



**National Academy of Customs, Excise and Narcotics  
RTI, North Zone, A Wing, 3<sup>rd</sup> Floor,  
Pushpa Bhawan, New Delhi-110062**

## **TENDER/OFFER DOCUMENT**

**Hiring of Office Accommodation for Regional Training Institute,  
Chandigarh**



**National Academy of Customs, Excise and Narcotics  
RTI, North Zone, A Wing, 3<sup>rd</sup> Floor,  
Pushpa Bhawan, New Delhi-110062**

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**National Academy of Customs, Excise and Narcotics  
RTI, North Zone, A Wing, 3<sup>rd</sup> Floor,  
Pushpa Bhawan, New Delhi-110062**

F.No. II(2)2/2017

**TENDER /OFFER DOCUMENT  
(TERMS & CONDITIONS)**

To

All the intending Parties

.....

.....

**Sub: Hiring of premises for National Academy of Customs, Excise and Narcotics (NACEN),  
Regional Training Institute (RTI) at Chandigarh–reg.**

Dear Sirs/Madams,

**National Academy of Customs, Excise and Narcotics, Regional Training Institute, New Delhi** intends to hire office space (approx. 7500sqft – 8000 sqft) at **Chandigarh. The hiring of office space will be for 3 (three years) initially** which may be renewed from time to time on mutually agreeable terms and conditions.

1. The premises having following amenities/facilities and features will be preferred for consideration and will gain weightage:-

1. Copy of occupancy/completion certificate.

2. Copy of Fire safety Certificate issued by Fire Department.
3. Copy of consent as per provisions of the Environment (Protection) Act, 1986, if applicable.
4. A certificate showing that the premises are free from encumbrances from an Advocate or CA.
5. Please clarify the kind of "Mortgage" of the property as reflected in your tender/offer documents.
6. The building offered should be complete and suitable for use as office.
7. The Building offered should be ready to be occupied. The office premises should be well connected by public transport and should have wide approach road. Finalization of rent, based on location and other amenities provided, is subject to certification by CPWD/ hiring Committee and final approval/ sanction by the Government of India as per the rules framed in this regard. Surrounding of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and other related factors will be important criteria for qualifying the Technical Bid.
8. There should be adequate natural lighting and cross ventilation in the building.
9. There should be provision of sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
10. The building should have adequate fire safety measures and security measures as per legal requirement.
11. The building should meet all other safety norms like earthquake resistance flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
12. The net carpet area should preferably be in a single independent building with multiple floors.
13. The premises should have suitable power supply for commercial operations.
14. Uninterrupted power supply for essential services and common area lighting.
15. There should be adequate open space for generators and provision for connecting them to the power supply lines.
16. The premises should have minimum parking space for one car per 700 Sq. Ft. of rented carpet area. Earmarked parking exclusively for the hirer will be desirable.
17. All Building services such as Lifts (if it is 2nd floor and/or above), Power supply, Air conditioning , Local Area Network, Plumbing, Sewerage System, Telephone Connectivity should be fully operational at the time of submission of the offer by the Landlord.
18. All internal and external walls should be painted with good quality paint at the time of handing over the premises of the RTI.
19. There should be provision of ceramic tiles/marble flooring in general areas and wooden flooring/vitrified tiles in the cabins of senior officers.
20. There should be green area in the ground floor and potted plants in the covered/ stairs of common area.

2. The intending parties should send their proposal/bid addressed to National Academy of Customs, Excise and Narcotics, RTI, North Zone, A Wing, 3rd Floor, Pushpa Bhawan, New Delhi-110062. The bid is to be submitted in two parts- **Technical and Financial bid**. The Technical and Financial bid proforma have been placed as **Annexure-‘A’** and **‘B’** respectively to this tender document.

The **‘Technical Bid’** must be accompanied with an Earnest Money Deposit (EMD) of Rs. 5/- Per SQFT either in the form of Bank Draft/Bankers Cheque of any other mode authorized for depositing EMD for Government Tenders under the General Financial Rules, 2005 in favour of the DDO, NACEN, New Delhi.

