




**OFFICE OF THE ASSISTANT COMMISSIONER  
CUSTOMS, CENTRAL EXCISE & SERVICE TAX, DIVISION-BUTIBORI-I, NAGPUR-I  
KENDRIYA UTPAD SHULKA BHAWAN, TELANGKHEDI ROAD, CIVIL LINES  
NAGPUR-440001**

Email: butibori1nagpur@gmail.com

 0712-2542412

**TENDER NOTICE**

**TENDER FOR HIRING OF OFFICE ACCOMMODATION**

Sealed tenders are invited by **Central Excise Division-Butibori-I, Nagpur** for hiring suitable office premises with modern infrastructure along with electricity connection, water supply & adequate parking space in and around, Butibori Industrial area, MIDC District-Nagpur having **6090.33 Square Feet** carpet area approximately, on the terms and conditions mentioned below.

It should be located on main road or well connected by an arterial road. Finalization of rent based on location & quality of construction is subject to certification by C.P.W.D./Hiring Committee, subject to final approval and sanction by Competent Authority as per the rules framed in this regard. The offers should be sent simultaneously but separately in two parts, namely, **technical and financial bids in two separate sealed envelopes, strictly**. If any bidder or tenderer fails to comply with the conditions stipulated, the bids shall be rejected out rightly.

The Technical Bids will be opened in the first instance by the tender committee. The tender committee will inspect the mentioned premises to judge their suitability with reference to the terms & conditions of the tender. Financial Bid shall be opened only in respect of those parties which are short-listed on the basis of their Technical Bids fulfilling eligibility criterion. The subsequent date for opening of financial bids shall be intimated to the successful bidders / tenderers.

**TERMS & CONDITIONS:**

1. It should have good transport connectivity (rail, bus and public transport).
2. The building(s) should be fit for commercial/office use and should be preferably on the same or continuous floor.
3. The minimum lease period for hiring an office building will be 3 years.
4. In case of re-hiring, the revision of rent by more than eight per cent (8%) per annum is permissible if the revised rent is within the FRC / RRC range.
5. The legal owner of the building should apply directly and should provide adequate parking for Govt. /Visitor's vehicles.
6. The building should have assured power backup and running water supply on continuous basis.
7. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the department.
8. In case of high-rise building, provision of lift is essential with assured power backup.
9. The building should have appropriate fire safety compliance mechanism.
10. The office space should have electrical fixture like fans, tube lights, switches, power points of ISI/BIS specifications.
11. The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space fulfilling the criterion of easement.

12. The premises should have adequate chambers and partitioned cubicles for staff / cabins / sufficient space for storage facility / go-down with electric & networking fittings and cabins with appropriate air conditioning. In case the premises is yet not ready with partitions / cabins the rent period shall start from the date of completion of such partitions ready for occupation. Such partitioning / furnishing shall be at the responsibility of the lesser / landlord / premises owner.
13. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.
14. The building should be secure enough to protect the government property.
15. No tender will be accepted by fax, e-mail or any other such means.
16. They should provide photographs of the building and CD of the building in and outside showing structure of building.
17. There should be 01 chamber for Senior Officer with attached toilet/ wash room.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from SI. No. 1 to 17 will constitute the technical specifications.

The rent demanded per square feet of the covered area will constitute the Financial Bid. The rent offered should be inclusive of property tax, or any other tax required to be paid by the property owners. The lease shall be for a minimum period of 3 years subject to the conditions as may be prescribed by the government from time to time.

The offer by the legal owners may be sent under two sealed cover super scribed with **"OFFERS FOR OFFICE SPACE-TECHNICAL BID"** AND **"OFFER FOR OFFICE SPACE-FINANCIAL BID"** separately, along with one copy of drawing showing the construction on the plot and the area offered for rent to the office of **The Assistant commissioner, Customs, Central Excise & Service Tax, Division- Butibori-I, Nagpur-I Commissionerate, Telangkheri Road, Civil Lines, Nagpur** on or before **10<sup>th</sup> April 2017 at 1100 Hours**. Offers received beyond the **specified date & time** shall not be entertained. Customs, Central Excise & Service Tax, Division Butibori-I takes no responsibility for delay/loss of documents sent by RPAD/Speed Post. The Technical Bids received by the stipulated time will be **opened on 10<sup>th</sup> April 2017 at 1700 Hours** at the afore-said office address. The interested parties or their authorised representatives may remain present at the time of opening of Technical Bids. The Commissioner of Customs, Central Excise & Service Tax, Nagpur-I Commissionerate, Nagpur reserves the right to accept or reject any or all tenders without assigning any reasons.

