

	<p style="text-align: center;">सहायक/ उप आयुक्त का कार्यालय, सीमा शुल्क ,वलसाड OFFICE OF THE DEPUTY COMMISSIONER OF CUSTOMS: VALSAD दूसरा एवं तीसरा मंजिल, ओम प्लाज़ा बिल्डिंग, धरमपुर रोड, अब्रामा, वलसाड-३९६००२. 2nd & 3rd FLOOR, OM PLAZA BUILDING , DHARAMPUR ROAD, ABRAMA, VALSAD दूरभाष: (0२६३२) २२६१३६/२२७१५४.२२६१३५ फैक्स: (0२६३२) २२६२५४, ई-मेल: supdt.val-cus@gov.in</p>	
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TENDER NOTICE FOR HIRING OFFICE SPACE ON LONG TERM LEASE

The Deputy Commissioner of Customs, Customs Division, Valsad invites e-tenders from owners/landlords for hiring of office space of a total area of **6566 square feet (Carpet)** – Approximately, preferably separate premises with adequate power, sufficient parking for visitors, staff and Deputy Commissioner of Customs, Division Valsad.

Owing to the nature of work, it would be preferred that the area offered for rent may be having independent exclusive entrance for use by the office of the Deputy Commissioner, Customs Division, Valsad. The premises should be located in **Valsad District**.

Each tender should be submitted only through CPPP website under “Two Bid system” and should contain Technical and price Bids separately. Detailed terms and conditions of Tender Notice can be downloaded from <https://eprocure.gov.in> (CPP Portal), www.cbic.gov.in and also <http://ahmedabadcustoms.gov.in>. The offer submitted through fax, e-mail, by post, courier etc., or any other means other than uploading on the CPP website <https://eprocure.gov.in> shall not be considered.

Finalization of Rent based on location and quality of construction is subject to certification by CPWD/hiring committee, subject of final approval and sanction by Government of India, as per rules framed in this regard.

Priority would be given to premises belonging to Public Sector Units/ Govt. Department/ Financial Institutions. Private owners shall submit copies of documentary proof of ownership alongwith Technical Bid. The e-tender should be filed by Owner/Landlord only. If found, the e-tender filed by any other person other than Owner/Landlord, will be liable for rejection.

The critical dates for e-tender start/End on the website i.e. <https://eprocure.gov.in> (CPP Portal) is as under :-

Particular	Date and time	Particulars	Date and Time
e-published date	11.03.2022 12.00 Noon	Bid opening date	02.04.2022 12.00 Noon
Document download start date	11.03.2022 12.00 Noon	Document download end date	31.03.2022 12.00 Noon
Bid submission start date	11.03.2022 12.00 Noon	Bid submission end date	01.04.2022 17.00 hrs

Offers beyond the specified date/time shall not be considered.

The Deputy Commissioner of Customs, Customs Division Valsad reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Sd/-
(K.R. Choudhary)
Deputy Commissioner of Customs
Customs Division, Valsad

Annexure – I

TERMS AND CONDITIONS

1. The Technical bid containing notice inviting offer, terms and conditions and details of the offer shall part of the tender to be submitted by the owner of the premises (referred to as owner / landlord / lesser, Power Holder) on CPP portal. Offers are invited directly from owners / landlords in the specified proforma and no brokerage shall be paid to anyone. Canvassing in any form will disqualify the owner / landlord.
2. Owing to nature of work, it would be preferred that they are offered for rent should be in a separate premises for exclusive use by The Deputy Commissioner (details as per Annexure A). The premises should be located in the Commercial / Residential area of **Valsad District**. The premises should be ready for immediate occupation. Interested parties with clear title alone should apply. The offered space should not be on sharing with any other office/ agencies. Thus, the space offered for rent should be on a continuous basis so that there is no other office or agency in between the offices of the Deputy Commissioner. If space is offered on different floors preference shall be given to premises having contiguous floors.
3. The owners / landlords should fill all the relevant details online on CPP Portal. Incomplete proforma and offers in any other format other than the specified proforma of Technical bid and Financial bid will not be considered and will be liable for rejection.
4. All the owners / landlords are requested to submit their offer (TECHNICAL BID and FINANCIAL BID) duly filled in with relevant documents / information on or before the last date and time for submission online on CPP Portal. The offer submitted through fax, e-mail, by post, courier etc. or any other means other than uploading on the CPP website <https://eprocure.gov.in> shall not be considered.
5. Offers received after due date and time as stated in the noticed inviting offer shall be reject.
6. The offer shall be valid at least for a minimum period of 6 months from the last date for submission.
7. There should not be any deviation in terms and conditions as have been stipulated in Technical and Financial bids.
8. There Technical Bids will be opened on --/01/2022 at 12.00 noon in the presence of owner / landlords (or their authorized representative) who chose to be present at the above said office. All owner / landlords are advised in their own interest to be present on the said date, time and venue for opening of the Technical bids.
9. After screening of the Technical bids, short-listed landlords will be informed for arranging site-inspection of the offered premises. In places, offers not accompanied by approved plan, clearance / NOC from the various required authority and Fire Department for use as office premises conforming the municipality law will not qualify in technical bid.

