



भारत सरकार  
GOVERNMENT OF INDIA  
आयकर विभाग  
INCOME TAX DEPARTMENT

Office of the Commissioner of Income Tax( TDS ), Panaji  
3<sup>rd</sup> Floor, Pundalik Niwas, Rua-De-Ourem, Panaji, Goa  
Phone / FAX: 0832-2432596

F,no. 27/Infra/CIT (TDS.)/PNJ/Tender/2016-17

Dated: 07/12/2016

**TENDER FOR HIRING OF OFFICE PREMISES**

Sealed tenders are invited for hiring of office space for following offices having a net carpet area mentioned against each of the office, located within the municipal limits of Panaji for an initial period of three years which may be reviewed from time to time.

S/no	Name of the office	Area Required in Sq.Ft	Remarks
1	O/o. The Commissioner of Income Tax (TDS), Panaji	3000 Sq.Feet	Excluding Covered / Underground Parking Area if any.

If required by the Income-tax Department, the net carpet area for each of the offices specified above should preferably be in a single independent building, but proposals for one floor or two or more floors in one building may also be considered.

2. The place should be suitable for use as office and preferably be ready to be occupied with partitions, cupboards, toilets, lifts etc. Offer of exclusive building will be preferred. In case, exclusive building is not available within the specifications, exclusive floor is preferable. The office premises should be legally free from all encumbrances. Finalization of rent based on location and quality of construction and other amenities provided is subject to clarification by CPWD/Local Infrastructure Committee and final approval / sanction by the Government of India as per the rules framed in this regard.

3. Interested persons can obtain the terms and conditions of the tender, proforma for requirement of technological and financial bid documents from the office of the Income Tax Officer(Hqrs), O/o.Commissioner of Income-tax( TDS), Ground floor, Pundalik Niwas, Rua-de-Ourem, Panaji, Goa.

4. The tenders should be submitted in the office of the Commissioner of Income-tax, (TDS), 3<sup>rd</sup> floor, Pundalik Niwas, Rua-de-Ourem, Panaji, Goa, in a single sealed envelope marked as "Tender for Hiring of Office premises for the Income Tax Department at Panaji, Goa. REFERENCE NUMBER: F,no. 27/Infra/CIT (TDS.)/PNJ/ Tender/2016-17 Dated: 07/12/2016 containing two separate sealed envelopes for technical and financial bids each under envelope marked clearly as "TECHNICAL BID " for

office accommodation for Income-tax Department and " FINANCIAL BID" for office accommodation for Income-tax Department.

5. Last date for

- i. Issue of tender forms during office hours: 09.12.2016 to 23.12.2016
- ii. Submission of tender forms on or before: 23.12.2016
- iii. Opening of tenders 28.12.2016 at 11.30 AM

at O/o JOINT COMMISSIONER OF INCOME-TAX ( TDS)  
Ground floor, Pundalik Niwas, Rua-de-Ourem,  
Panaji - Goa



( MANJEET SINGH )  
Joint Commissioner of Income-tax (TDS)  
TDS Range, Panaji - Goa

**ANNEXURE-1**

**O/o.THE COMMISSIONER OF INCOME TAX( TDS ) PANAJI**  
**3<sup>rd</sup> FLOOR, PUNDALIK NIWAS, RUA DE OUREM , PANAJI, GOA-403001**

**TERMS & CONDITIONS:**

1. The Building should preferably be new and located within the Municipal Limits of Panaji, Goa
2. The building should be free from all disputes and its building map/ plan should be approved by all concerned authorities.
3. The building should be adequately ventilated
4. The building(s) should be fit for commercial/office use and should be preferably on the same or continuous floor.
5. There should be adequate space for parking of two wheelers and Four wheelers
6. The building should have assured power backup and running water supply on continuous basis.
7. The legal owner will undertake to carry annual repairs and maintenance every year.
8. There should be a provision of lift.
9. The building should have appropriate fire safety compliance mechanism and earthquake resistant.
10. The office space should have electrical fixture like switches, power points of ISI/BIS specifications.
11. The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
12. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation with atleast two toilets per floor.
13. The building should be secure enough to protect the government property.
14. The building shall be taken on rent for a period of of 3 years from the date of agreement and thereafter its renewal shall be done on the basis of mutual agreement and in accordance with existing guidelines on the subject.
15. No tender will be accepted by fax, e-mail or any other such means.

