



GOVERNMENT OF INDIA
OFFICE OF THE ADDITIONAL COMMISSIONER OF INCOME-TAX – VELLORE
NO.2, BARRACKS CROSS STREET, OFFICER'S LINE
VELLORE – 632 001

**NOTICE INVITING BIDS FOR HIRING BUILDING / ACCOMMODATION FOR
OFFICE SPACE AT THIRUVANNAMALAI ON LEASE / RENT BASIS**
Dated : 20th NOVEMBER, 2015

The Income Tax Department, Vellore intends to hire for Thiruvannamalai office premises, a building or a part of a building on lease / rent. The total covered area required for the office is around 6000 square feet of carpet area as a single unit at Thiruvannamalai. Detailed tender documents are available on website: www.tninetax.gov.in.

2. Interested parties [PSUs, Govt. and Non-Govt.] may send their sealed offers super-scribed "BID FOR LEASED ACCOMMODATION" in the prescribed format. The terms & conditions of the lease can be downloaded from the website: www.tninetax.gov.in. The offers [Technical and Financial Bids separately], in the prescribed format, must reach the "OFFICE OF THE ADDITIONAL COMMISSIONER OF INCOME-TAX – VELLORE, NO.2, BARRACKS CROSS STREET, OFFICER'S LINE VELLORE – 632 001" either by post or in person on or before 10th November, 2015 at 5.00 P.M. No tender will be accepted by FAX or email or Courier or any such other means.

Sd/-
(B.LAKSHMINARAYANAN)
JOINT COMMISSIONER OF INCOME-TAX
VELLORE RANGE, VELLORE, TAMILNADU



**GOVERNMENT OF INDIA
OFFICE OF THE ADDITIONAL COMMISSIONER OF INCOME-TAX – VELLORE
NO.2, BARRACKS CROSS STREET, OFFICER'S LINE
VELLORE – 632 001**

REQUIREMENT OF OFFICE SPACE

The Income Tax Department is looking for office space on lease basis for use of its offices at Thiruvannamalai [6000 square feet carpet area]. Interested parties [PSUs, Govt. and non-Govt.] may submit their bids on or before 10TH DECEMBER 2015 BY 5.00 PM either in person or by post to the Office of the Additional Commissioner of Income Tax, Vellore Range, Vellore, Tamilnadu.

2. TERMS AND CONDITIONS :

2.1 The space offered should preferably be an open hall approved for commercial / institutional use on a single floor. Evidence of appropriate approvals for commercial / institutional use of the property must be submitted along with the technical bid.

2.2 If the accommodation offered is in a multi-storey building, appropriate provisions for “lift” and “back-up generator” should be available.

2.3 Adequate space for parking should be available as per the rules and regulations of the Local Authority.

2.4 The property offered should have 24 hrs electric supply with a separate electric meter (commercial) installed exclusively for the use of the Department. The property offered should also have adequate space for installation of “Genset/UPS/outdoor split AC units, etc”.

2.5 The accommodation should have provision for 24 hrs running water supply for both drinking and other utilities.

2.6 There should be adequate arrangement for public utilities like restrooms, lavatories, etc. for men and women separately.

2.7 The responsibility for payment of all kinds of taxes, such as property-tax, municipal-tax, sewerage tax, water tax, etc. in connection with the property offered should be borne by the owner / bidder and updated copies of all tax receipts should be attached with the bids.

2.8 The property offered should be well-connected by the public transport at a fair distance and should be easily accessible.

2.9 The property offered should have adequate security cover and fire safety measures installed as per the requirements of Department of Fire & Rescue Services, Government of Tamil Nadu. Sufficient accommodation for watch and ward staff should be available.

