



OFFICE OF THE INCOME TAX OFFICER,  
WARD-1, MANCHERIAL  
2<sup>ND</sup> FLOOR, RAVINDRA HOSPITAL,  
BELLAMPALLY ROAD, MANCHERIAL – 504208  
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F.No. ITO/W-1/MNCL/Office Building/2022-23/6

Date:16-08-2022

**TENDER NOTICE FOR OFFICE ACCOMMODATION IN THE  
VICINITY OF RTC BUS STAND, MANCHERIAL**

Sealed tenders are invited for hiring of office premises for a minimum period of Three (03) years having an approximate carpet area of 310.06 Square Meters or 3337 Square Foot located within a radius of Ten (10) kms from the RTC Bus Stand, Mancherial. The office premises should be legally free from all encumbrances, well connected with public transport and should have wide approach road.

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

Interested persons can obtain the terms and conditions of the tender, proforma for requirement of technical specifications and financial bid document from the office of the **Income Tax Officer, Ward-1, 2<sup>nd</sup> Floor, Ravindra Hospital, Bellampally Road, Mancherial** – 504208 or can be downloaded from the official website of the Income Tax Department, Andhra Pradesh & Telangana Region: [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in)

The tenders should be submitted in single sealed envelope marked "Tenders for Office Accommodation" containing two separate sealed envelopes for Technical and Financial Bids each marking clearly, one as "Technical Bid" and the other as "Financial Bid". The last date for receipt of afore said tenders at the office of the **Income Tax Officer, Ward-1, 2<sup>nd</sup> Floor, Ravindra Hospital, Bellampally Road, Mancherial** – 504208 is **19.09.2022** before **04:00 PM**.

**R. Venkata Madhav**  
Income Tax Officer & DDO  
Ward-1, Mancherial

## PART-1

### **TERMS AND CONDITIONS FOR THE TENDER FOR OFFICE ACCOMMODATION IN THE VICINITY OF R.T.C. BUS STAND**

1. The interested parties should send their proposal addressed to the Office of the **Income Tax Officer, Ward-1, 2<sup>nd</sup> Floor, Ravindra Hospital, Bellampally Road, Mancherial** — 504208 so as to reach the said office on or before 19.09.2022 before 04:00 PM. The Tender for carpet area of 310.06 Square Meters or 3337 Square Foot for office accommodation within a range of Ten (10) Kms from RTC Bus stand, Mancherial should be submitted in a single sealed envelope marked "Tenders for Office Accommodation" containing two separate sealed envelopes for Technical and Financial bids clearly written on top as "Technical Bid" and "Financial Bid". The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope. The cover containing the bid documents as mentioned above should be dropped in the drop box kept for this purpose in **the office of the Income Tax Officer, Ward-1, 2<sup>nd</sup> Floor, Ravindra Hospital, Bellampally Road, Mancherial**. The last date for receipt of tenders at the address specified above is 19.09.2022 at 04:00 PM.
2. The Technical Bid shall be opened on 20.09.2022 at 11:00 A.M. The bidders may remain present for the same at the above address.
3. Physical inspection of the premises covered by the tendered bids will be carried out to verify whether the offer complies with the technical specifications or otherwise. In case the hiring committee constituted by the Competent Authority for the purpose finds the premises as not suitable for the purpose of setting up of the office, such technical bid will not be evaluated and the concerned financial bid of that owner will not be opened. The decision of the hiring committee in this matter will be final.
4. 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 conditions offered, compliance to technical specifications, and verification of their credentials. This will be done by the Hiring Committee and accordingly, the short listed 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.
5. The rent proposed to be charged per square foot 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.
6. The offer should be valid for a minimum period of 24 months from the due date of opening the tender.