**Earnest Money Deposit:** The bidder will be required to furnish earnest money of Rs.25,000/- in the form of demand draft in favour of ZAO,CBDT,Panaji payable at Panaji. The DD towards EMD of the unsuccessful bidders will be returned within one month of finalization of tender, issuing and acceptance of offer. Without the Demand Draft for EMD, the tender shall be outrightly rejected. Demand Draft for EMD should be submitted with Technical Bid.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from SI. No. 1 to 15 will constitute the technical specifications apart from specifications as per Technical bid format.

The rent demanded per sq. ft. of the covered area will constitute the Financial Bid. The rent offered should be inclusive of property tax, or any other tax required to be paid by the property owners. The lease deed shall be signed for a minimum period of 3 years subject to the conditions as may be prescribed by the government from time to time.

The tenders are being invited on the basis of dual bid system (i) Technical Bid- Giving complete details of the technical aspect (ii) Financial Bid- Mentioning the financial terms and conditions.

First the technical Bid tenders shall be shortlisted and financial bids of only those would be considered. Technical and financial bids should be submitted in separate sealed envelopes. The words 'Technical Bid' and 'Financial Bid' should be clearly mentioned on the said envelopes. The tenders should be received in the office of Income Tax Officer (Hqrs), O/o. Commissioner of Income Tax( TDS), Panaji located at Ground Floor , Pundalik Niwas Building, Rua De Ourem, Panaji, Goa-403001 on any working day till 23.12.2016. Incomplete and belated proposals shall be out rightly rejected. The Commissioner of Income Tax (TDS), Panaji reserves the right to reject any tender or all tenders without assigning any reason. The interested parties are also requested to mention their corresponding address & telephone numbers & email-Id on the face/cover of the bids for future communications.



(Manjeet Singh)  
Joint Commissioner of Income Tax,  
TDS Range, Panaji

Enclosures:- (1) Technical Bid Format (Annexure-2 & 3)  
(2) Financial Bid Format (Annexure-4)

Copy submitted to :-

1. The Principal Chief Commissioner of Income Tax , Karnataka and Goa Region for publication in the official website i.e. [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) / [www.incometaxbengaluru.in](http://www.incometaxbengaluru.in)
2. To The Chief Commissioner of Income Tax(TDS), Bangalore
3. Notice Board at o/o CIT(TDS),Panaji at Pundalik Niwas Building , Panaji,Goa
4. Guard File



(Manjeet Singh)  
Joint Commissioner of Income Tax,  
TDS Range, Panaji

## ANNEXURE "2"

REFERENCE NUMBER: F.No.27/Infra/CIT(TDS)/PNJ/Tender/2016-17 DATED 07/12/2016

Subject: TENDER FOR HIRING OF OFFICE PREMISE FOR OFFICES OF COMMISSIONER OF INCOME TAX (TDS), PANAJI- REGARDING

TECHNICAL BID

(Attach extra sheets, if required, which should also be signed)

Sl. No.	Particulars	Details (Please tick/fill up with relevant answers, wherever required)
1.	Name of the person/ party submitting the bid (hereinafter referred to as the bidder)	
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)	
4.	Status of 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 Authorized signatory or owner (Specify clearly)	
6.	Contact details of the bidder	
6.1.	Name	
6.2.	Complete Postal Address	
6.3.	Telephone Nos. with STD code, including Mobile number	
6.4.	Fax Nos. With STD code	
7.	Contact details of the owner (if different from bidder)	
7.1.	Name	
7.2.	Complete Postal Address	
7.3.	Telephone Nos. with STD code, including Mobile number	
7.4.	Fax Nos. With STD code	
8.	Details of the property offered	
8.1.	Location & address of the property	
8.2.	Is property having 'office use' as permissible use by competent authority	
8.3.	Whether it is an independent property for exclusive use by Income Tax Department without sharing with any other user, if yes, give details	
8.4.	Whether the space offered for hire is situated in more than one floor of a property, if yes, specify floors	
8.5.	Total plot area of the property where office space is offered (complete land area including open spaces, constructed area within the boundary of property offered on rent) (in sq.ft)	
8.6.	Total carpet area on each floor offered for rent (in sq. ft.)	
8.7.	Total carpet area (total of all floors) offered (excluding underground/ covered parking areas) (in sq. ft.)	
8.8.	Open area (open parking space, inner roads, garden, etc.)	

