



# **TENDER/OFFER DOCUMENT**

**HIRING OF OFFICE**

**FOR**

**MINISTERIAL STAFF TRAINING UNIT**

**AT PANAJI, GOA**

**Government of India,  
Ministry of Finance  
Department of Revenue,  
Income Tax Department, Goa**

**Office of the Principal Chief Commissioner of Income Tax,  
Aayakar Bhawan, Panaji, Goa**

**Index**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Offer Document	2
2.	Technical Bid	3-5
3.	Financial Bid	6
4.	Terms & Condition	7



भारतसरकार

GOVERNMENT OF INDIA

प्रधानआयकरआयुक्तकाकार्यालय

Office of the Principal Commissioner of Income Tax

आयकरभवन,प्लाटमं ,5 ईडीसीकॉम्प्लेक्सपाटो ,प्लाज़ा -गोवा ,पणजी ,403001

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

दूरवाणी/Phone: 0832-2438461

Email id: panji.pcit@incometax.gov.in

F.No. 14/PRCIT/ PNJ/INFRA/MSTU

Dated: 19.04.2024

## TENDER FOR HIRING OF OFFICE PREMISE

Sealed tender is invited for hiring of office space for following office having a net carpet area mentioned against the office, located within 1 to 2 kms radius from Kadamba Bus Stand, Panaji 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.	Remark
1.	Pr. Commissioner of Income Tax, Panaji	4000 to 10.000	Excluding covered/underground parking and common areas (if any)

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

2. The place should be suitable for use as office and training unit for income tax department and preferably be ready to be occupied with floor area having partitions for officer & staff cabin (3 rooms), classroom (2 rooms) and computer Labs (2 rooms), conference room, painting, provision for cabling for intranet, pantry, lifts, toilets (1 attached toilet and one set each for gents and ladies 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 is based on location and quality of construction and other amenities provided subject to clarification by CPWD/Local infrastructure Committee and final approval/sanction by the Government of India as per rules framed in this regard.

3. Interested person can obtain the terms and conditions of the tender, proforma for requirement of technical and financial bid documents from the office of Pr. Commissioner of Income Tax, 1<sup>st</sup> Floor, Aayakar Bhawan, Patto , Panaji, on or after 23.04.2024 or from the website. [incometaxbengaluru.org](http://incometaxbengaluru.org).

4. The tender should be submitted in the office of Deputy Commissioner of Income Tax (HQ), O/o Pr. Commissioner of Income Tax, 1<sup>st</sup> Floor, Aayakar Bhawan, Patto Plaza , Panaji, on or before 5.00PM, 17.05.2024 in a single sealed envelope marked as "Tender for hiring of office premises for the Income Tax Department, MSTU at Panaji Goa, REFERENCE NUMBER: 14/Pr.CIT /PNJ/INFRA/MSTU dated 23.04.2024 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. Last date for

i. Issue of tender forms during office hours: till 23.04.2024.

ii. Submission of tender forms on or before 5.00 PM: 17.05.2024.

iii. Opening of tenders: 20.05.2024 at 03:00PM at office of the Deputy Commissioner of Income Tax (Hq), O/o Pr. Commissioner of Income Tax, 1<sup>st</sup> floor, Aayakar Bhawan, Patto Plaza.Panaji

**M. Raviteja, IRS**

Deputy Commissioner of Income Tax(HQ).

Panaji, Goa

REFERENCE NUMBER: 14/Pr.CIT /PNJ/INFRA/MSTU dated 19.04.2024

**Subject: TENDER FOR HIRING OF OFFICE PREMISE FOR THE PRINCIPAL  
COMMISSIONER OF INCOME TAX, PANAJI****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 authorised 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 Bus stand, Panaji	
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	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**

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: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*Name in full block letters

REFERENCE NUMBER: 14/Pr.CIT /PNJ/INFRA/MSTU dated 19.04.2024

Subject: TENDER FOR HIRING OF OFFICE PREMISE FOR THE PRINCIPAL COMMISSIONER OF INCOME TAX PANAJI GOA-REGARDING

**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.

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)

## TERMS & CONDITIONS TO BE FULFILLED

Income Tax Department, Panaji, Goa requires office premise having approximately 400 TO 1000 Sq.mtr 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 Panaji.
2. The building should be free from all disputes and its building map/plan should be approved by all the concerned authorities.
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 two wheelers and 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.



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 the office of the Deputy Commissioner of Income tax, O/o Pr. Commissioner of Income Tax, 1<sup>st</sup> Floor, Aayakar Bhawan, Patto, Panajion any working day till 28.03.2024. Incomplete and belated proposals shall be out rightly rejected. Principal Commissioner of Income Tax, Panaji, Goa reserves the right to reject any tender or all tenders without assigning any reason.