _____

Place :

Name : _____

Date :

* Name in full and block letters

** Name in full and block letters

Form for financial Bid

1. Name of the party
2. Address
(With Tele. No. & Fax No.)
3. Name & Address of the Proprietor
Partner/Directors
(With Mobile No.)

Sr. No.	Name & Address of Premises	Total Carpet area offered	Monthly rent quoted for the total carpet area (including all amenities)

Signature of Authorised Signatory with date

Signature :

Name in full :

Designation :