7. The Carpet area required is around 3337 Sq.Ft. The ITO, Ward-1, Mancherial reserves the right to consider bids where the carpet area is less than about 15% of the above requirement. Therefore the property owners having premises with carpet area of less than 3337 Sq.Ft may also apply. However, stand alone buildings may be preferred.
8. In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid and financial bid in respect of each premises.
9. In case of co-owners/joint owners, the bid documents i.e., technical bid and financial bid, etc., should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the remaining owners.
10. It should be noted that no negotiations will be carried out, except with the lowest tenderer and therefore, most competitive rates should be offered.
11. No Earnest Money Deposit will be given by the Department to the owner offering the premises.
12. Tenders received after the due date and time for whatever reason, shall not be entertained and the Office of the Income Tax Officer, Ward-1, Mancherial shall not be responsible for any loss or delay in delivery of tender documents.
13. The premises offered should consist of the following minimum amenities/facilities:
  - a. Lifts of reputed make having minimum capacity of 6 persons, if premises offered is on upper floors;
  - b. Suitable power supply for commercial operations
  - c. Adequate cross-ventilation and ventilation;
  - d. Sufficient car parking space for minimum 3 four wheelers and 15 two wheelers in the office premises;
  - e. All internal and external walls should be painted with good quality paint;
  - f. Provision for adequate water supply
  - g. There should be adequate open space for installation of atleast One generator and provision for connecting it to the power supply lines.
14. The premises offered should have construction approvals/clearances from all Central/State Government Departments as may be necessary by the local authorities.
15. Finalization of rent based on location and quality of construction and age of the building is subject to certification by CPWD/Hiring Committee and subject to

final approval and sanction by Government of India as per rules framed in this regard.

16. Renewal of lease agreement is also subject to certification by CPWD/Hiring/Local Purchase Committee and also subject to final approval and sanction by Government of India as per rules framed in this regard.
17. 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 at its discretion give an opportunity to the bidder to furnish the balance details/ documents within the specified time. The hiring committee may also call for any clarifications and additional details/documents from the bidder, if required. The tenderer, 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.
18. No bid will be taken into consideration unless and until all the pages/documents comprising the bid are properly signed (and stamped) by the person(s) authorized to do so. In case, any of the pages of Part-1 are not signed due to oversight, the Hiring committee, at its discretion may allow the bidder to sign the documents, before opening of the financial bids.
19. In the event of bid being accepted, the quotations submitted in the financial bid will be incorporated into the lease agreement. The successful bidder should sign the lease agreement and the terms and conditions in Part-1 and Technical specifications in Part-2 which shall also form part of the lease agreement.
20. The minimum period of lease should be for a duration of Three years.
21. The O/o. ITO, Ward-1, Mancherial will not make payment of any security deposits or advance of lease rentals or any brokerage or any other advance payment.
22. Lease rentals will be paid on monthly basis calculated for every completed calendar month. The lease rent for a particular month will normally be paid before 20<sup>th</sup> of the subsequent month.
23. The payment of lease rent shall be subject to TDS as per the provisions of the Income Tax Act in force.

24. The contract shall come into force from the date when the premise is handed over to the O/o. ITO, Ward-1, Mancherial.
25. Any change in the ownership of the premises shall be notified forthwith to the O/o. ITO, Ward-1, Mancherial in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
26. The Owner/lessor shall be responsible for carrying out any major and minor repairs, civil including plumbing and electrical. The owner shall be responsible for maintenance and repairs of the lift in the building.
27. The owner/lessor shall be responsible for payment of property tax and other Municipal Taxes applicable.
28. The building offered should be ready for occupation within a period of 30-60 days from the date of communication of the acceptance of the bid by the O/o. ITO, Ward-1, Mancherial. However, this period can be extended at the discretion of the IT Department for enabling the owner to carry out any minor works etc. as required by this office. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc. and should be adequate toilet facilities, including separate toilets for ladies and gents.
29. The O/o. ITO, Ward-1, Mancherial has the right to vacate the leased premises at any time before the expiry of the lease period after giving three months notice.
30. The lease agreement will contain an undertaking that the owner/lessor shall not during the period of the lease agreement-transfer, mortgage, sell or otherwise create any interest in the premises leased effecting the right of occupation of the O/o. ITO, Ward-1, Mancherial and any of the terms without the consent of the office.
31. The Income Tax Officer, Ward-1, Mancherial reserves right to amend any of these terms and conditions, as it deems necessary.
32. Participation in the tender process does not entail any commitment from the Income Tax Officer, Ward-1, Mancherial.

