TENDER NOTICE FOR HIRING OF OFFICE PREMISES

TENDER FOR HIRING OF OFFICE SPACE FOR THE OFFICE OF THE COMMISSIONER OF CUSTOMS (AUDIT), NEW DELHI

The Commissioner of Customs (Audit), New Delhi invites tenders for hiring suitable office accommodation on rent having approximate Carpet area of 20,000-24,000 square feet for their office at New Delhi, from the legal owners / power of attorney holders of suitable buildings along with provision for sufficient car parking space in the most suitable area, preferably located within a radius of 20 km from the New Customs House, Near IGI Airport, New Delhi 110037.

2. The amount of rent payble for the premises taken on lease will be as per the Government of India Rules and the same shall be fixed and paid in accordance with the Government of India instructions in force. Interested parties having clear title may download the tender details from the official websites www.eprocure.gov.in, www.cbec.gov.in or www.delhicustoms.gov.in. The bids, complete in all respects should be submitted online on the website www.eprocure.gov.in on or before 17/12/2018 (1600 hrs). Offers received beyond the specified date shall not be entertained.

3. The tender consists of four parts:
   
   Part 1 - Terms and conditions as Annexure –A
   Part 2- Technical Bids as Annexure-B
   Part 3- Financial Bids as Annexure-C
   Part 4- Instructions for Online Bid Submission as Annexure-D

(Santosh Kumar Mishra)
Joint Commissioner of Customs (Audit)

Copy to :-
1  The Superintendent (EDI), Customs, Room No.-104, New Customs House, New Delhi for publication in the official websites i.e. www.eprocure.gov.in, www.cbec.gov.in and www.delhicustoms.gov.in.

2  The Notice Board at New Customs House, New Delhi-110 037
Annexure — “A”

Terms and conditions:-

1. The terms and conditions shall form part of tender to be submitted online by the bidders on the CPP Portal.

2. All columns in the tender document shall be duly filled in and no column shall be left blank. ‘Nil’ or ‘Not applicable’ shall be marked, where there is nothing to report. The Commissioner of Customs (Audit), New Custom House, New Delhi-110 037 reserves the rights to reject incomplete tender in the event of any of the particulars being found to be incorrect.

3. The building in which space is offered should be separate building with lift facilities and parking space for atleast 20 cars for officials.

4. The building in which space is offered should be installed with fire fighting mechanism alongwith NOC.

5. The building should be preferably a green Building and installed with solar power system and adequate power back up.

6. No tender will be accepted which has been sent offline, by fax, email or any other such means.

7. The Technical Bids would be opened by the Hiring Committee on 19/12/2018. The financial bids of those who qualify on evaluation of Technical Bids by the Hiring Committee would be opened on 26/12/2018.

8. After opening the Technical Bids and Financial Bids, physical inspection of the premises offered by the bidders will be carried out by the Hiring committee for assessing the suitability of the accommodations, verification of their credentials and other liabilities so as to verify as to whether the offered premises is fit for Delhi Customs Audit and is as per the requirement of tender.

9. Most competitive per Sqft. Rate should be offered/quoted in the Financial Bids for entire agreement period of three (3) years. The monthly rent should be quoted on lump-sum basis for the entire area (covered/built up area of main building, other permanent structure, covered/underground parking, open parking area for the entire agreement for period of 3 years in the Financial Bids. No separate agreement will be made for covered/underground parking and open parking area.

10. Finalization of rent based on location and quality of constructions and age of the building is subject to the certification by CPWD/Hiring committee and final approval/sanction by Government of India as per rules framed in this regard. The assessment of reasonable rent will be done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC)/Fair Rent Certificate. The rent shall be paid as per the RRC or as quoted by the bidder, whichever is less, by the Committee of Hiring of office to the successful bidder.
11. Renewal of lease agreement is also subject to certification by CPWD/ hiring committee and final approval/sanction by the Government of India as per rules framed in this regard. 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.