The tender documents can be downloaded from the official website at **www.cbec.gov.in** or **www.nacen.gov.in**. A non-refundable tender fee of Rs. 500/- (Rs. Five Hundred only) has to be paid by way of **Demand Draft in favour of the Additional Director General, National Academy of Customs, Excise and Narcotics, RTI, New Delhi** at the time of submission of the duly filled tender application.

3. Following documents are essential and must be submitted as part of Technical Bid:-

- (a) Offer Letter (duly signed and stamped)
- (b) This Tender/Offer document (duly signed and stamped on each page) in token acceptance of Terms & Conditions mentioned therein.
- (c) Technical Bid in Annexure ‘A’ document (duly signed and stamped on each page)
- (d) Other documents as detailed in the Technical Bid i.e. Annexure-‘A’ document (duly signed and stamped on each page)

**Tender applications/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected.**

4. The procedure for submitting Bids, is mentioned below:-

- (a) **For technical bid, documents at (a to d) of para 3 above with all other required documents (duly signed) as well as the EMD @ Rs. 5/- Per SQFT should be submitted in a sealed envelope (Envelope-I) superscripted as TECHNICAL BID for Office Accommodation for National Academy of Customs, Excise and Narcotics, RTI, Chandigarh.**

(b) **Financial bid should be submitted in another separate sealed envelope (Envelop-II), superscripted as "FINANCIAL BID" for Office Accommodation for National Academy of Customs, Excise and Narcotics, RTI, Chandigarh.**

(c) Both the aforesaid sealed envelopes (I & II) should be placed in another larger envelope which should also be properly sealed. This envelope should be superscripted as **"Tender for Hiring of office premises for National Academy of Customs, Excise and Narcotics, RTI, Chandigarh, Reference Number F.No.II(2)2/2017 to be opened on 27.06.2017 at 15.00 Hrs**

#### **IMPORTANT NOTE**

- (i) The bidder should refrain from indicating the rents and other financial details in the technical bid and if they do so, the bid will be rejected in as much as the envelope containing the financial bid shall not be opened.
- (ii) Any deviation from the above procedure (e.g. putting together of Technical and Financial bids in the same cover, non submission of requisite documents, non sealing envelopes) shall lead to rejection of bid document (a & b) initio.

5. The bid documents should be sent along with the offer letter by speed post/registered post or received by hand in the National Academy of Customs, Excise and Narcotics, RTI, North Zone, A Wing, 3rd Floor, Pushpa Bhawan, New Delhi-110062 by **20.06.2017** upto **4.00PM**. The Tender bids will be opened by the Purchase Committee at **15.00 hours on 27.06.2017** for Technical Bids only in the presence of all such bidders or representative who wish to be present.

6. The financial bids of those who qualify on evaluation of Technical Bids by the Hiring Committee would be opened later, the date of which will be intimated to the qualified bidders separately.

7. After opening the Technical bids and before opening of the Financial Bids physical inspection of the premises offered by the tendered bids, will be carried out to verify whether the offer complies with the technical specifications or otherwise.

8. In case the Technical bid is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before the financial bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.

9. The opening of financial bids shall be done at a later date. The financial bids of only those offers will be opened which are short listed after assessing the suitability of the accommodation, terms and condition offered, compliance to technical specifications, verification of their credentials and other liabilities. This will be done by the “**Purchase Committee**” constituted for the purpose. The shortlisted bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.

9. The rent proposed to be charged per square feet per month on the carpet area which should be inclusive of all services and taxes and duties to be paid to various authorities should be indicated in the financial bid only.

10. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within fifteen days of acceptance of the offer by the Hiring Committee.

11. The offer should be valid for a minimum period of 6 (Six) months from the due date of opening of tender.

12. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.

13. No Earnest Money Deposit will be given by the NACEN RTI to the owner offering the premises.

14. Tenders received after the due date and time for whatever reason, shall not be entertained and the NACEN RTI shall not be responsible for any loss or delay in delivery of tender documents.

15. The premises offered should have necessary construction approval/clearances from all Central/State Government/ Local Bodies and should be legally free from all encumbrances.

16. Finalization of rent based on location and quality of construction and age of the building is subject to certification by CPWD/Hiring Committee and final approval/sanction by Government of India as per rules framed in this regard.