The interested parties are also requested to mention their correspondence address & telephone numbers & email-Id on the face/cover of the bids for future communications.

**Sd/- 06.03.2017**  
**Assistant Commissioner**  
**Central Excise, S.Tax & Customs**  
**Division- Butibori-I, Nagpur-I**

Enclosures: - (1) Technical and Financial Bid Formats

Copy to:-

1. The Additional Commissioner (P&V), Nagpur-I Commissionerate, Nagpur
2. The Deputy/ Assistant Commissioner (Systems), Nagpur I Commissionerate, Nagpur with request to upload the tender for publication on the official website [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in) in Nagpur-I Commissionerate webpage and on the Board's website i.e. [www.cbec.gov.in](http://www.cbec.gov.in).
3. Notice Board
4. Guard File

**Sd/- 06.03.2017**  
**Assistant Commissioner**  
**Central Excise, S.Tax & Customs**  
**Division- Butibori-I, Nagpur-I**

**OFFER SUBMITTED FOR LEASING PREMISES FOR CENTRAL EXCISE DIVISION-I  
BUTIBORI & RANGE OFFICES, NAGPUR-I COMMISSIONERATE, NAGPUR**

**TECHNICAL BID**

**(To be submitted in a separate sealed envelope super scribed Technical Bid')**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_, I/We offer the premises owned by us for Central Excise Nagpur-I Commissionerate, Nagpur.

|  |        |
|--|--------|
| <b>GENERAL INFORMATION</b>   |        |
| <b>A. LOCATION</b>   |        |
| a) Name of the Building  |        |
| b) Building Number   |        |
| c) Name of street/Road   |        |
| d) Name of City  |        |
| e) Pin Code-   |        |
| f) PAN No.   |        |
| g) E-mail Address  |        |
| <b>B. Name of owner(s)</b>   |        |
| a) Building  |        |
| i. Loading bearing   | YES/NO |
| ii. Framed structure   | YES/NO |
| Type of building   |        |
| Residential- Institutional   |        |
| c) No. of Rooms & details of other accommodation (attach a copy of the layout plan)  |        |
| d) Details of accommodation offered for rent (viz carpet area, no. of floors, floors wise area) enclosed certified sketch plan |        |
| e)Date of completion certificate   |        |
| f)Carpet area offered for rent   |        |
| g)Built up area offered for rent   |        |
| h) Floors no. /total no. of floors in building   |        |
| i) Whether the premises is vacant and available in “ready to occupied condition”   |        |
| j) Amenities available   |        |
| i. Electric Power supply   |        |
| ii. Running Water Supply   |        |
| iii. Whether plans are approved by the local authorities   |        |
| iv. Whether occupation certificate has been obtained.  |        |
| v. Whether direct access is available from the main road   |        |
| vi. Whether building is independent. If not, who will be occupying the other portions of the building                          |        |
| vii. Type of flooring  |        |
| viii. Type of painting (Please specify) White wash Distempered POP with oil bound distempering                                 |        |
| ix. flooring in toilets  |        |
| x. Whether built in wardrobes are available in rooms   |        |
| xi. Type of wiring (please specify) open wiring / concealed)   |        |
| k) Services  |        |
| i. Whether water is available from bore-well   |        |
| ii. Whether water is available from Municipal corporation with overhead tank and sump  |        |
| iii. Whether septic tank provided  |        |
| iv. Whether Municipal Sewage system provided   |        |
| v. Whether fire-fighting arrangements provided   |        |
| vi. Whether compound wall constructed  |        |
| vii. Whether garden available within the compound  |        |
| viii. No. of four wheeler for which parking is available   |        |
| ix. Type of parking such as open, covered or closed, may be specified  |        |
| x. Whether Yard light provided.  |        |
| xi. Whether Access to terrace provided   |        |