12. Bidders may note that no increase in rental charges will be allowed during the initial three (03) years of the agreement period. If lease is extended beyond three years, renewal of rent would be as per Fair Rent Certificate given by the CPWD and rate mutually agreed between the parties. The percentage increase between, shall not exceed 8% p.a.

13. The rate quoted shall be exclusive of service tax. The applicable rate of taxes may be indicated. No advance would be given by the Department as deposit of rent.

14. All existing and future taxes, including property taxes, assessment charges and other outgoing of any description in respect of said premises shall be borne by the owner/bidder.

15. The building should be with proper power back up facilities. The charges for electricity and water used by this office in the said premises during lease period will be as per prevailing rates. For electricity supply through generator set, a separate meter should be installed. The charges for electricity supplied per unit through generator set shall be paid to the bidder, along with monthly rent as per the meter reading.

16. Rent charges shall be paid as per the lease agreement. No earnest money deposit/security deposit or advance rent will be given by the department to the owner offering the premises.

17. Intending parties may furnish complete details in the Technical Bids given in Annexure-B and Financial Bids in Annexure-C. Incomplete/Incorrect bids will be treated as rejected. No further correspondence will be entertained.

18. Tender received after the due date and time for whatever reason, shall not be entertained.

19. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/documents is liable to be rejected. However, the hiring committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Hiring Committee may also call for any additional details/documents from the bidder, if required. The bidder, 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 from invalid.

20. Selected party shall be required to sign a Lease Agreement with the designated authority of the Commissioner of Customs (Audit), New Customs House, New Delhi as a legal requirement. The agreement shall be signed initially for a period of 3 (three) years extendable for further period as per requirement. The original copy of the lease documents shall be retained by the hirer.

21. Carpet Area measurements: The carpet area shall be the area of the premises which is covered but excluding the following
(a). Wall and columns,
(b). Portico/canopy
(c). Sanitary Shafts/toilets,
(d). Stair cases,
(e). Bon Louvre,
(f). Lift Walls,
(g). Air conditioning ducts,
(h). Balcony,
(i). Portion below the window sills,
(j). Lofts,
(k). Parking space whether covered or not,
(l). Open terrace.

Joint measurements will be taken in the presence of Lessee official and vendor / authorized representative for finalizing the carpet area.

22. **Lease Rent - Rate per sq.ft. on Carpet area:** The carpet area rate shall include statutory charges (i.e. all taxes / cess present and future – House tax, Property tax, water tax, sewerage charge and Municipal taxes etc.) except the GST. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent for every month is payable by 10\(^{th}\) of next month.

23. The following documents should be uploaded with the bid:-
   (i) Documents in support of ownership of building/land and constructions therein.
   (ii) Copy of PAN No. & TAN No. of original owner of premises, if any
   (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 of its ownership/, lease/renting and that there are no pending payments against them.
   (vi) No objection certificate from Municipal authorities/ DDA/Fire Department for use of the property.
   (vii) Copies of approved plan of the accommodation offered.
   (viii) Attested/Self Attested copies of completion certificate issued by the competent authority.
   (ix) Proof/Certificate from the authorized architect certifying the carpet area of the space offered for hiring.
   (x) Updated copies of all Municipal/ other applicable tax receipts.
   (xi) Undertaking from the owner indicating the period and time when the accommodation could be made available for occupation after signing the agreement.

24. The department reserves the right to amend any/all terms and conditions, as it deems necessary.
25. Customs Delhi Audit Commissionerate shall be under no obligation to accept the lowest quotation.
26. Conditional offers will be rejected.
27. The rates quoted should be only in Indian rupees.
28. The department reserves the right to reject any/all offers without assigning any reason thereof. No correspondence will be entertained in this regard. Decision of the Delhi Customs Audit Commissionerate will be final and binding.
29. All disputes lie within the jurisdiction of Delhi City. All disputes in connection with the execution of contract shall be settled under the provision of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at Delhi City only.