10. The designs and construction of the premises offered shall be conformity with the established standards. The premises offered shall be safe, strong, stable, sound and durable remaining life of more than 30 years.
11. The monthly rent and different taxes should be mentioned separately and nothing beyond the quoted rent / taxes shall be paid by the department.
12. The owner / landlords will have to construct officer's cabins, conference room, record room, Toilets, waiting lounge etc. as per the department requirement / The Department's plan and made modifications / alterations in the premises if so desired by the Department at his own cost before handing over possession to the Department. Permission / approval required if any regarding additions / alterations / modifications of the premises shall be obtained by the owner / landlords at his own cost from the concerned local authorities.
13. The owner / landlords shall provide suitable cabins, furniture for officers and staff on mutually agreed terms.
14. The premises offered should consist of the following minimum amenities / facilities.
 - a) Lifts of reputed make having adequate capacity, if premises offered is on upper floors.
 - b) Uninterrupted power supply for essential services and common area lighting.
 - c) Adequate lighting in the campus / compound.
 - d) Sufficient car parking space in office premises (for 10-12 four wheelers and 20-25 Two wheelers).
 - e) Presentable entrance, foyers, lobbies.
 - f) All internal and external walls should be painted in good quality paint.
 - g) Provision of adequate water supply and electricity
 - h) Adequate open space surrounding the building.
 - i) The building should be ready to use condition with electricity, water, lifts sewerage, firefighting equipment and adequate toilet facility.
15. The owner / landlords shall provide adequate electric power load as per requirement of the department at his own cost before handing over possession to the Deputy Commissioner. If additional electric power load is required by the Department later on (i.e. after taking over possession with electric load of required capacity) within the lease period, the same shall be arrange by the owner / landlords at his own cost.
16. The owner / landlord will provide sufficient frontage adequate parking space in the building, without any additional rental overheads, for the Department's visitors, employees etc.
17. All statutory clearance and permissions required for construction / modification / additions/ alterations and leasing of the premises to the Department shall be obtained by the owner / landlords at his own cost.
18. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of the Department. The registration charges, stamp duty for registration of lease deed to be borne by the owner / landlord.

19. The Department shall have the right to carry out necessary alterations / modifications or make such structural or other changes to / in the premises as may be required by it for the purpose of its functioning. Provided always that the Department shall not make any permanent structural alterations incapable of being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of owner / landlord(s) but such consent shall not be unreasonable withheld in the case of such alterations as shall be necessary or required by the Department for the purpose of better amenities and carrying on its function effectively. But the Lessee / the Department shall have all to make temporary alterations in the demised premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on the day to day activities.
20. The Department shall have the right to install satellite dishes / communication towers and other communication equipment etc. as deemed necessary by the Department for facilitating electronic communication and / or Core the Department as also installation of power generating / amplifying devices including but not restricted to power transformers, Power Generators etc. as well as placing of sign boards, the Department's hoarding / publicity materials. Air conditioners etc. in the terrace for its activities and the owner / landlord will not have objection of any kind whatsoever and shall not claiming by compensation or additional rent but however if any damage is resulted upon the demised premises due to such activities the Department would be liable to repair the damage so caused, normal wear and tear is however excepted.
21. The Department shall have right to install generator sets for carrying its functions effectively.
22. Since the Department is the lessee / hire and has not insurable interest, the owner / landlords hereby has to insure the premises / assets rented / hired against risks like burglary, fire or natural calamity at his (owner's) own cost and the Department will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises / assets.
23. Painting of the premises including front and back verandahs, bath rooms, toilets, boundary wall, the entire exterior faced and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the Department will be carried out by the owner/ landlords once in two years within the leased period. In case the owner / landlord fails to do so, the Department shall have the right to arrange it at the cost of the owner / landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner / landlord.
24. Whenever necessary, the owner / landlord(s) will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on the part or the owner/ landlord to carry out or effect or effect necessary repairs, it will be optional for the lessee the Department either to terminate the lease or the retain the occupation of the demises premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner / landlord and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner / landlord. No rent will be payable for the period during which the lessee the Department is deprived of the use of the demised premises or part thereof due to the

