



**OFFICE OF THE
ASSISTANT COMMISSIONER OF CUSTOMS, DAPOLI DIVISION,
"RAVIUDAY" BUILDING, FAMILY MAL, DAPOLI, DIST. RATNAGIRI 415712.
Tel. No. 02358-282579 (Tele-Fax), 02358-282479, 02358-282079**

**NOTICE INVITING E-TENDERS FOR HIRING OFFICE PREMISES FOR DAPOLI CUSTOMS
DIVISIONAL OFFICE AT DAPOLI, ON LONG TERM LEASE.**

The Assistant Commissioner of Customs, Dapoli Division, Dapoli, Dist-Ratnagiri (415712), invites e-Tenders from the interested parties for providing 5000 Sqft. (approx) ready built office premises at Dapoli, preferably situated at ground/first floor, having proper approach road, entrance, parking facility for minimum 5 four wheeler and 20 two wheeler vehicles and adequate toilet facilities. The Tender should be submitted for Carpet area of 5000 sqft. (approx) and safe space for installing 10 KVA generator on the ground floor.

2. The Tender enquiry documents will be available on official website <http://eprocure.gov.in>, www.cbec.gov.in and www.punecustoms.nic.in from 30th March 2017.

3. **Bid Submission:** Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers are advised to follow the instructions and note the Terms and Conditions of this contract, contained in **Annexure-I** (i.e. Instructions to Bidder for Online Bid Submission). Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. The following Bid documents are specified which may be referred -

- i) General Instructions and Terms and Conditions of this contract : **Annexure-I**
- ii) Requirements and Facilities to be provided by the bidder: Annexure-II.
- iii) Formats of Technical Bid : Annexure-III (with Undertaking)
- iv) Format for Financial Bid : Annexure-IV
- v) Declaration : V
- vi) Tender acceptance letter : Annexure-VI

5. The tender shall be submitted online in two parts viz. **Technical Bid and Financial Bid**. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.

6. **Earnest Money Deposit (EMD)** or bid security of Rs. 15,000/- (Rs. Fifteen Thousand only), shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, drawn in favour of Deputy/Assistant Commissioner of Customs, Dapoli. The Hard Copy of original documents in respect of Earnest Money, must be delivered to the Assistant Commissioner, Customs Division Dapoli, District: Ratnagiri-415712, on or before Technical bid opening date/time as mentioned in critical date sheet. **Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.**

7. The bid forms and other details can be obtained from the website www.eprocure.gov.in (**CPPP** Portal).

8. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned.

9. The Critical Dates for the Tender Submission and processing are as under -

Published Date	30 th March, 2017 (05:00 P.M.)
Bid Document Download Start Date	30 th March, 2017 (05:00 P.M.)
Bid Submission Start Date	30 th March, 2017 (05:00 P.M.)
Clarification regarding the RFP (Request for proposal) Start Date & Time (excluding holidays)	1 st April, 2017 (11:00 A.M to 6:00 P.M)
Clarification regarding the RFP (Request for proposal) End Date	21 st April, 2017 (05:00 P.M)
Bid Document Download End Date	29 th April 2017 (09:00 A.M.)
Bid Submission End Date **	29 th April 2017(10:00 A.M.)
Technical Bid Opening Date	1 st May 2017 (10:00 A.M.)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	5 th May 2017 (10:00 A.M.)

10. Interested building owners are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

11. Not more than one tender shall be submitted by one building owner.

12. In the event of any of the above-mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

Sd/-
(Shirish Kumar.Kunde)
Assistant Commissioner
Customs Division, Dapoli

F. No. I/Adm/DPL/L&B/Off.Hire/01/17-18
Dapoli, 21st March, 2017

ANNEXURE-I

GENERAL TERM AND CONDITIONS:

1. The Technical Bid should be accompanied by the following document :
 - I) Location Map.
 - II) Copy of agreement for acquisition of property.
 - III) Approved plan of the offered premises with exact measurement for carpet area.
2. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within one month after acceptance of their offer. The offer should be valid for a minimum period of 72 months from due date of opening the tender. It may be noted that no negotiations will be carried out except with the lowest tender and therefore most competitive rates should be offered.
3. 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.
4. Offers received from Public sector units/Government bodies would be given preference. No Earnest Money Deposit will be given by the department to the owner offering the premises. Tenders received after the due date and time for whatever reason, shall not be entertained and The Assistant Commissioner, Customs Division Dapoli, shall not be responsible for any loss or delay in delivery of tender documents.
5. The premises owners will have to furnish structural soundness certificate from a reputed Architect/ organization in this field approved by Council of Architects in case the offer is short listed. Similarly the RCC design and construction fitness should be certified by an engineer approved by the Dapoli Nagar-Panchayat or Govt. department.
6. The building should have assured power back-up and running water supply on continuous basis.
7. The premises should not be mortgaged or leased and should be free any encumbrances lien of any type. Bonafide owners of premises who possess free hold title on the said premises and who can in law let the premises to the Department are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.
8. The premises offered should consist of the minimum amenities/ facilities as mentioned in Annexure-II enclosed to this tender notice.
9. The premises offered should have construction approvals/clearance from all Central / State Government Department as may be necessary by the local authorities.
10. The Owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.
11. All the common amenities available in complex shall be made available to officers of Customs in that complex.