Joint Commissioner of Customs (Audit)
# ANNEXURE –“B”

Sub:- Hiring of office building for Customs Delhi (Audit) Commissionerate, New Custom House, New Delhi-110 037

**TECHNICAL BID**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Details (Please tick/ fill up with relevant answers, wherever required)</th>
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<tbody>
<tr>
<td>1</td>
<td>Full particulars of the legal owner of the premises: (make separate entries if owners are more than one)</td>
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<tr>
<td></td>
<td>(i) Name</td>
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<td></td>
<td>(ii) PAN and GSTN</td>
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<td></td>
<td>(iii) Office address &amp; Telephone No.</td>
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<td></td>
<td>(iv) Residential address &amp; Telephone No.</td>
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<td></td>
<td>(v) Mobile No.</td>
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<td></td>
<td>(vi) Tele Fax</td>
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<td></td>
<td>(vii) Email</td>
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<tr>
<td>2</td>
<td>Status of the owner (Individual/ Partnership/ Firm/ Company/ Society/ Any other (specify))</td>
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<tr>
<td>3</td>
<td>(In case the bid is not submitted by the legal owner)</td>
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<tr>
<td></td>
<td>(i) Full particulars of person(s) offering the premises on rent/ lease</td>
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<td></td>
<td>(ii) Relationship with the legal owner (enclose power of attorney also if the applicant is other than owner)</td>
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<tr>
<td>4</td>
<td>Status of the bidder (Individual/ Partnership Firm/ Company/ Society/ Any other (specify))</td>
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<td>5</td>
<td>Complete Address and location of the building</td>
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<td>6</td>
<td>Type of building (Commercial/ mixed use)</td>
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<td></td>
<td>(ii) Whether the plinth height of building minimum 450-500mm above ground level</td>
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<td>7</td>
<td>Details of premises/ building (attach a copy of the layout plan)</td>
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<tr>
<td>8</td>
<td>(i) No. of floors</td>
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<td></td>
<td>(ii). 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.</td>
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<tr>
<td></td>
<td>(iii) In case the premises offered is in a multi-storied building whether lift facility is available. Provide details of lift (Type, model, make, company &amp; No. of lifts available/carrying capacity,</td>
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<td></td>
<td>(iv). Whether there is any central air-condition duct/plant</td>
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<td>(v). Total area in each floor including common area i.e. Super Built up area (floor-wise built up area to be furnished)</td>
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<td></td>
<td>(vi) Carpet area in each floor (upload certified sketch plan also)</td>
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<td>(vii) Total carpet area.</td>
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<td>(vii) No. of built up rooms with measurements thereof</td>
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<td>9</td>
<td>Date of completion of construction (upload Completion Certificate from competent authority)</td>
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<td>10</td>
<td>Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (upload copy of Affidavit from owner or Power of Attorney holder)</td>
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<tr>
<td>11</td>
<td>Whether approval for building obtained? Copy of Plan approval may be submitted. (Yes/No)</td>
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<tr>
<td>12</td>
<td>Total Carpet Area offered for rent in Sq. ft. (Please mention super built-up/ built-up area along with carpet area with number of floors)</td>
<td></td>
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</tbody>
</table>
| 13 | Type of flooring:  
   (i) For carpet area  
   (ii) For common area  
   a. Covered parking area (please specify the number of cars and two wheelers that can be parked)  
   b. open space for vehicle parking available (in Sq. Ft.) |
| 15 | Whether willing to carry out additions/ alterations/repairs as per specifications/ plan given by the Lessee (Yes/No) |
| 16 | Clearance/ No Objection Certificate from all the concerned Central/ State/ Municipal Authorities and Fire Department for use as office/ commercial premises conforming the municipality laws. (please upload copies) (Yes/No) |
| 17 | Whether running water, drinking and otherwise, available round the clock? (Yes/No) |
| 18 | Whether separate water meter installed |
| 19 | Whether Bore well installed |
| 20 | Whether separate toilets for ladies and gents are provided. Provide details with room numbers. (Yes/No) |
| 21 | Whether separate electricity meter installed |
| 22 | Sanctioned Load of electricity meter (KVA) |
| 23 | Mention whether additional electricity load/ 3 phase electricity connection, if required by the lessee, will be provided at your cost (Yes/No) |
| 24 | Whether electrical installation and fittings, power plugs, switches of ISI make provided |
| 25 | Details of power backup facility with load. |
| 26 | Details of fire safety mechanism alongwith NOC |
| 27 | Specify the lease period (minimum three years and provision for extension) |
| 28 | Whether the premises is ready for occupation. If not, the date by which it would be ready for occupation after necessary modifications /alterations, which shall in no case be later than 3 months from the tender opening date . (Yes/No) |
| 29 | Whether bidder agrees to provide annual maintenance (Painting, white wash, electricity etc.), if required as per terms & conditions of the tender, at his own cost (Yes/No) |
| 29 | Any other facilities being provided inside the premises being offered on hire. |