2.10 The corridors, staircases, etc should be sufficiently wide with a minimum width of four feet.

- 2.11 Possession of the accommodation should be handed over to the Department within 30 days from the award of the order and rent shall be payable from the date of possession.
- 2.12 The space offered should be free from liabilities and litigation with respect to its ownership, lease, rent, etc. and there should be no pending payments against the same.
- 2.13 Clearances / No Objection Certificates from all relevant Central / State Government and Municipal Authorities for use as office premises confirming to the rules and regulations along with the documents in support of ownership of the land and building thereon must be submitted with the technical bid.
- 2.14 Also copies of approved plan of the accommodation offered should be submitted along with the technical bid.
- 2.15 The tender will be acceptable only from owners of land & building / property. Sub-lease may be considered subject to clearance from Ministry of Law Justice & Company Affairs, Govt. of India.
- 2.16 If the space offered has power back-up, electrical fixtures (lights, fans, air-conditioners, etc) installed, the bidder may quote the rates separately. However, if the rates quoted for these facilities are not found acceptable, the bidder should be prepared to remove the same at their own cost. Further the rent per sq. ft. of carpet area should clearly indicate the rates if provided as a "warm-shell" and if provided with partitions (brick or wooden), false ceiling etc. for the purpose of assessment of lowest bid, rates for space for "warm-shell" only will be considered.
- 2.17 The rates quoted should be exclusive of service taxes applicable.
- 2.18 The rate should be quoted in Indian Rupees only.
- 2.19 Over-writing, alterations, if any in the bids should be signed by the authorized signatory. Bids in typewritten form are preferred.
- 2.20 No tender will be accepted by courier, fax, email or any other such means, except by hand or through speed post.
- 2.21 Tender not confirming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- 2.22 Any form of canvassing / influencing the bid will attract rejection of bid submitted by the bidder.
- 2.23 Offers from Govt. departments/organizations shall be preferred.
- 2.24 All disputes will be subject to adjudication of Madras High Court.
- 2.25 Department will not pay any brokerage for the property offered.
- 2.26 The initial lease will be for a maximum period of three years and may be renewed further for three years at a time.
- 2.27 Lease will be formalized in the pro-forma of Standard Lease Agreement as applicable for Central Govt. Departments. Periodical revision of rent will be considered as per clauses of Standard Lease Agreement.
- 2.28 The bids should be accompanied by the following documents:-
- i) Documents in support of ownership of building / Land and construction thereon.
 - ii) Copy of PAN No. & TAN No of original owner of premises

- iii) Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
- iv) Certificate of authorized signatory from CEO, if the owner is a Company, firm, Society, etc.
- v) An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there is no pending payments against the same.
- vi) No Objection Certificate / Clearance Certificate from all relevant Central/State Government / Municipal Authorities, including Fire Department, for commercial / institutional /office / dual use of the property.
- vii) Copies of approved plan of the accommodation offered.
- viii) Attested / self-certified copy of completion certificate issued by the competent authority.
- ix) Proof / certificate from the authorized architect certifying the carpet area of the space offered for hiring.
- x) Updated copies of all Municipal/other applicable tax receipts.
- xi) Undertaking from the owner indicating the period and time when the accommodation could be made available for occupation after signing the agreement.

3. PROCEDURE FOR SUBMISSION OF TENDER:

3.1 The offers are entertained in two bid system i.e. (a) the first envelope containing techno commercial information and (b) expected rent.

3.2 Both the bids (technical and financial) duly signed by the owner or his authorized signatory should be sealed in two separate envelopes as described below:

(a) Envelope 1 containing technical bid in annexure-I duly completed in all respects along with all relevant documents.

(b) Envelope 2 containing the financial bid, as prescribed in the annexure – II showing rates, financial terms and conditions, etc.

3.3 Both the envelopes should be super-scribed in bold letters with the statements 'TECHNICAL BID FOR RENTED / LEASED ACCOMMODATION' or 'FINANCIAL BID FOR RENTED/ LEASED ACCOMMODATION', as the case may be.

3.4 Finally, the above-mentioned two envelopes should be sealed in a single cover and addressed to "OFFICE OF THE ADDITIONAL COMMISSIONER OF INCOME-TAX – VELLORE, NO.2, BARRACKS CROSS STREET, OFFICER'S LINE, VELLORE – 632 001" super-scribed as 'BID FOR RENTED/LEASED ACCOMMODATION' and must reach on or before the closing time and date indicated on top of this document.

NOTE: Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.

3.5 The Technical Bid should be accompanied by the documents as indicated in para 2.28 above, without which the tender will be considered incomplete and hence, summarily rejected.

3.6 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.

3.7 Only those technical bids which satisfy all the pre-qualification criteria mentioned in Annexure III shall be considered for Evaluation.

3.8 For any pre-bid submission queries, the prospective bidders may contact Shri. K. Ashokkumar, Income-tax Officer, Ward-1, Vellore O/o Addl.C.I.T., Vellore Range, Vellore. Telephone No. 044-2221519/2224825.

