

भारत सरकार,  
आयकर अधिकारी का कार्यालय,  
वार्ड-१ & डीडीओ(३०१३२१), नांदयाल,  
# २५/१८२-३, संजीव नागर,  
नांदयाल, कुरनूल जिला - ५१८ ५०१  
टेलिफोन/Telephone: 08514-242962



Government of India  
Office of the Income Tax Officer,  
Ward-1 & DDO (301321), Nandyal,  
# 25/182-3, Sanjeeva Nagar,  
Nandyal, Kurnool District - 518 501  
E-Mail Id:  
nandyal.ito1@incometax.gov.in  
Fax: 08514-225477

F.No. ITO/W-1/NDL/RRT/2021-22

Date: 26.04.2021

## TENDER NOTICE FOR OFFICE ACCOMMODATION IN THE VICINITY OF RTC BUS STAND, NANDYAL

Sealed tenders are invited for hiring of office premises for a minimum period of Five (05) years having an approximate carpet area of 305.52 Square Meters or 3288.58 Square Foot located within a radius of Five (05) kms from the RTC Bus Stand, Nandyal. 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/Local Purchase 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 condition of the tender, proforma for requirement of technical specification and financial bid document from the office of Income Tax Officer, Ward-1, Nandyal, # 25-182-3, Sanjeeva Nangar, Nandyal, Kurnool District – 518 501 or can be downloaded from the official website of the Income Tax Department: [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and 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 marked clearly on "Technical Bid" and "Financial Bid". The last date for receipt of afore said tenders at the office of the Income Tax Officer, Ward-1, Nandyal, # 25-182-3, Sanjeeva Nangar, Nandyal, Kurnool District – 518 501 is 17.05.2021 before 04.00 PM.

*N. R. Sreedhar Rao*

**(N R SREEDHAR RAO)**  
Income Tax Officer  
Ward-1 & DDO (i/c), Nandyal

**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, Nandyal, # 25-182-3, Sanjeeva Nangar, Nandyal, Kurnool District – 518 501 so as to reach the said office on or before 17.05.2021 before 04.00 PM. The Tender for carpet area of 305.52 Square Meters or 3288.58 Square Foot for office accommodation within a range of Five (05) Kms from RTC Bus stand, Nandyal 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 17.05.2021 at 04.00 PM.
2. The Technical Bid shall be opened on 18.05.2021 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.
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/ Local Purchase Committee constituted by the Pr. Commissioner of Income Tax, Tirupati Charge, Tirupati 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 Income Tax Officer, Ward-1, Nandyal 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 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 2 generators of 15 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/Local Purchase 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/Local Purchase 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 Three years.
16. The Income Tax Officer, Ward-1, Nandyal reserves right to amend these terms and conditions as it deems necessary.
17. Participation in the tender process does not entail any commitment from The Income Tax Officer, Ward-1, Nandyal and The Income Tax Officer, Ward-1, Nandyal reserves the right to reject any/all offers including that of the lowest tenderer without assigning any reasons.

*N.R. Sreedhar Rao*

**(N R SREEDHAR RAO)**

Income Tax Officer

Ward-1 & DDO (i/c), Nandyal

## FORM FOR TECHNICAL BID

To  
The Income Tax Officer,  
Ward-1, Nandyal,  
# 25-182-3, Sanjeeva Nangar,  
Nandyal, Kurnool District – 518 501  
Sir,

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

\_\_\_\_\_ (address) for hiring by the O/o Income Tax Office, Ward-1, Nandyal 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 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 the Municipal Road – Width of the approach road connecting the building	
9	Distance from a) RTC Bus Stand, Nandyal b) Railway Station, Nandyal	
10	Independent parking space a) No. of 4 wheelers and 2 wheelers that can be parked	FOUR WHEELERS:

	b) Whether covered or open	TWO WHEELERS:
11	Availability of Electricity connection (Commercial)	
12	Availability of open space for installation of 2 generators of 10 KVA & 40 KVA	
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 in each floor with capacity)	
17	Particulars of registration documents	
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	

I have read thoroughly the various Terms and Conditions mentioned in the tender notice/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.

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

\* Name in Full and Block Letters

## FORM FOR FINANCIAL BID

To

The Income Tax Officer,  
Ward-1, Nandyal,  
# 25-182-3, Sanjeeva Nangar,  
Nandyal, Kurnool District – 518 501

Sir,

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 Nos) :

Sl. No.	Name and Address of the Premises	Total "Carpet Area" * offered (in Square Feet)	Monthly Rent for Square Feet (Exclusive of Service Tax)	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.

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