| 30 | Signage - The Customs (Audit) Commissionerate requires the right to use its logos and graphics at the entrance to its premises and within the premises. The Customs (Audit) Commissionerate shall also be provided signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building façade. |

Name & signature with stamp (if any) of Bidder or Authorized Signatory
# ANNEXURE- "C"

## FINANCIAL/ PRICE BID UNDERTAKING

<table>
<thead>
<tr>
<th>A</th>
<th>Name and Address of the applicant with Phone Nos.</th>
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<tbody>
<tr>
<td>B</td>
<td>Status of the applicant with regard to building/accommodation offered for hire by the owner or power of attorney holder</td>
</tr>
</tbody>
</table>
| C | Full particulars of the owner  
  (i) Name  
  (ii) Address(es)  
  (iii) Telephone Nos./Mobile Nos.  
  (iv) Business  
  (v) Residential  
  (vi) Tele Fax No.  
  (vii) Pan Card (Photo Copy)  
  (viii) GST Registration (Photo Copy) |
| D | Complete details of the building viz. Complete postal address of the location |
| E | Items | Rate Per Sq. Feet | Total |

E.1 The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Government and it will be applicable for the leased period. All Municipal/Corporation taxes, cess or any other tax applicable are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne by the Department. Goods Service Tax will be borne by the tenant as applicable.

E.2 Rate of common area maintenance per Sq.Ft. on Carpet area per month

E.3 Any other conditions having financial implications relevant to the offer of the building. Give details, if applicable

Signature of Legal Owner/ Power of Attorney Holder
Annexure – “D”

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at https://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others, which may lead to misuse.
6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be
submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/ XLS/ RAR/ DWG/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ couriered/ given in person to the concerned official, latest by
the last date of bid submission or as specified in the tender documents. The details of the DD/
any other accepted instrument, physically sent, should tally with the details available in the
scanned copy and the data entered during bid submission time. Otherwise the uploaded bid
will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in
the format provided and no other format is acceptable. If the price bid has been given as a
standard BoQ format with the tender document, then the same is to be downloaded and to be
filled by all the bidders. Bidders are required to download the BoQ file, open it and complete
the coloured (unprotected) cells with their respective financial quotes and other details (such
as name of the bidder). No other cells should be changed. Once the details have been
completed, the bidder should save it and submit it online, without changing the filename. If
the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders’ dashboard) will be considered as the
standard time for referencing the deadlines for submission of the bids by the bidders, opening
of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PM
encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed
by unauthorized persons until the time of bid opening. The confidentiality of the bids is
maintained using the secured Socket Layer 128 bit encryption technology. Data storage
encryption of sensitive fields is done. Any bid document that is uploaded to the server is
subjected to symmetric encryption using a system generated symmetric key. Further this key
is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the
uploaded tender documents become readable only after the tender opening by the authorized
bid openers.

8) The uploaded tender documents become readable only after the tender opening by the
authorized bid openers.
9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.