



निविदा / प्रस्ताव दस्तावेज़ TENDER/OFFER DOCUMENT

कार्यालय स्थान की भर्तीके लिएआयकर
कार्यालयमडगांव, गोवा में
HIRING OF OFFICE SPACE FORINCOME
TAX OFFICE AT MARGAO, GOA



भारत सरकार/ Government of India,
वित्त मंत्रालय / Ministry of Finance
राजस्व विभाग/ Department of Revenue,
आयकर विभाग, गोवा / Income Tax Department, Goa

प्रधान आयकर आयुक्त कार्यालय,
आयकर भवन, पणजी, गोवा
OFFICE OF THE
PRINCIPAL COMMISSIONER OF INCOME TAX,
AAYAKAR BHAWAN, PANAJI, GOA

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भारतसरकार

GOVERNMENT OF INDIA

प्रधानआयकरआयुक्तकाकार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX

आयकर भवन, प्लॉट नंबर 5, ईडीसी कॉम्प्लेक्स, पैटो प्लाजा, पणजी, गोवा- 403001

AayakarBhavan, Plot No.5, EDC Complex, Patto Plaza, Panaji, Goa- 403001

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F.No. 21/PRCIT/ PNJ/INFRA/RENT/MARGAO/2025-26

Dated: 28.10.2025

आयकर विभाग, गोवा के लिए कार्यालय परिसर किराए पर लेने के लिए निविदा

TENDER FOR HIRING OF OFFICE PREMISE FOR INCOME TAX DEPARTMENT, GOA

Sealed tender is invited for hiring of office space for the following office(S) having a net carpet area mentioned below. The required office space should be located within the Municipal Corporation limits of Margao City. The tender for the required space is for an initial period of three years, which shall be reviewed from time to time.

S. NO.	Name of the office	Net Carpet Area required in Sq. Ft.	Remark
1.	Income Tax Office, Margao	8,800 to 9,000	Excluding covered/ underground parking and common areas (if any)

2. As required by the Income Tax Department, the net carpet area for the office specified above should preferably be in a single independent building and preferably be on one or two floors. The place should be suitable for use as an office of the Income Tax Department and preferably have floor area for creating partitions for 07 Officer rooms, 05 Staff rooms, 01 Server room, 01 Conference room, 09 Store-rooms, 04 spare rooms and basic habitable facilities such as wall painting, provision for cabling for intranet, pantry, lifts, toilets. Offer of exclusive building will be preferred. In case, exclusive building is not available within the specifications, exclusive floor will be preferred. The commercial premises should be legally free from all encumbrances. Finalization of rent shall be based on location, quality of construction and other amenities provided subject to clarification by CPWD/Local infrastructure Committee and the final approval/sanction of the Government of India as per rules framed in this regard.

3. Interested person / party / entity can obtain the terms and conditions of the tender, proforma for requirement of technical and financial bid documents from office of the Addl. Commissioner of Income Tax (ReAC), Verification Unit-1(3), Mangaluru (stationed at Margao) situated on the 2nd Floor at Blessings Pioneer Commercial Complex, Opp. District & Sessions Court, Margao, Goa, on or after 28.10.2025 or from the website www.incometaxbengaluru.org.

4. The filled tender shall be required to be submitted at the same office, on or before 5.00 PM on 14.11.2025 in a single sealed envelope marked as "Tender for hiring of office premises for the Income Tax Department at Margao, Goa" with Reference Number: F.No.21/PRCIT/ PNJ/INFRA/RENT/MARGAO/2025-26 dated 28.10.2025, containing two separate sealed envelopes for technical and financial bid each under envelop marked clearly as "TECHNICAL BID" for office accommodation for Income Tax Department and "FINANCIAL BID" for office accommodation for Income Tax Department.