3.9 Queries, if any, raised by Income tax Department, subsequent to opening of Technical Bids should be answered by the prescribed date. In case of no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through e-mail and confirmed through a formal letter, duly signed by the authorized signatory.

3.10 Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

4. PROCEDURE FOR OPENING OF TENDER:

4.1 The tender will be opened publicly at 15.00 Hrs. on 11TH, DECEMBER, 2015, in the Conference Hall, Third Floor, OFFICE OF THE ADDITIONAL COMMISSIONER OF INCOME-TAX – VELLORE, NO.2, BARRACKS CROSS STREET, OFFICER'S LINE, VELLORE – 632 001.

4.2 While opening the tenders, the envelopes containing Technical Bids shall be opened first. The Technical bid will be evaluated by an Evaluation Committee set up by the Chief Commissioner of Income-Tax (CCA), Chennai. The Evaluation Committee will open Financial Bid after evaluation of the Technical Bids. Financial Bids of only the technically qualified bidders will be opened.

4.3 The Evaluation Committee shall visit the space offered by bidders to ascertain the suitability of the location / space and other facilities / utilities available. The assessment of the Evaluation Committee would be one of the major criteria for evaluation of the technical bids. The score of the technical bids by the Evaluation Committee would be as per the technical evaluation criteria prescribed in Annexure IV.

4.4 The bidders would be qualified for opening of their Financial Bids subject to evaluation of the Technical Bids submitted and satisfactory report from the Committee after visiting the premise. The date, time and place for opening of financial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or telephone or post. The bidders, if they so desire, can depute their representatives for opening of Financial Bids

4.5 The bidders would be qualified for opening of their Financial Bids based on the assessment as per evaluation of the technical bids. Financial bid of only those bidders shall be considered who secure at least 65 marks out of total 100 for the technical evaluation score. There is no cap on minimum number that can be declared technically qualified.

5. BID EVALUATION:

5.1 The Financial Bids would be evaluated based on the fully furnished functional ready-to-move-in accommodation along with power back up, common area charges, fixtures, ACs, fans, etc. The taxes, if any, may be shown separately.

5.2 The financial bid will be scrutinized and finalized subject to ratification by the Central Public Works Department. The rent demanded by the landlord or fair rent as suggested by the CPWD, whichever is lower, will be considered for finalization.

6. PAYMENTS:

6.1 Payments shall be made by Income Tax Department, Chennai against pre-receipted bills as per the lease deed to be executed between Income Tax Department and the owner or his/her legal representative.

6.2 Payment of rent will be made in advance on monthly basis by RTGS procedure after deduction of the tax at source (TDS) as applicable from time to time.

6.3 No security deposit or any other advance payment, except the monthly rent, shall be payable by Income Tax Department.

7. ARBITRATION:

All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at Chennai only.

8. PENALTY CLAUSE:

Failure on the part of the owner will attract penalty on the rates decided by the Arbitrator.

9. MISCELLANEOUS:

- 9.1 The offer should be valid up-to 180 days after closing date of tender.
- 9.2 Income Tax Department shall be under no obligation to accept the lowest quotation.
- 9.3 Non-fulfillment of any of the above terms shall result in rejection of Bid.
- 9.4 All disputes lie within the jurisdiction of High Court at Madras only.

10. LIST OF ENCLOSURES:

Bidder should number the pages submitted in form of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid.

