

ANNEXURE "3"

REFERENCE NUMBER: Belagvi Office Building/JCIT/BGV/2019-20
Dated: 05-12-2019

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: 05/12/2019

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)

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:



भारत सरकार

GOVERNMENT OF INDIA

आयकर विभाग

INCOME TAX DEPARTMENT

संयुक्त आयकर आयुक्त कार्यालय
OFFICE OF JOINT COMMISSIONER OF INCOME TAX,
रेंज, बेलगावी/ RANGE, BELAGAVI

सिविल अस्पताल के सामने, डॉ.बी.आर.अंबेडकर रोड, बेलगावी,

Opp. Civil Hospital, Dr. B.R.Ambedkar Road, Belagavi.

टेली/ Telephone-0831 : 2464808 ,

फैक्स / Fax: 0831-2464808

Email id: belgaum.addlct2@incometax.gov.in

क्र.सं./F.No.Belagavi Office Building/JCIT/BGV/2019-20 दिनांक/Dated: 5/12/2019

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),Joint Commissioner of Income Tax, Range, and other offices	11410 Sq.Feet (approximately)	Excluding Covered / Underground Parking and common areas (if any).

As required by the Income-tax Department, the carpet area for the office specified above should preferably be in a single independent building. Variation in area upto 5 per cent will also be considered.

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). Offer of exclusive building will be preferred. In case, exclusive building is not available within the specifications, exclusive floor is preferable. The commercial premises 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 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 06-12-2019 to 20-12-2019 (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 at Belagavi. REFERENCE NUMBER: Belagavi Office Building/JCIT/BGV/2019-20 दिनांक/Dated: 05/12/2019 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: 06-12-2019(upto 12-00 Noon)
- ii. Submission of tender forms on or before: 20-12-2019(upto 5-00 PM)
- iii. Opening of tenders: 23-12-2019 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**.

Rajan

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