5. Important dates:

- i. Issue of tender forms from 10.00 AM on 28.10.2025.
- ii. Submission of tender forms on or before 5.00 PM on 14.11.2025.
- iii. Opening of tenders: 11:00 AM on 18.11.2025 at office of the Addl. Commissioner of Income Tax (ReAC), Verification Unit-1(3), Mangaluru (stationed at Margao) situated on the 2nd Floor at Blessings Pioneer Commercial Complex, Opp. District & Sessions Court, Margao, Goa.

(कुणाल अग्रवाल, आई.आर.एस./KUNAL AGGARWAL, IRS)
Deputy Commissioner of Income Tax(HQ), Panaji, Goa
(Member Secretary- Tender Committee)

अनुलग्नक "ए" / ANNEXURE "A"

REFERENCE NUMBER: F.No. 21/PRCIT/ PNJ/INFRA/RENT/MARGAO/2025-26 dated 28.10.2025

विषय/ Sub:Tender for Hiring of Office Premise for the Principal Commissioner of Income Tax, Panaji

तकनीकी बोली / TECHNICAL BID

(Attach extra sheets if required, which should also be signed)

Sl. No.	Particulars	Details (Please tick/fill up with relevant answers, wherever required)
1	Name of the person/party submitting the bid (hereinafter referred to as the bidder)	
2	Status of the bidder (Individual/ Partnership Firm/ Company/ Society/ Any other (Specify))	
3	Name of the person/party holding title to the property(hereinafter referred to as the owner)	
4	Status of the owner (Individual/ Partnership Firm/ Company/ Society/ Any other (Specify))	
5	Whether the bidder is himself the owner of property offered on rent or Power of Attorney/duly authorized signatory of owner (Specify clearly)	
6	Contact details of the bidder	
6.1	Name	
6.2	Complete postal address	
6.3	Telephone Nos. with STD code, including mobile number	
6.4	Fax Nos. with STD code	
7	Contact details of the owner (if different from bidder)	
7.1	Name	
7.2	Complete postal address	
7.3	Telephone Nos. with STD code, including mobile number	
7.4	Fax Nos. with STD code	
8	Details of the property offered	
8.2	Is property having 'office use' as permissible use by competent authority	
8.3	Whether it is an independent property for exclusive use by Income Tax Department without sharing with any other user, if yes give details	
8.4	Whether the space offered for hire is situated in more than one floor of a property, if yes, specify floors	
8.5	Total plot area of the property where office space is offered (complete land area including open spaces, constructed area within the boundary of property offered on rent) (in sq. ft)	
8.6	Total carpet area on each floor offered for rent (in sq. ft)	
8.7	Total carpet area (total of all floors) offered (excluding underground/covered parking areas) (in sq. ft)	
8.8	Open area (open parking space, inner roads, garden, etc.)	



8.9	Covered parking area (garages, underground parking etc.) if any	
8.10	Approximate distance of the property from Kadamba Transport Corporation (KTC) Bus Stand, Margao	
8.11	Width of road on which the property is located	
8.12	Whether proper access from road is available	
8.13	Details regarding natural light and proper ventilation	
8.14	Whether the property is free from all encumbrances, claims, litigations etc. If not, give details	
8.15	Whether all Govt. dues including property tax, electricity, telephone, water bills, etc. have been duly paid up to date. (enclose documentary proof for the same)	
8.16	Whether the property is physically vacant and available for possession	
8.17	Whether space for car/vehicles available. Public parking places on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space (if any) and open parking space may be indicated separately	
8.18	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any)	
8.19	Details of lifts capacity and number	
8.20	Details of available fire safety and security measures	
8.21	Whether suitable power supply for commercial operations is available	
8.22	Whether adequate open space for installation of generators is available	
8.23	Details of the power backup, whether available or not	
8.24	Any other facility which the owner/bidder may provide to the Department in the proposed property such as Conference Room, Business Centre, Food Court, Gymnasium and other recreational facilities, etc.	
9	Have you enclosed following documents along with this offer	
9.1	Copy of the property, duly approved by the competent authority/Govt., as the case may be	
9.2	If bidding as Power of Attorney of owner, copy of duly constituted Power of Attorney. If bidding as authorized signatory of company/ partnership firm, copy of requisite Board Resolution/ Authority Letter, etc.	
9.3	If the owner or the Power of Attorney of the owner is partnership firm or a company/ society etc. copy of the partnership deed or Memorandum/Articles of Association of the Company/ Registration Certificate/ Bye Laws etc. of the society, Board Resolution (If bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted)	
9.4	Any other relevant documents (Please specify)	
10	Maximum time required for completing the internal wall partitions & other finishing works as per user requirements	