8.9.	Covered parking area (garages, underground parking etc.) if any	
8.10.	Approximate distance of the property from Panaji office	
8.11.	Width of road on which the property is located	
8.12.	Whether proper access from road is available	
8.13.	Details regarding natural light and proper ventilation	
8.14.	Whether the property is free from all encumbrances, claims, litigations etc., if not give details	
8.15.	Whether all Govt. Dues including property tax, electricity, telephone, water bills, etc. have been duly paid upto date. (enclose documentary proof for the same)	
8.16.	Whether the property is physically vacant and available for possession	
8.17.	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 (if any) and open parking space may be indicated separately	
8.18.	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any)	
8.19.	Details of lifts – capacity and number	
8.20.	Details of available fire safety and security measures	
8.21.	Whether suitable power supply for commercial operations is available	
8.22.	Whether adequate open space for installation of generators is available	
8.23.	Details of the power back up, whether available or not	
8.24.	Any other facility which the owner, bidder may provide to the Department in the proposed property such as Conference Room, Business Centre, Food Court, Gymnasium and other recreational facilities, etc.	
9.	Have you enclosed following documents along with this offer	
9.1.	Copy of the property plan, duly approved by the competent authority/ Govt., as the case may be	
9.2.	If bidding as Power of Attorney of owner, copy of duly constituted Power of Attorney. If bidding as authorized signatory of company/ partnership firm, copy of requisite Board Resolution/ Authority Letter, etc.	
9.3.	If the owner of the Power of Attorney of the owner is a partnership firm or a company/society etc, copy of the partnership deed or Memorandum/ Articles of Association of the Company/ Registration Certificate/ Bye Laws etc. of the society, Board Resolution (if bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted).	
9.4.	Any other relevant documents (please specify)	
10.	Maximum time required for completing the internal wall partitions & other finishing works as per user requirements	

\* Enclose 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,

Signature: \_\_\_\_\_

Place:

Name: \_\_\_\_\_

Date:

Designation \_\_\_\_\_

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

**PROFORMA FOR TECHNICAL BID****ANNEXURE-3**

The Technical Bid should be as given below and should be supported by the documents indicated. The Demand Draft/Bankers' Cheque in respect of 'Earnest Money Deposit' should be submitted with the 'Technical bid'

1	Name and address of the Bidder.
2	Telephone No./ Fax No./Mobile No.
3	Website/e-mail address.
4	Permanent Account Number (PAN) (provide proof).
5	Details of VAT & Service Tax registration (provide proof).
6	Details of Demand Draft/Banker's enclosed. Cheque in respect of EMD. Cheque in respect of Cost of Bid -document.
7	Certified financial statements (FY 13-14, 14-15 & 15-16) and a copy of the IT Returns (AY 14-15 A.Y 15-16 & A.Y 16-17) as required by Point (iii) of the Technical criteria.
8	Details and proof of orders fulfilled during the last three years as required by Point (iv) of the Technical criteria.

**DECLARATION**

I /we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage. I /we will be blacklisted, my/our earnest Money Deposit (EMD) forfeited and that I/we will not have any dealing with the Department in future.

Place:

Signature of Bidder

Date:

Name:



## ANNEXURE "4"

ReferenceNumber: F,no. 27/Infra/CIT (TDS.)/PNJ/Tender/2016-17 Dt: 07/12/2016

Subject :- TENDER FOR HIRING OF OFFICE PREMISE FOR OFFICES OF CIT(TDS),PANAJI---REG

### 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 Number):
5. other details as per tabular form :

Name and address of the premises	Total *Carpet Area offered in Sq.Ft	Rate per Sq.Feet	Monthly Rent per Sq.Feet (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.

Date:

Signature and stamp of the owner / bidder! authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the category in which signing, whether on his own behalf or as Power of Attorney / Authorised Signatory of the owner)