failure, neglect or default of the owner / landlord to carry out the necessary repairs of the demises premises.

25. The possession of the premises will be given to the Department after completion of entire work as per the Department's requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to the Department's specifications, the owner / landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default the Department will have right to get the above unfinished jobs / works / items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner/ landlord.
26. During the currency of the lease agreement the owner / landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the Department with any party affecting the Department's right of occupation and any of the terms of the lease without written consent of the Department.
27. That is the landlord is desirous of making any addition to the building it shall be ensured by him that no access / approach by whatever means from the demised portion or by encroaching upon the open spaces which been available to the exclusive use of the Department.
28. That in the event of the owner / landlord deciding to sell the demised premises during the period of tenancy or at the expiration of the same he shall in the first instance offer them to the Department at the lowest price which he is prepared to accept for them and the Deputy Commissioner shall within one calendar month from the date of receipt of such offer may accept or reject such offer.
29. Before accepting Technical Bid, all the documents and space / building shall be inspected by a committee authorized by **The Office of the Principal Commissioner of Customs, Custom House, Navrangpura, Near All India Radio, Ahmedabad, Gujarat – 380009** and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final. The Technical bids shall be opened in the first instance. The physical inspection of the premises will also be carried out to verify whether the premises comply with the terms and conditions as mentioned above and the bid forms.
30. The opening of financial bids shall be done at a letter date. The financial bids of only those bidders will be opened which are short-listed after assessing the suitability of the accommodation, compliance to technical specifications, verification of their credentials and other liabilities. The short-listed bidders will be notified about the date and timing of opening of financial bids.
31. If the demised premises at the time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God and be not caused by the acts or neglect or fault of the Department, then in such case it shall be optional with the Department to determine the lease or to retain occupation of the demised premises, if the Department so desires without any diminution of rent hereby reserved.

32. The Department shall have the right to terminate the lease prematurely or surrender whole or any part of the owner / landlord by giving two months notices in writing or subject the whole or a part of the premises. The owner / landlord shall not claim / entitled for any compensation / rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the Department.
33. That the Department will at the expiration of the said term or any extension thereof (if agreed to manual) peaceable and quietly yield and deliver up possession of the demises premises to the owner/ landlord in the nearly same condition as at the time of commencement of initial lease. Wear & Tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God excepted by this condition shall not construed to render the Department liable to do any repairs of any kind to the demised premises.
34. After receipt of the Department's confirmation for leasing of the premises which is considered to be most suitable / reasonable and its acceptance by its owner / landlord(s) backs out on account of any reason, the owner / landlord(s) is liable to pay the Department the full expenditure incurred by the Department from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.
35. The department reserves the right to accept or reject any or all the officer without assigning any reason thereof.
36. The premises offered should have construction approvals / clearance from all Central / State Government Department as may be necessary by the local authorities.
37. Participation in the tender does not entail any commitment from the lessee and lessee and lessee reserves the right to reject any / all offers, including that of lowest tendered without assigning any reason.
38. Technical bid should be accompanied by the following documents;
 - i) Location Map.
 - ii) Copy of the agreement for the acquisition of property.
 - iii) Approval plan of the offered premises with exact measurement for carpet area along with built up area.
39. The lease shall be for minimum period of three (03) years subject to the conditions as may be prescribed by the government from time to time;
40. In case of re-hiring, the revision of rent by more than eight percent (8%) per annum is permissible if the revised rent is within the FRC/RRC range
41. "The mentioned conditions may be relaxed due to administrative reason in an appropriate case".