**Enclosed documents wherever required*

PROFORMA FOR TECHNICAL BID (PART 2)

The Technical Bid should be as given below and should be supported by the documents indicated. The Demand Draft/Bankers' Cheque in respect of 'Earnest Money Deposit' should be submitted with the 'Technical bid'

1	Name and address of the Bidder.
2	Telephone No./ Fax No./Mobile No.
3	Website/e-mail address.
4	Permanent Account Number (PAN) (provide proof).
5	Details of GST registration Number (provide proof).
6	Details of Demand Draft enclosed in respect of EMD.
7	Certified financial statements (FY 15-16, 16-17 & 17-18) and a copy of the IT Returns (AY 16-17, 17-18 & 18-19)

DECLARATION

I /we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage. I /we will be blacklisted, my/our earnest Money Deposit (EMD) forfeited and that I/we will not have any dealing with the Department in future.

Place:

Signature of Bidder

Date:

Name:



सत्यापन / VERIFICATION

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 that, the information given above and, in the enclosures, accompanying it, is correct, complete and truly stated.

Yours Faithfully,

Signature: _____

Name: _____

Designation: _____

Place: _____

Date: _____

**Name in full block letters



अनुलग्नक "बी" / ANNEXURE "B"

REFERENCE NUMBER: F.No. 21/PRCIT/ PNJ/INFRA/RENT/MARGAO/2025-26 dated 28.10.2025

विषय/ Sub: Tender for Hiring of Office Premise for the Principal Commissioner of Income Tax, Panaji

वित्तीय बोली / FINANCIAL BID

1. Name of the party:
2. Address (with Tel No. & Fax No.):
3. PAN:
4. Name and address of the proprietor partners/directors (With mobile number):

Name & address of the premises	Total "carpet area" (*) offered in (sq. ft)	Rate per sq. ft.	Monthly rent per sq. ft. (exclusive of service tax)	Monthly rent quoted for the total carpet area (including all amenities)

(*) "carpet area" means area of the premises less toilets, passages, walls/columns, staircases, veranda, lobby, balcony, kitchen etc.

Place:

Date:

Signature and stamp of the owner/ bidder/ authorized signatory with complete name, Address, Contact No.(s) including Mobile No(s). (also indicate the category in which signing, Whether on his own behalf or as Power of Attorney/ Authorized Signatory of the owner)

नियम और शर्तें पूरी की जानी हैं
TERMS & CONDITIONS TO BE FULFILLED

Income Tax Department, Margao, Goa requires office premise having approximately 8,800 to 9,000 Sq. Ft. net carpet area for official purposes. For this purpose, tenders are being invited from interested parties along with the relevant technical and financial bids/proposals. Buildings with the following facilities shall be given priority for the afore-said purpose:

- 1) The building should preferably be new and located within the municipal limits of Margao City.
- 2) The building should be free from all disputes and its building map/plan should be approved by all the concerned authorities for commercial usage.
- 3) The building should be adequately ventilated.
- 4) There should be round the clock water supply in the building.
- 5) There should be adequate space in the building premise for parking of 10 two wheelers and 4 four wheelers.
- 6) Every floor should have at least two washrooms/toilets and one attached toilet.
- 7) The building should be earthquake resistant and have adequate fire fighting measures. The staircases should be outside the building.
- 8) There should be separate rooms for generator and security staff.
- 9) All local and municipal expenses shall be borne by the landlord/owner of the premises.
- 10) The building shall be taken on rent for a period of three years from the date of agreement and thereafter its renewal shall be done on the basis of mutual agreement, and in accordance with extent guidelines on the subject.
- 11) The building should have 100% power back-up. The said power back-up system should have appropriate and standardized meter recording the use of power from it.
- 12) The sanctioned electric load of premises should be sufficient for the Air Conditioners, lightings, fans, computer systems, other equipments/ appliances, etc. required to be operated by the Income Tax department. In case the sanctioned electric load is less than that required by the Income Tax department, it shall be the responsibility of the owner/ lessor to get the electric load sanctioned as per the above requirement.
- 13) The building offered must be vacant, free from all encumbrances/claims and legal or other disputes etc. Documentary evidence of ownership of the building free of any encumbrance, claim and legal or other disputes should be submitted with the Technical Bid.
- 14) The legal owner will undertake to carry out annual repairs and maintenance every year.
- 15) The building where the commercial premise is located should have an elevator/lift facility with the power backup for the same.
- 16) No tender will be accepted by fax, e-mail or any other such means.
- 17) Earnest Money Deposit: The bidder will be required to furnish earnest money of Rs.5% of the Bid in the form of demand draft in favour of ZAO, CBDT, Panaji payable at Panaji. The DD towards EMD of the unsuccessful bidders will be returned within one month of finalization of tender, issuing and acceptance of offer. Without the Demand Draft for EMD, the tender shall be outrightly rejected. Demand Draft for EMD should be submitted with Technical Bid.
- 18) The building offered should be free from structural defects such as water seepage, cracks etc. The structural strength certificate from approved agencies as per norms should be produced.
- 19) Any dispute from other tenants regarding common space/lift/parking/any other utility should be solved by the owner in consultation with the department.
- 20) The occupancy certificate for the building issued by competent authority should be produced at the time of agreement.
- 21) No advance of any nature will be paid by the department to the owner of building.

The above conditions may be relaxed on administrative reasons in appropriate case. The terms & conditions mentioned from Sl. No. 1 to 21 will constitute the technical specifications apart from specifications as per Technical bid format.

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

The tenders are being invited on the basis of dual bid system (i) Technical bid-Giving complete details of the technical aspect. (ii) Financial bid-Mentioning the financial terms and conditions.

First, technical bid tenders shall be shortlisted and financial bids of only those would be considered. Technical and financial bids should be submitted in separate sealed envelopes. The words 'TECHNICAL BID' and 'FINANCIAL BID' should be clearly mentioned on the said envelopes. The tenders should be received in office of the Addl. Commissioner of Income Tax (ReAC), Verification Unit-1(3), Mangaluru (stationed at Margao) situated on the 2nd Floor at Blessings Pioneer Commercial Complex, Opp. District & Sessions Court, Margao, Goa on any working day till 05:00 PM on 14.11.2025. Incomplete and belated proposals shall be out rightly rejected. The Hon'ble Principal Commissioner of Income Tax, Panaji, Goa reserves the right to reject any tender or all tenders without assigning any reason. 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.



(Kunal Aggarwal, IRS)
Deputy Commissioner of Income Tax (HQ)
O/oPr.Commissioner of Income Tax, Panaji-Goa.

Enclosures:- (1) Technical Bid Format (Annexure-2 & 3)
(2) Financial Bid Format (Annexure-4)

Copy submitted to:-

1. The Principal Chief Commissioner of Income Tax , Karnataka and Goa Region with a request for publication in the official website www.incometaxbengaluru.in
2. Notice Board at The Office of the Addl. Commissioner of Income Tax (ReAC), Verification Unit-1(3), Mangaluru (stationed at Margao), 2nd Floor at Blessings Pioneer Commercial Complex, Opp. District & Sessions Court, Margao, Goa.



(Kunal Aggarwal, IRS)
Deputy Commissioner of Income Tax (HQ)
O/oPr.Commissioner of Income Tax, Panaji-Goa.

