



भारत सरकार

GOVERNMENT OF INDIA

प्रधान आयकर आयुक्त का कार्यालय

Office of the Principal Commissioner of Income Tax,

डॉ आम्बेडकर रोड, सिविल होस्पिटल के सामने, बेलगावी

Dr. Ambedkar Road, Opp. Civil Hospital, Belagavi

दूरवाणी / Phone : 0831-2404150

फैक्स न/Fax No : 0831-2404156

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फ.सं./F.No.Belagavi Office Building/Pr.CIT/BGV/2019-20 दिनांक/Dated: 27/02/2020

TENDER FOR HIRING OF OFFICE PREMISES

Sealed tenders are invited for hiring of office space for following office having a carpet area mentioned against it, located within the municipal limits of Belagavi at the prime location of the city for an initial period of three years which may be reviewed from time to time.

S.No	Name of the office	Area Required in Sq.Ft .	Remarks
1	Commissioner of Income Tax(Appeals) and other offices	11410 Sq.Feet (approximately)	Excluding Covered / Underground Parking and common areas (if any).

As required by the Income-tax Department building should be an exclusive building with carpet area of 11410 sq. feet approximately for the office as specified above. Variation in area upto 5 per cent will also be considered. No other tenant should be accommodated in the said building.

2. The place should be suitable for use as office and preferably be ready to be occupied with flooring, partitions for officer cabins (at least 13 rooms), conference room, waiting lounge, painting, provision for cabling for intranet, pantry, lifts, toilets (two sets of gents and one ladies toilets). Building should be exclusive building located within the municipal limits of Belagavi at the prime location of the city and on a four lane main road which is free from congestion of traffic so that it should be easily accessible for public. The commercial premises should have provision of 10 to 15 car parking and 40 to 50 two wheeler parking and should be legally free from all encumbrances. Finalization of rent based on location and quality of construction and other amenities provided is subject to clarification by CPWD/Local Infrastructure Committee and final approval/sanction by the Government of India as per the rules framed in this regard.

3. Interested agencies/persons can obtain the terms and conditions of the tender, proforma for requirement of technical and financial bid documents from the Office of the Joint Commissioner of Income Tax, Range, Opp.Civil Hospital, Dr.

Ambedkar Road, Belagavi on payment of Rs.100/- (non refundable) by Demand Draft drawn on State Bank of India, in favour of ZAO, CBDT, Bengaluru payable at Bengaluru on any working day between 02-03-2020 to 11-03-2020 (upto 12-00 Noon). Alternatively, the tender documents may be downloaded from www.incometaxbengaluru.in.

4. The tenders should be submitted to **Joint Commissioner of Income Tax, Range, Opp. Civil Hospital, Dr.Ambedkar Road, Belagavi**, in a single sealed envelope marked as "Tender for Hiring of Office premises for the Income Tax Department (Inv.) at Belagavi. REFERENCE NUMBER: Belagavi Office Building/JCIT/BGV/2019-20 दिनांक/Dated: 27/02/2020 containing two separate sealed envelopes for technical and financial bids each under envelope marked clearly as "**TECHNICAL BID**" for office accommodation for Income-tax Department and "**FINANCIAL BID**" for office accommodation for Income-tax Department.

5. Last dates for the tender are as below:

- i. Issue of tender forms during office hours: 02.03.2020 (upto 12-00 Noon)
- ii. Submission of tender forms on or before: 11.03.2020 (upto 5-00 PM)
- iii. Opening of tenders: 13.03.2020 at 11:30 AM

All the documents pertaining to tender for building should be submitted on or before date mentioned above to **the Joint Commissioner of Income Tax, Opp. Civil Hospital, Dr.Ambedkar Road, Belagavi**.

R Menon

(राजेश्वरी आर मेनन / RAJESHWARI R. MENON, IRS)
संयुक्त आयकर आयुक्त/ Joint Commissioner of Income Tax
रेंज, बेलगावी/ Range, Belagavi.

ANNEXURE-1

OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, OPP. CIVIL HOSPITAL, DR. AMBEDKAR ROAD, BELAGAVI- 590001

TERMS & CONDITIONS:

1. The commercial premises should be an exclusive building with constructed area of approximately 11410 Sq ft & building premises should be independent and should not be annexed to any commercial / residential building / premises.
2. The commercial premises should be new and located within the Municipal Limits of Belagavi at the prime location of the city and on a four lane main road which is free from congestion of traffic so that it should be easily accessible for public.
3. The commercial premises should be free from all disputes and its building map/ plan should be approved by all concerned authorities to be used for commercial purposes.
4. The commercial premises should be adequately ventilated.
5. The commercial premises should be fit for commercial/office use
6. **The commercial premises should be ready to be occupied with flooring partitions for officer cabins, wall cabinets, conference room, waiting lounge, freshly painted, provision for cabling for intranet, pantry, lifts, toilets (separately for 2 for gents and 1 for ladies on each floor). If it is not complete undertaking should be filed that required changes and additions as required will be made within two months of time and interiors will be done as per our requirement and specifications.**
7. There should be adequate space for parking of at least 10 to 15 four wheelers and 40 to 50 two wheelers.
8. The commercial premises should have assured power backup and uninterrupted running water supply on continuous basis.
9. The legal owner will be liable to carry annual repairs and maintenance every year.
10. The building where the commercial premise is located should have an elevator/lift facility with the power backup for the same.
11. The building should have appropriate fire safety compliance mechanism.
12. The commercial premises should have electrical fixture like switches, Power points of ISI/BIS specifications.
13. The commercial premises offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
14. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.
15. The commercial premises should be secure enough to protect the Government property.
16. The commercial premises shall be taken on rent for a period of 3 years from the date of agreement and thereafter its renewal shall be done on the basis of mutual agreement and in accordance with existing guidelines on the subject.
17. No tender will be accepted by fax, e-mail or any other such means.
18. The building offered should be free from structural defects such as water seepage, cracks etc.
19. The Department at any time during the Lease Period/extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirements.
20. The bidder should make sure that the Power Back-up, Lifts and Air-conditioner units work smoothly during the period of contract and the up-time of each equipment should be above 95% on month to month basis. Otherwise the following penal charges will be applicable:
 - a. 90%-95% : 05% of the monthly rent
 - b. 75%-90% : 10% of the monthly rent
 - c. Below 75% : 15% of the monthly rentThese penalty charges will apply even if any of the aforementioned units viz. Gen-sets, Lifts and ACs etc. fails the specified limits.

21. In case the bidder fails to maintain major equipments like Gen-Sets, Lifts, AC Plant etc, which are under his/her scope of work, the Department, after duly informing the bidder, will get the equipment repaired/maintained at its own cost. The cost so incurred shall be recovered from the bidder out of the monthly rent payable along with initiation of penal action/ levy of penal charges.
22. No advance of any nature will be paid by the department to the owner of building.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from S. No. 1 to 22 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 will be examined and on satisfaction of all technical aspects by bidder, the financial bid will 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 submitted to the **Joint Commissioner of Income Tax, Belagavi Range, Opp. Civil Hospital, Dr. Ambedkar Road, Belagavi-590001** on any working day till 5.00 PM on **11-03-2020**. Incomplete and belated proposals shall be out rightly rejected. **The Joint Commissioner of Income Tax, Belagavi** 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.

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 for publication in the official website i.e.www.incometaxindia.gov.in / www.incometaxbengaluru.in
2. The Chief Commissioner of Income Tax, Panaji
3. Principal Commissioner of Income Tax, Hubballi
4. Notice Boards.
5. Guard File

PROFORMA FOR TECHNICAL BID (PART A)

The Technical Bid should be as given below and should be supported by the documents indicated.

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 16-17, 17-18 AND 18-19) and a copy of the Income Tax Returns (AY 17-18, 18-19 and 19-20)

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 not have any dealing with the Department in future.

Place:

Signature of Bidder

Date:

Name:

ANNEXURE "3"

REFERENCE NUMBER: Belagvi Office Building/JCIT/BGV/2019-20

Dated: 27/02/2020

**Subject: TENDER FOR HIRING OF OFFICE PREMISEs FOR INCOME TAX DEPARTMENT ,
BELAGAVI – REGARDING****TECHNICAL BID – PART "B"**

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

S. 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 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 or 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	
8.1.	Location & address of the property	
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 the office of the Commissioner of Income Tax (Appeal), Belagavi, Dr.Ambedkar Road, Belagavi	
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 upto date. (enclose documentary proof for the same)	
8.16.	Whether the property is physically vacant and available for possession	
8.17.	Parking 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 generators are installed for power back up?	
8.23.	Details of the power back up, i.e horse power of the generator and whether it takes the load for the entire office space.	
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 plan, 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 of the Power of Attorney of the owner is a 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 flooring and internal wall partitions & other finishing works as per user requirements	

*** 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:

Designation

* Name in full and block letter ** Name in full and block letters

ANNEXURE "4"

REFERENCE NUMBER: Belagvi Office Building/JCIT/BGV/2019-20

Dated: 27/02/2020

Subject: - TENDER FOR HIRING OF OFFICE PREMISES FOR THE INCOME TAX DEPARTMENT, BELAGAVI – REGARDING

Financial Bid

1. Name of the Party :
2. Address (With Tel No. & Fax No.) :
3. PAN :
4. Name & Address of the proprietor :
5. Partners/ Directors (With Mobile Number):
6. Other details as per tabular form :

Name and address of the premises	Total *Carpet Area offered in Sq.Ft	Monthly Rent per Sq.Feet (Exclusive of GST)	Monthly Rent quoted for the total carpet Area (including all Amenities) (As per requisite specifications)

* "carpet area" means area of the premises less common passage, walls, columns, staircases, veranda, lift lobby, balcony, pantry etc.

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 / Authorised Signatory of the owner)