Annexure – II

**PROFORMA FOR TECHNICAL BID
DETAILS OF OFFER FOR LEASE**

(To be submitted in a separate sealed envelope super-scribed “Technical Bid”)

1	Date of Advertisement	:	
2	Details of owner landlord		
2.1	Name	:	
2.2	Address	:	
2.3	PAN No. (copy to be enclosed)	:	
2.4	Aadhaar No. (copy to be enclosed)	:	
2.5	Telephone / Mobile No.	:	
2.6	Fax No. (if any)	:	
2.7	E-mail address	:	
2.8	Name of the contact person & Phone No.	:	
3	Details of the Property		
3.1	Address and locality in which the Property is situated	:	
3.2	Whether Commercial or dual (Residential cum commercial)	:	
3.3	Enclosed a copy of Floor plan or the premises offered	:	
3.4	Usage of property as approved by Local Authority (strike out whichever is not applicable)	:	Residential / Commercial / Residential & Commercial / Shopping Centre / Shop-cum-Office
3.5	Type of structure (strike out whichever is not applicable)	:	Load bearing structure/ RCC Framed structure
3.6	Number of Floors in the building and the floor on which the premises offered	: Floors in the building premises onFloors / offered to the Department
3.7	Floor-wise rentable Carpet Area	:	i) First FloorSq. ft. ii) Second FloorSq. ft. iii) Third FloorSq. ft. Note:- The area offered should not include basement, which will be used exclusively for parking without any rent.
3.8	Whether the building place approved by the local authority or not an enclosed	:	Yes / No (If yes, copy enclosed)

	the copy of the same.		
3.9	Status of the bidder	:	Whether Owner or Power of Attorney
3.91	Is the building ready to use? Please enclosed BU permission	:	Yes / No (If yes, copy enclosed BU permission)
4	Amenities / facilities provided		
4.1	Whether Municipal water supply available or not. If not state the other source of water supply	:	Yes / No Other sources.....
4.2	Whether sanitary facilities (Toilets / Bath rooms /WC) available within the premises offered.	:	Yes / No Toilets / Bathrooms/ WC
4.3	Whether separate 3 phase electric power supply available or not. If available state the sanctioned power load.	:	Yes / No.KVA
4.4	Whether agreeing to provide free proper parking space for 25-30 Four wheelers and 50-60 Two wheelers	:	Yes / No.
4.5	Whether the premises offered is centrally air conditioned or not.	:	Yes / No.
4.6	Whether lift facility available or not.	:	Yes / No.
4.7	Stand by Generator arrangement, if any.	:	Yes / No.
4.8	Fire fighting arrangement, if any	:	Yes / No.
4.9	Security arrangement, if any	:	Yes / No.
4.10	Please mention if any other facility is provided	:	
5	Lease terms and Loan:		
5.1	Lease period offered (Generally for 15 years)	:Years
5.2	Period initial lease (Generally 5 years)	:Years
5.3	Number of renewal option (minimum two renewal options)	:Options

The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.

Place:

Date:

Signature and Name of Owner / Landlord

Annexure – III

FINANCIAL BID

From: (Full name and address of the Bidder)

To,
The Deputy Commissioner of Customs
Customs Division,
Valsad

Respected Sir,

I submit the Financial Bid in respect of your tender published on the CPPP Portal on _____ for taking on rent for office premises of Office of the Deputy Commissioner of Customs, Customs Division, Valsad, in the City of Valsad as envisaged in the Bid document.

2. I have thoroughly read and understood all the terms and conditions (including those in Annexure-I, II and III) as contained in the Bid documents, and agree to abide by them.

3. I offer the premises at the rates as indicated in the Financial Bid inclusive of all applicable taxes except GST as mentioned below:

Sr. No.	Building Description	Rate per Sq. mtr. Of carpet area per month (in Rs.)	Total Amount (in Rs.)	Total Amount (Words)

4. The rates will be inclusive of all taxes, fees, levies, local bodies taxes, property taxes, maintenance charges etc. (except GST) and any revision in any taxes, fees, etc. after the bid submission will be the responsibility of the Bidder.