17. Renewal of lease agreement is also subject to certification by CPWD/ Hiring Committee and final approval/ sanction by Government of India as per rules framed in this regard.

18. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/documents is liable to be rejected. However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Hiring Committee may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the tender form invalid.

19. Selected party shall be required to sign a Lease Agreement with the designated authority of the **Additional Director General, NACEN RTI, Chandigarh** as a legal requirement. The agreement shall be signed initially for a period of 3 (three) years extendable for further period as per requirement. The original copy of the lease document shall be retained by the hirer. Monthly rent should be quoted on lump-sum basis for the entire area (covered/built up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc.) for the entire agreement period of 3 (three) years in the Financial Bid. Bidders may note that no increase in rental charges per month will be allowed during the initial 3(three) years of the agreement period.

20. The monthly rent will start as and when possession of the building is taken over by the NACEN RTI. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made unless specifically agreed in writing.

21. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.

22. The **Additional Director General, NACEN RTI, Chandigarh** shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates. For electricity supply through generator set, a separate meter should be installed.

23. The cost of repair and maintenance of civil/electrical installation including Air Conditioning plant, power back up (generator sets), lifts and common areas etc. will be the responsibility of the bidder.



Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the NACEN RTI. The scope of maintenance is enclosed as per Annexure-'C'.

24. The security of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The cost of deployment of External Security for building will be met by the owner. The services like security and maintenance shall be of the quality acceptable to the NACEN RTI. The internal security of the building will be taken care of by the NACEN RTI. The bidder should make sure that the Lifts work smoothly during the period of contract.

25. In case the security of the building is taken by the NACEN RTI/Government of India for strategic reasons, the rent to be paid to the bidder shall be accordingly reduced.

26. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of the **Additional Director General, NACEN RTI, Chandigarh**. If the bidder fails to do so, Rs. 1000/- per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs. 1000/- per minor complaint.

27. The NACEN RTI at any time during the Lease Period/ extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirement.

28. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/tender. In case of any conflict in terms and conditions of Tender Documents, the conditions stipulated in the Tender Documents shall take precedence.

29. The assessment of reasonable rent will be done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.

30. Participation in the tender process does not entail the bidders any commitment from the NACEN RTI. The NACEN RTI will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract. The NACEN RTI reserves the right to reject any/all offers without assigning any reasons.

**ASSISTANT COMMISSIONER**

**NACEN RTI New Delhi**

**OFFER LETTER**

To

**The Additional Director General**  
**National Academy of Customs, Excise and Narcotics,**  
**RTI, North Zone,**  
**A Wing, 3rd Floor, Pushpa Bhawan,**  
**New Delhi-110062**

**Sub: Hiring of office premises for NACEN RTI at Chandigarh - reg.**

**Ref. No. F.NoII(2)2/2017**

Sir,

With reference to your Tender Notice calling for offers for hiring of office accommodation for **NACEN RTI at Chandigarh**. I/We hereby submit my/our offer as follows:-

(a) Technical Bid	Annexure-‘A’ (in separate sealed cover along with EMD amount as per condition ‘2’ (Envelope-I)
(b) Financial Bid	Annexure- ‘B’ (in separate sealed cover) (Envelope –II)

The two sealed envelopes containing technical bid and financial bid referred to above have been put in main envelope as required.

2. I hereby undertake to abide by various terms and conditions contained in your letter F. No. \_\_\_\_\_ dated \_\_\_\_\_ calling for offers. (Copy duly signed, enclosed)

3. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct

Yours sincerely,

Dated :

Signature and stamp of the  
Owner/Bidder/ Authorized  
Signatory with complete name,  
Address, Contract No. (s).  
Including Mobile No. (s). (also  
Indicate the category in which  
signing, whether on his own behalf  
of as Power of  
Attorney/Authorized signatory of  
the owner)

**Sub: Hiring of office premises for NACEN RTI at Chandigarh - reg.**

**Ref. No.** \_\_\_\_\_

**TECHNICAL BID**

Attach extra sheets, if required, which should also be signed.