|  |  |
|--|--|
| xii. Whether willing to make additions/alterations in the premises as per requirements.  |  |
| xiii. Clearance/ NOC of all the relevant Central/ State/Municipal Authority and Fire Department for use as office/ commercial premises conforming the municipality laws. |  |
| l) Whether structural stability certificate from a structural Engineer submitted   |  |
| m) Whether there is any central air- conditioning duct/plan  |  |
| n) Whether there is excessive use for combustible material such as wood work/thermacoal in the construction  |  |
| o) Whether there is a provision of goods lift  |  |
| p) Whether pre-construction / post construction anti-termite treatment has been provided   |  |
| q) Whether the plinth height of building minimum 450-500 mm above ground level   |  |
| r) Whether water proofing treatment on the terrace done as required  |  |
| <b>SIGNATURE OF OWNERS</b>   |  |
| <b>Name :</b>  |  |
| <b>Contact No. : (i) Mobile:</b>   |  |
| <b>(ii) Landline:</b>  |  |

**Note-**

The carpet area of any floor shall be the covered floor area worked out excluding the following portions of the building.

Sanitary accommodation, except mentioned otherwise in a specific case, Verandahs, except where fully enclosed and used as internal passages and corridors, Corridors and Passages, except where used as internal passages and corridors exclusive to the unit, Entrance halls and porches, vertical sun brakes box louvers, Staircase, Shafts and machine rooms for lifts, Barsaties\*, lofts, Garages, Air-conditioning ducts and air-conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 21.53 Square Feet in area.

**Rates should not be mentioned here or anywhere in Technical Bid.**

**DECLARATION**

I/We confirm that the above particulars are correct to the best of our knowledge.

I/We will give the consent as per your Banks standard Performa if you find our premises suitable.

PLACE:

SIGNATURE

DATE:

NAME

**Enclosures:-**

1. Documents for proof of ownership (Tax receipt/Electricity Bill)
2. Location map and building map.
3. Sketch plan drawn to scale.
4. Photographs showing exterior as well as interior.
5. Completion certificate.
6. Permission to construct.
7. Building use permission.
8. Certificates from competent authorities.

**FINACIAL BID FOR CENTRAL EXCISE DIVISION-I BUTIBORI & RANGE OFFICES,**  
**NAGPUR-I COMMISSIONERATE, NAGPUR**

(To be submitted in a separate sealed envelope super- scribed Financial Bid’)

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_, I/We offer the premises owned by us for Central Excise Nagpur-I Commissionerate, Nagpur

|   |  |
|---|--|
| <b>GENERAL INFORMATION</b>  |  |
| <b>A. LOCATION</b>  |  |
| a) Name of the Building   |  |
| b) Building Number  |  |
| c) Name of street/Road  |  |
| d) Name of City   |  |
| e) Pin Code-  |  |
| f) PAN No.  |  |
| g) E-mail Address   |  |
| <b>B. Name of owner(s)</b>  |  |
| i. Name and address of the applicant with phone numbers   |  |
| ii. Status of applicant with regard to building accommodation offered for hire by the owner or power of attorney holder.  |  |
| <b>C. Rent (.....Rs/Sq. Ft.)</b><br>(The rent will be subject to issue of fair rent certificate by the CPWD as per procedure laid down by the Govt. No advance rent or deposit will paid by the Govt. as a matter of policy) Rent per Sq. Ft. of carpet area. All municipal taxes, cess, or any other tax applicable are to be borne by Landlord. The electricity and water bills, as per actual consumption to be borne by Government.<br>D. – i) Lease period shall be 3 years with an option to renew the lease for further mutually agreed upon period. ii) The lease deed will be in the format of Standard Lease Agreement as approved by the Directorate of Estates (copy of which is available on the web site) and shall be executed with the appropriate authorities. The stamp duty charges relating to the registration, if any, shall be borne by the Landlords. |  |
| Rent proposed to be charged per sq. feet on the basis of the carpet area which should be inclusive of all cost of services including  |  |
| i. Charges of maintenance ( civil , electrical, plumbing)   |  |
| ii. Charges of maintenance of air condition of equipment if centralized and lifts   |  |
| iii.Charges of parking space  |  |
| iv.Charges of security  |  |
| v.Taxes and duties to be paid the various authorities   |  |
| <b>SIGNATURE OF OWNERS</b>  |  |
| Name : Contact No. : (i) Mobile:  |  |
| (ii) Landline:  |  |