SD/-
(B.LAKSHMINARAYANAN)
JOINT COMMISSIONER OF INCOME TAX
VELLORE RANGE, VELLORE, TAMIL NADU

**TENDER DOCUMENT – TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION
TO INCOME-TAX DEPARTMENT, VELLORE**

S.No.	Particulars	Documents to be submitted
1.	Full particulars of the legal owner of the premises: a) Name : b) Address (Office & Residence) : c) Telephone & Mobile No. : d) Telefax : e) E-mail ID : f) PAN No. & TAN No.	Copies of PAN Card & TAN Card
2.	Full particulars (with complete contact details e.g., postal address, phone number, mobile number and e-mail ID of person(s) offering the premises on rent / lease and submitting the tender	Please provide details
3.	Status of the applicant with regard to the accommodation offered for hiring	
4.	a) Complete address with brief description and location of the accommodation offered. b) Whether commercial or dual use (residential-cum-commercial)	Relevant certificates from Local authority for commercial or dual use. If applicable, Local Authority certificate for use of Commercial purpose.
5.	Total area offered for rent (floor wise) in sq ft. i) Carpet area ii) Covered area iii) Super Built up area iv) Dimensions of staircase & corridors	Certified sketch & site plan
6.	Particulars of completion certificate.	Attested/self-certified copy of completion certificate issued by the competent authority.
7.	Facilities for vehicle parking	Please provide details of capacity of vehicle parking space in terms of number of cars and two wheelers, separately.
8.	Type of accommodation:- a) whether single floor or multi-storey b) with provision of rooms on each floor of hall type c) whether there are any conditions for carrying out partitioning as per requirement of the Department d) whether rooms are constructed e) whether modification in internal plan permitted in case of constructed rooms. f) details of space available for installation of Gen-sets / UPS, etc.	Please provide answer to each of the sub points
9.	Number of lifts and their carrying capacity	Provide details of make, year of installation & status of working etc
10.	Availability of facilities / utilities	Number of Toilets (floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Commode and Wash basin (separately of men and women)
11.	a) whether running water, both drinking and other utility available round the clock. b) whether sanitary and water supply installations have been provided	Please provide point wise reply
12.	a) whether electrical installations and fittings, power plugs, switches etc., are provided or not. b) whether building has been provided with fans or not (if yes, the number of fans – floor wise) c) whether provisions for Air conditioning with power points available or not?	Please provide point wise reply

13.	i) sanctioned electricity load ii) whether willing to get the electricity load increased in case Department needs.	
14.	i) Details of power backup facilities ii) Arrangements for regular repairs and maintenance of such 'Power Back Up' facility	Please provide point wise reply
15.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate	(Copy of certificate to be enclosed).
16.	The period and time when the said accommodation could be made available for occupation after the approval by Department	Undertaking from the owner
17.	i) Specify the period for which the property is being offered for rent with provision of extension. ii) For what duration after handing over the possession to Department, the rates quoted should remain unchanged and rate of increment thereafter (within the period for which property is being rented)	A self attested undertaking from the owner of the property indicating the number of years for which property is being offered for rent to the Department An undertaking from the owner of the property indicating number of years for which the rent shall remain constant and rate of increase thereafter.
18.	Distance from the nearest: a) Railway Station b) Bus Stand	Please provide point wise details
19.	Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority like CPWD?	Yes / No
20.	Various Tax receipts (property, corporation / municipality tax etc.)	
21.	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.	A self attested undertaking indicating the same along with certificate in this regard by the competent authority.
22.	Clearances / No objection Certificates from all relevant Central / State Government and Corporation / Municipal Authorities including Fire Department for use as office premises conforming to the Corporation / Municipality Rules and Bye-laws	Copies of all clearances / No Objection Certificates from all relevant Central / State Government and Corporation / Municipal Authorities Copies of approved plan of the office space being offered Documents in support of ownership of Building / Land and construction
23.	Any other salient aspect of the building, which the party may like to mention	

Declaration:

i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

ii) It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be false, I/We shall be liable to such consequences /lawful action as the Department may wish to take.

Signature_____

Name_____

Designation_____

FINANCIAL BID
HIRING OF ACCOMMODATION FOR OFFICE

Full particulars of the legal owner of the premises:

- a) Name
 b) Address (Office & residence)
 c) Telephone & Mobile No. d) Telefax :
 e) E-mail ID
 f) Address of Property offered

S.No.	Brief Description	Total Carpet Area	Rate Quoted per sq. ft. of Carpet Area	Amount per month (Rs.)
1.	Property for office space (warm shell) only			
2.	Taxes, if any (not to include Muncipal taxes)			
3.	Total Amount Per Month (in figures)			
4.	Total Amount Per Month (in words)			