Sl. No.	Particulars	Details (Please tick/fill up with relevant)
1.	Name of person/party submitting the bid (hereinafter referred to as the bidder) Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof. (copy to be attached)	
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) Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	
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)	

<b>6.</b>	<b>Contact details of the bidder</b>	
6.1	Name	
6.2	Complete Postal Address	
6.3	Telephone Nos. Including Mobile Numbers	
6.4	Fax Nos.	
<b>7</b>	<b>Contact details of the owner (if different from bidder)</b>	
7.1	Name	
7.2	Complete Postal Address	
7.3	Telephone Nos. Including Mobile Numbers	
7.4	Fax Nos.	
<b>8</b>	<b>Details of property offered</b>	
8.1	Location & Address of the property	
8.2	Is property duly authorized for office use (Attach documentary proof)	
8.3	Whether the space offered for hire situated in more than one floor of a property, if yes, specify floors	
8.4	Total plot area of the property where office is offered (complete land area including open spaces, constructed area with the boundary of property offered on rent) (in Sq. Ft.)	
8.5	Total carpet area on each floor offered for rent (in Sq. Ft.)	
8.6	Total carpet area (Total for all floors offered (excluding underground/covered parking areas) (in Sq. Ft.)	
8.7	Open area (open parking space inner roads, garden etc.)	
8.8	Covered parking area (garages underground parking etc. if any	

8.9	Distance of the property from Railway Station.	
8.10	Distance of the property from Bus Station	
8.11	Width of road on which the property is located	
8.12	Details regarding natural light and proper ventilation	
8.13	Whether all Govt. Dues including property tax, electricity, telephone, water bills etc have been duly paid upto date. (enclose documentary proof for the same.	
8.14	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 and open parking space may be indicated separately.	
8.15	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any.	
8.16	Details of lifts- capacity and number	
8.17	Details of available fire safety and security measures (attach documents)	
8.18	Whether suitable power supply for commercial operation is available	
8.19	Whether adequate open space for installation of generator is available	
8.20	Details of the power back up, whether available or not	
8.21	Whether the premises are free from encumbrances, a certificate in this regard may be obtained from an Advocate or CA	
8.22	Please clarify the kind of "Mortgage" of the property as reflected in your tender/offer documents	
8.23	Whether the building has met all other safety norms like earthquake resistance flood etc. required under the law.	

	(Attach documents)	
8.24	Whether, the premises have suitable power supply for commercial operations.	

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,

Place:

Signature:

Date:

Name:

Designation:

**\*Name of full and block letters**

**\*\* Name in full and block letters.**



**Sub: Hiring of office premises for NACEN RTI at Chandigarh - reg.**

**Ref. No. \_\_\_\_\_**

**FINANCIAL BID**

1. Name of the party
2. Address (with Tel. No. & Fax No.)
3. PAN
4. Name & Address of the proprietor, Partners/Directors (with Mobile Numbers)

Name & Address of the premises	Net Carpet Area offered (in Sq.Ft)***	Rate per Sq. Ft.	Monthly rent per Sq. Ft (exclusive of Service tax	Monthly rent quoted for the net carpet area (including all amenities)

\*\*\* Net carpet area means area of premises less, passage, walls/ columns, staircases, Veranda, Lobby, Balcony, etc.

Sl. No.	Particulars	Amount
1.	Rate of electricity per unit to be supplied through Gen-Set.	

Yours sincerely,

Dated :

Signature and stamp of the  
Owner/Bidder/ Authorized  
Signatory with complete name,  
Address, Contract No. (s).  
Including Mobile No. (s). (also  
Indicate the category in which  
signing, whether on his own behalf  
of as Power of  
Attorney/Authorized signatory of  
the owner)

### SCOPE OF MAINTENANCE

- Round the clock general security to the premises, access control and regulating visitor movement.
  - Periodical maintenance of the building, which includes painting/ cleaning of the exteriors and all the common areas of the building.
  - Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
  - Maintenance of all Elevators including payment of AMC.
  - Lighting of common area and provisions of consumables for the same.
  - Provision and marking of building directory.
  - Maintenance of Water supply system.
  - Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
  - Provision of signage pertaining to common services.
  - Maintenance and running of motors and water pumps installed at the premises.
  - Maintenance and running of common DG sets, Air Conditioners and payment of their insurance and AMC.
  - Regulating vehicle movement within the premises.
1. Maintenance of green area and potted plants.