



O/o the Addl/Joint Commissioner of Income-tax, Nellore Range
Dargamitta, Nellore.

F. No. Office Building/J CIT/NLR/2017-18

Dated: 25.01.2018.

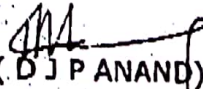
**TENDER NOTICE FOR OFFICE ACCOMMODATION IN THE VICINITY OF
RTC BUS STAND , NELLORE**

Sealed tenders are invited for hiring of office premises for a minimum period of **five (5) years** having an approximate carpet area of **8,853 S.ft or 9,000s.ft** located within a radius of **Five (5) kms** from the RTC Bus Stand, Nellore. The office premises should be legally free from all encumbrances, well connected with public transport and should have approach road of minimum **33 ft. width**.

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.

Interest persons can obtain the terms and condition of the tender, proforma for requirement of technical specification and financial bid document from the office of the Joint Commissioner of Income-tax, No. 24-2-438, 1st floor, Upstairs Syndicate Bank , G.T. road, Dargamitta, Nellore-524 003 or can be downloaded from the official website at www.incometaxindia.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 marked clearly on "Technical Bid" and "Financial Bid". The last date for receipt of aforesaid tenders at the office of the **Joint Commissioner of Income-tax, Nellore Range, No. 24-2-438, 1st floor, Upstairs Syndicate Bank , G.T. road, Dargamitta ,Nellore-524 003** is **12.02.2018 before 4.P.M.**


(D J P ANAND)

Joint Commissioner of Income-tax (I/c)
Nellore Range, Nellore

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 Add//Joint Commissioner of Income-tax, Nellore Range , **No. 24-2-438, 1st floor, Upstairs Syndicate Bank , G.T. road, Dargamitta , Nellore-524 003** so as to reach the said office on or before **4.00 P.M. on 12.02.2018**. The Tender for carpet area of **8,853 or 9000 sft (approx.)** for office accommodation within a range of **Five (5) Kms** from RTC Bus stand, Nellore 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 last date for receipt of tenders at the address specified above is **12.02.2018 at 4.00 P.M.**
2. The Technical Tenders shall be opened on **12.02.2018 at 5.00 P.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.
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 constituted by the Addl. CIT, Nellore Range, Nellore for the purpose. 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 feet per month on the carpet area which should be inclusive of all services and taxes and duties to be paid to various authorities other than service tax should be indicated in the financial bid only.
6. The offer should be valid for a minimum period of six months from the due date of opening the tender.
7. It should be noted that no negotiations will be carried out except with the lowest tenderer and therefore, most competitive rates should be offered.

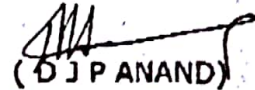
8. No Earnest Money Deposit will be given by the Department to the owner offering the premises.
9. Tenders received after the due date and time for whatever reason, shall not be entertained and the Office of the JCIT, Nellore Range, Nellore shall not be responsible for any loss or delay in delivery of tender documents.
10. 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 8 four wheelers and 25 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 2 generators of 40 KVA and 10 KVA and provision for connecting them to the power supply lines.
11. The premises offered should have construction approvals/clearances from all Central/State Government Departments as may be necessary by the local authorities.
12. Finalization of rent based on location and quality of construction and age of the building is subject to certification by CPWD/Hiring Committee, subject to final approval and sanction by Government of India as per rules framed in this regard.
13. Renewal of lease agreement is also subject to certification by CPWD/Hiring Committee and also subject to final approval and sanction by Government of India as per rules framed in this regard.
14. 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 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.

15. The minimum period of lease should be for a duration of five years.

16. The Joint Commissioner of Income-tax, Nellore Range, Nellore reserves the right to amend these terms and conditions as it deems necessary.

17. Participation in the tender process does not entail any commitment from the Joint Commissioner of Income-tax, Nellore Range, Nellore and Joint Commissioner of Income-tax, Nellore Range, Nellore reserves the right to reject any/all offers including that of the lowest tenderer without assigning any reasons.



Joint Commissioner of Incometax (i/c)
Nellore Range, Nellore

Form for Technical Bid

To

The Joint. Commissioner of Income-tax,
Nellore Range,
Near Bollineni Super Specialty Hospital,
Dargamitta, Nellore.

Sir,

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

(address) for hiring by the office of the JCIT,CIT, Nellore Range, Nellore as specified in your advertisement _____ and as per the terms and conditions specified below in the tender notice. I/We am/are submitting herewith technical bid in a sealed envelope as follows:

1	Name of the party, address and contact Nos.	
2	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 municipal road-width of the approach road connecting building	
9	Distance from a) RTC Bus stand, Nellore b) Railway station, Nellore	
10	Independent parking space a) No. of 4 wheelers and 2 wheelers that can be parked b) Whether covered or open	
11	Availability of Electrical service connection (Commercial)	
12	Availability of open space for installation of 2 generators of 10 KVA&40 KVA	
13	Make and capacity of 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	Toilets (number on each floor with capacity)	
17	Particulars of registration documents	
18	Municipal Tax Receipts	
19	Entries and exits available	
20	Fire safety measures and other Security aspects	
21	Maximum time required for completing the internal wall partitions & other finishing works as per user requirements	

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 letters

Form for Financial Bid

1. Name of the party :

2. Address

(With Tele No. & Fax No.) :

3. PAN :

4. Name & Address of the proprietor/:

Partners/Directors

(with Mobile Number)

Sl. No	Name & Address of the premises	Total 'Carpet area'* offered (in square feet)	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, passage, walls/columns, staircases, veranda, lobby, balcony, kitchen etc. even though the same is given for Bank's purpose.

Signature of Authorised Signatory with date

Signature :

Name in full :

Designation :