Note

- a. The term “warm shell” refers to the owner delivering the space to the tenant with basic finishing’s which include painted walls, electrical panels and outlets, tiled floor, plastered ceiling with basic lighting, finished bath rooms and fire safety systems.
- b. The rates quoted in Sl. No.1 above should be restricted to the office space provided as ‘warm shell’ and other charges viz. power back-up, charges for fan, light fixtures, air conditioning etc. and any other charges towards extra feature, maintenance cost etc. shall be excluded. The same shall be quoted separately in Annexure-II B.
- c. Periodical revision to rent will be determined as per the conditions laid down in Revised Standard Lease Agreement as per OM No.16011/1/2000-Pol.III of Directorate of Estates, Govt. of India dt. 03-09-2001.
- d. Lowest bidder shall be decided based on the rate quoted per sq. ft. of carpet area filled in Sl. No.1 above. No other charges shall be considered in deciding the lowest bid.
- e. Quote should be covering all taxes and duties. This shall be the amount payable by the Department monthly as rent.
- f. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. in case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

Signature_____

Name_____

Designation_____

Date_____

OTHER CHARGES
HIRING OF ACCOMMODATION FOR OFFICE

S. No.	Brief Description	No. of units being made available	Per unit cost quoted (in Rs.)	Total amount (in Rs.)	Remarks, if any
1.	Power back up if any				
2.	Charges for fan & lights fixtures, if provided				
3.	Charges for AC, if installed				
4.	Any other charges for any extra feature, etc. (please specify)				
5	Maintenance charges (please specify)				
Total Amount (in Rs.)					

Note:

- a) Above mentioned charges shall be over and above the Total Amount quoted in Annexure – II A as monthly rent.
- b) The Other charges mentioned in this Annexure shall not be considered while deciding the lowest bidder.
- c) If the charges quoted are unacceptable to the Department, the bidder shall be ready to remove the assets from the property being rented.
- d) The Department shall have no obligation to accept these charges. The charges may be negotiated with the selected bidder.

Signature_____

Name_____

Designation_____

Date_____

Pre-Qualification Criteria

1	6000 square feet of Carpet Area (+) /(-) 10% in one block .
2	24 hrs availability of Electricity and Water Supply
3	Dedicated Parking of cars and two wheelers as per extant Local Authorities Rules at the time of obtaining approval for construction
4	Availability of approved plan / drawing
5	Availability of relevant certificates from Local / Municipality and Other Authority for Commercial or dual use
6	Affidavit from the Original owners or authorized agents clearly stating that space offered for rent is free from any litigation /disputes with regard to ownership, pending taxes/electricity bills, dues etc.
7	Fire Department Certificate
8	A self attested undertaking from the owner of the property indicating the number of months for which the property is being offered for rent
9	Copies of all clearances / No objection certificates from all relevant Central / State Government and Municipal Authorities
10	Documents in support of ownership of Building / Land and construction

Note: Only those bids which satisfy all the 10 qualification criteria mentioned above shall be considered for Evaluation

EVALUATION CRITERIA

	Technical Evaluation Criteria	Max Marks	Terms of Evaluation Independent Building	Marks obtained
1	Availability of entire space in one independent building or continuous floors in a building	20	Independent building with minimum carpet area of 6000 square feet.	20
			Single floor with carpet area of 6000 square feet in a building with dedicated entry	15
			Single floor with carpet area of 3000 sq feet in a building with out dedicated entry	10
2	Availability of dedicated parking space (four wheeler / two wheeler)	20	Three dedicated car parking with two wheeler parking	20
			Two dedicated car parking with two wheeler parking	15
			Single dedicated car parking with two wheeler parking	10
3	Proximity to any other public transport	20	≤ 500 m	20
			> 500 m and ≤ 1000 m	15
			> 1000 m and ≤ 1500 m	10
4	Suitability of accommodation for Income tax as per Assessment of the Evaluation Committee after physical verification of the property. The assessment will be broadly be based on parameters such as connectivity from railway station , , Central Bus Stand , ambience, age of the building, hygiene, electricity, availability of water – both drinking and non-drinking, public utilities, conditions of furnishings and fixtures, provision for security, watch and ward, power back-up etc.	40		To be decided by the Evaluation Committee
TOTAL MARKS		100		

NOTE: Financial bid of only those bidders shall be considered who secure atleast 65 marks out of total 100 for the technical evaluation score. There is no cap on minimum number that can be declared technically qualified.

Financial Evaluation	
Bidder quoting the lowest amount (L1 bidder) shall be declared selected.	
For arriving at L1 bidder following methodology shall be practiced.	
1	The rent shall be calculated taking into account the total monthly rent exclusive of all furnishings and fixtures, tax, any other charges, etc. It will be the rate quoted per sq. ft. of carpet area entered in Sl. No. 1 of Annexure – II A