33. The O/o. the Income Tax Officer, Ward-1, Mancherial reserves the right to accept or reject any bids, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the lessee's action. ***The decision of the Income Tax Department (lessee) is final.***

*R. V. Madhav*

**(R. VENKATA MADHAV)**

Income Tax Officer & DDO

Ward-1, Mancherial

**PART-2**  
**FORM FOR TECHNICAL BID**

To  
The Income Tax Officer,  
Ward-1, Mancherial,  
2<sup>nd</sup> Floor, Ravindra Hospital  
Bellampally Road, Mancherial - 504208  
Sir,

I/We intend to offer my/our premises located at

(address) for hiring by the O/o Income Tax Office, Ward-1, Mancherial as specified in your advertisement dated \_\_\_\_\_ and as per the terms and conditions mentioned/specified below in the tender notice. I/We am/are submitting herewith Technical Bid in sealed envelope cover as follows:

1	Name of the party, address and contact no.s	
2	Complete address/location of the premises offered for rent	
3	Name and address of the authorized person	
4	Carpet area offered (floor wise)	
5	Age of the Building	
6	Surrounding Landmarks	
7	Specify if public transport available	
8	Whether well connected by the Municipal Road . Width of the approach road connecting the building	
9	Distance from a) RTC Bus Stand, Mancherial b) Railway Station, Mancherial	

10	Independent parking space a) No. of 4 wheelers and 2 wheelers that can be parked	FOUR WHEELERS: TWO WHEELERS:
	b) Whether covered or open	
11	Availability of Electricity connection (Commercial)	
12	Availability of open space for installation of ONE generator	
13	Name of the Maker of Lift & Capacity of the Lift (No. of persons)	
14	Water Source a) Availability of Municipal Connection b) Availability of ground water	
15	Ventilation a) Availability of Cross Ventilation b) No. of windows in each floor	
16	Washrooms/Toilets (Number and capacity floor wise)	
17	Particulars of registration documents, Year of Construction with Building Plan copy	
18	Municipal Tax Receipts (Last Five Years)	
19	Entries and Exits available	
20	Fire safety measures and other security aspects	
21	Maximum time required for completing the internal wall partitions and other finishing works as per our requirements	
22	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of notarized Affidavit from owner)	
23	Whether the premises is ready for occupation : (Yes/No) If not, the date by which the premises would be ready for occupation (after necessary approvals)	





**PART-3**  
**FORM FOR FINANCIAL BID**

To

The Income Tax Officer,  
Ward-1, Mancherial,  
2<sup>nd</sup> Floor, Ravindra Hospital  
Bellampally Road, Mancherial - 504208

Sir,

**Price Bid: Offer for Premises for Your Office on Lease Rental Basis.**

1. Name of the Party :
2. Address  
(with Tele/Mobile No. & E-Mail Id) :
3. Permanent Account Number (PAN) :
4. Name & Address of the proprietor/  
Partners/Directors (with Mobile No.s) :

Sl. No.	Name and Address of the Premises	Total "Carpet Area" * offered (in Square Feet) as worked out in Technical Bid	Monthly Rent per Square Foot (Exclusive of GST)	Monthly Rent quoted for the Total Carpet Area (including all Amenities)

\* "Carpet Area" means area of the premises excluding/less Washrooms/Toilets, Passage, Walls/Columns, Staircase, Veranda, Lobby, Balcony, Kitchen etc., even through the same is given for any public organization/bank's purpose.

5. No separate rent is payable for the covered or open parking space. The Property Tax and all other Municipal / Government taxes will be paid by us i.e, lessor.

Validity: This offer is open to you for acceptance till 24 months from the date of opening of the Financial Bid.

(Signature of owner or authorized  
Signatory with date & Stamp)