5. In case of any discrepancy/ difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

Yours faithfully,

Signature and Name of Owner / Landlord

(a) Schedule of Financial Bid

The below mentioned Financial bid for is provided as (file name) along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this (file name) as it is quote their offer/ rates in the permitted column and upload the same in the Financial bid. Bidder shall not alter/ modify downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender may be rejected.

Sr. No.	Building Description	Rate per Sq. mtr. Of carpet area per month (in Rs.)	Total Amount (in Rs.)	Total Amount (Words)

1. The rates will be inclusive of all taxes, fees, levies, local bodies taxes, property taxes, maintenance charges etc. (except GST) and any revision in any taxes, fees, etc. after the bid submission will be the responsibility of the Bidder.

2. In case of any discrepancy/ difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

Yours faithfully,

Signature and Name of Owner / Landlord

Annxure IV

UNDERTAKING BY THE BIDDER

1. I/We undertake that I/We or my/our firm
M/s. _____ has not been blacklisted by any Govt.
Department/ Public Sector Undertaking/ Autonomous Body.

2. I _____ Son/ Daughter/ Wife of Shri
_____ Proprietor/ Partner/ Director/ Authorized
signatory of M/s. _____ am competent to sign this
declaration and execute this tender documents.

3. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.

4. The information/ documents furnished along with the above application are true and
correct to the best of my knowledge and belief. I/ We are well aware of the fact that furnishing
of any false information / fabricated document would lead to rejection of my tender at any
stage besides liabilities towards prosecution under appropriate law.

5. I/ We understand that in case any deviation is found in the above statement at any
stage, my/our concern/ firm/ co. may be blacklisted and shall not have any dealing with the
Department in future.

Date:

Signature and Name of Owner / Landlord

Place:

Office Stamp/ Seal

TENDER ACCEPTANCE LETTER

(To be given on Letter head, if bidder is firm, co. etc)

To,
The Principal Commissioner of Customs,
1st Floor, Customs House, Navrangpura,
Ahmedabad

Subject: Acceptance of Terms & Conditions of Tender – reg.

Tender Reference No.: _____

Name of Tender/ Work: _____

Sir,

1. I/ We have downloaded the tender document for the above mentioned “Tender” from the CPPP Portal as per your advertisement, given in the above mentioned website.

2. I/ We hereby certify that I/ We have read all the entire terms and conditions of the tender document given in:

- i. Notice Inviting Tender,
- ii. Terms and Conditions (Annexure-)
- iii. Technical Bid (Annexure-)
- iv. Financial Bid (Annexure-)
- v. Undertaking by the bidder (Annexure-)

which form part of the tender document and I/ We shall abide hereby by the terms/ conditions/ clauses contained therein.

3. The corrigendum(s) issued from time to time by the department/ organization to 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 certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department may, without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours faithfully,

Signature and Name of Owner / Landlord

With Official Seal

Annexure VI

(FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER)

01	There should be provisions for 24 hrs Electricity and Water supply
02	The area proposed to be 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 supply, lifts, sewerage, fire-fighting equipment and adequate toilet facilities. The electric power should be indicate
05	Whether there are suitable built in cabins ready to use or the bidder is willing to make cabins as per requirement
06	Facility for installing generators

Annexure VII

Checklist

Sr. No.	Document/Details	Enclosed/signed
01	Instruction to the bidder signed on every page	
02	Terms and conditions signed on every page	
03	Technical page signed on every page	
04	Bidder has enclosed copy of PAN	
05	Bidder has enclosed AADHAR details and copy thereof	
06	Bidder has enclosed copy of title deeds	
07	Bidder has enclosed copy of approved plan	
08	Bidder has enclosed copy of Municipal Tax Receipts	
09	Bidder has enclosed the Power of Attorney, if the bid is submitted other than the owner	
10	Bidder has enclosed floor wise sketch of carpet area	
11	Bidder has enclosed affidavit stating that space offered is free from any liability and litigation	