12. The legal owner of the building should provide adequate parking for Govt./Visitors vehicle.
13. 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.
14. In case of high-rise building, provision of lift is essential with assured power backup.
15. The building should have appropriate fire safety compliance mechanism.
16. The office space should have electric fixture like fans, tube lights, switches, power points of ISI/BIS specifications.
17. The space offered should be free from any liability and litigation with respect to its ownership.
18. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.
19. The building should be secure enough to protect the government property.
20. There should be 1 chamber for Senior Officer with attached toilet / wash room.
21. Finalization of rent based on location and quality of construction is subject to certification to CPWD / hiring committee, subject to final approval and sanction by Government of India, as per rules framed in this regard.
22. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents are liable to be rejected. The tenderer, before submitting the tender should be satisfy him about correctness and authenticity of the details and documents submitted. Submission of wrong details / documents would render the tenderer from invalid.
23. The owner should make available the building for inspection by the officers of the Dapoli Customs after the opening of the technical bid/s.
24. The period of lease should be minimum for duration of Six (06) years.
25. The Commissioner, Customs Pune reserves the right to amend these terms and conditions as it deems necessary.
26. Participation in the tender does not entail any commitment from Commissioner, Customs Pune and he reserves the right to reject any / all offers, including that of the lowest tenderer without assigning any reason.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from Sr. No. 1 to 25 will constitute the technical specification.

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 owner/s. the lease shall be for a minimum period of Six (06) years subject to the conditions as may be prescribed by the government from time to time.

**ANNEXURE-II
(FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER)**

01.	There should be provisions for 24 hrs. Electric and Water supply.
02.	The area proposed to be preferably on the floors contiguous to each other.
03	There should be proper road approach and entrance to the proposed building.
04	The building should be in a ready to use condition with electricity, water, lifts, sewerage, firefighting equipment and adequate toilet facilities. The electric power available should be indicated.
05	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement.

**ANNEXURE-III (TECHNICAL BID)
TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS :**

01	Full particulars of the legal owner of the premises Name : Address of Office and Residence : Telephone No. / Mobile No. / Tele Fax : E- mail Address : PAN No. : The location and address of the proposed premises :
02	Full particulars of person(s) offering the premises on rent/ lease and submitting the tender.
03	Status of the applicant with regard to the premises offered for hiring (enclose power of attorney also if the applicant is other than owner)
04	Type of building – commercial or residential
05	Complete Address and location of the building. Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified sketch plan also)
06	Detailed approved plan of the accommodation
07	Date of Construction
08	Exact carpet area
09	Exact built up area
10	Floor number offered
11	No. of floors in the building
12	Floor wise No. of toilet
13	Distance from nearest railway station / Bus stand and name of the railway station / bus stand
14	Details of approach road such as width distance from main road, slum localities on both sides of the road.
15	Other facilities and amenities available with the building.
16	Type, model, company and no. of lifts available / carrying capacity, provide details of make
17	Parking space available for department area and specific how many nos. of vehicles can be parked
18	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)
19	Clearances / no-objection certificate from all the relevant central / state / municipal

	authorities and Fire Department for use as office/ commercial premises confirming the municipality laws.
20	Whether running water, drinking and otherwise, available round the clock Whether sanitary and water supply installations have been provide for?
21	Whether separate electricity and having sufficient installed has been provided for?
22	Sanctioned electricity load
23	Whether building has been provided with fans in all rooms or not? Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor wise) Details of power back up facility / ground space for installing 10 KVA generator.
24	Details of Fire Safety Mechanism, if any
25	Specify the lease period (minimum Five years and provision for extension)
26	Whether the building is earth quake resistant, if so, please provide a certificate from the competent authority.
27	Any other salient aspect of the building which the party may like to mention.
28	If there are ready built cabins suitable to us or promise to make cabins as per requirement the same will be preferred.

Note: The technical bid for the premises may be rejected if the premises is not found suitable for the office premises on inspection by the officers of the Dapoli Customs.

I/We son/daughter of, have gone through the various terms and conditions mentioned in the tender documents and I/we agree to abide by them. I/We, solemnly declare that, to the best of my knowledge and belief the information given above and in the enclosures accompanying it is correct complete and truly stated.

Place:
Date:

Signature of legal Owner/Power of Attorney Holder

**ANNEXURE-IV (FINANCIAL BID)
FINANCIAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS**

No.	Items	Details	
1	Name and Address of the applicant with phone Nos. and email ID's		
02	Status of the applicant with regard to Building / Accommodation offered for hire by the owner of power of Attorney Holder.		
03	Full Particulars of the owner : Name : Address : Telephone Nos./Mobile Nos./Email ID : Business : Residential : Tele Fax No. : PAN Card (Photo copy) :		
04	Complete details of the building viz. Complete Postal address of the location	Rate Rs./ sq.ft. of carpet area	Total Rs.
05	Rent in Indian Rupees per month per square feet of the carpet area as mentioned in Technical Bid. The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Govt and it will be applicable for the leased period of five years. All corporation taxes, cess or any other tax applicable are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne by the Department. Service Tax will be borne by the tenant as applicable. (The amount should be inclusive of the rate for common area maintenance)		
06	Any other conditions having financial implications relevant to the offer of the building. Give details if applicable.		

Note: The Financial Bid should include -

1. The rent proposed to be charged per sq.ft. on the basis of carpet area which should be inclusive of all costs of services including.
2. The charges for the maintenance (Civil, electrical, plumbing)
3. The charges for the maintenances of the air-conditioning equipment if centralized and lifts.
4. The charges for parking space.
5. The charges for security.
6. Taxes and duties, to be paid to various authorities.

Signature of Legal Owner/ Power of Attorney Holder

ANNEXURE-V

DECLARATION

I / We , have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in to totality. It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my / our knowledge and belief and in the event of any of the same being found to be not true, I / We shall be liable to such consequences / lawful action as the Society / Department may wish to take.

Signature of Legal Owner/ Power of Attorney Holder

Annexure-VI

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date:

To,

The Assistant Commissioner,
Customs Division Dapoli
RAVIUDAY™ BUILDING,
FAMILY MAL, DAPOLI,
DIST: RATNAGIRI-415 712

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the _____ web _____ site(s) _____ namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)