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GOVERNMENT OF INDIA
OFFICE OF THE ADDITIONAL COMMISSIONER OF INCOME TAX, RANGE- 1
No. 44, Williams Road, Cantonment, Tiruchirappalli – 620 001.

C.No. Office accommodation/Addl. CIT/R-I/TRY/2014-15

Dated: 22.12.2014

**NOTICE INVITING BIDS FOR HIRING OF OFFICE ACCOMODATION FOR
INCOME TAX DEPARTMENT, TRICHY, RANGE-1**

The Office of the Additional Commissioner of Income Tax, Range-1,Trichy requires office accommodation for rent in the following specifications:

1. Carpet area with 4000 sq.ft.(approx)

The rent will be fixed by the CPWD as per the norms of Central Government. The accommodation shall be available in an easily approachable single building/ premise/floor preferably within the radius of 1 km from the Perambalur Bus Stand (New) with appropriate space for car parking and other ancillary facilities for establishing the newly created Income-tax office at Perambalur. Interested persons may contact the undersigned along with the details of the building in a sealed cover on or before 09/01/2015 by 4.00 PM.

The Form along with terms & conditions is available with this office as well as in the official website of Income Tax Office, Chennai Zone, www.tninetax.gov.in. The same can be downloaded from this website also.

Sd/-
(A. DHANARAJ)
ADDITIONAL COMMISSIONER OF INCOME TAX,
RANGE-1, TRICHY.

TERMS AND CONDITIONS

Building / space offered must be vacant, free from all encumbrances, claims and legal disputes etc. Documentary proof of ownership of Building, payment of all Taxes, Duties, Dues, Telephone, Water, and Electricity charges etc. must be submitted alongwith offer document.

2. Selected party shall be required to execute a Lease Agreement with the Income Tax Office, Range-1, Trichy in accordance with the provisions of the law applicable. The agreement shall be signed initially for a period of three years extendable for the further period as per the requirements of the user and with mutual consent only. However Income Tax Office, Range-1, Trichy may vacate the premise, by giving 2 months notice.

3. Monthly rent should be quoted on lump sum basis for the entire area offered (Covered area of main building, any other permanent structure, covered / underground parking as well as open parking area, open space like garden, inner roads etc.) for the entire Agreement Period of three years. Prices quoted must be submitted in the format of Financial Bid prescribed at Annexure 'III'. Total covered / built up area needs to be shown separately at appropriate place in Technical Bid and Financial Bid to facilitate calculations of rate per Sq.ft. Quoting parties may note that no increase in Rental Charges per month will be allowed during the initial three years of the agreement period.

4. All the terms and conditions given in the Tender Document as well as those appearing in the different clauses are sacrosanct and shall be considered as integral part of this Offer / Tender.

5. Intending parties may furnish complete details in the Technical Bid given in Annexure-I and Annexure-II and Financial Bids in Annexure-III to this document. Incomplete / Incorrect bid will be treated as rejected. No further correspondence will be entertained.

6. All the existing & future rates, taxes insurance fee including public liability insurance, including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the landlord.

7. The Income Tax Office, Range-1, Trichy shall pay charges towards of electric power, light and water used on the said premises during the lease period on actual consumptions basis. Meters are to be installed by owner, at his cost in working condition.

8. The Income Tax Office, Range-1, Trichy may during the currency of the Lease Period / Extended Lease Period carry out such alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.

9. Tenders / Offers received shall be processed in two parts. All information and documents contained in cover-I, shall be the technical Bid. Details furnished in the Technical Offer shall be assessed / evaluated. Financial Bids (Cover-II) of those bidders shall be opened whose Technical Offers are found valid, eligible, acceptable.

10. Rent charges shall be paid at the fixed rate in lump sum by the 10th of next month or as per the Lease Agreement entered into with the party on the Terms & Conditions mutually agreed.

11. In the event of Technical Bid being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the Property alongwith proof of identity of the owner / bidder alongwith photograph(s), before the Financial Bids are opened. Original Documents shall be returned after decision is taken to open Financial Bids or otherwise. However, parties are advised to attach photocopy's of such document alongwith the offer.

12. In the case unfurnished and blank space is offered, a set in time of minimum 60-90 days should be allowed for preparation for space for usages at free of cost / without any charges and licence fee.

12(A). Quoting parties may keep their offer valid for a minimum period of 60 to 90 days i.e. upto for acceptance by this Department. The same can be extended by Income Tax Office, Range-1, Trichy with a shorter validity or inconsistent with the requirements set out in this Offer / Tender shall be ignored summarily and no representation in this regard shall be entertained.

13. The Building should be located in good locality of the city. The interested parties should send their proposal and a sealed cover separately for each place super scribing the same as "Quotation for hiring of Accommodation in Perambalur addressed to The Additional Commissioner of Income Tax, Range-1, Income Tax Office, No.4, Williams Road, Cantonment, Trichy latest by 4 PM on or before 09.01.2015 and it should be submitted by the legal owners of the building along with a non-encumbrance certificate. Brokerage charges will not be payable.

14. The proposal should be submitted in two parts in two separate sealed envelopes.

The first part would be the "**Technical bid**" which should contain technical parameters like design parameters, power supply and power backup provision of lift, type of construction, common facilities offered, availability of parking space, air-conditioning standards etc. The second part would be the "**Financial bid**" which should indicate the rent proposed to be charged and financial terms and conditions. Both the bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top "**Financial Bid**". Both these envelopes should be kept in a sealed cover as mentioned in the above para. The technical bid will be opened in the first instance and the Financial bid shall be opened only in respect of those parties which are shortlisted on the basis of their technical bids.

Technical Bid should inter-alia contains details as follows:

- i) Location and address of the building (preferably with photograph of the building)
- ii) Exact carpet-area (with details and plan of the proposed area)
- iii) Detailed approved plan of the accommodation by local authorities.

- iv) Clearances/ No objection certificate from all relevant Central / State / Municipal authorities and Fire Department for use as office premises confirming the municipality laws ; and
 - v) Facilities and amenities available with the building such as furnishing AC, adequate Parking space, Officer Chambers, washroom, stores & rooms for networking etc.
15. Facilities required to be provided by the owner:
- i. The premises under offer be situated in motor accessible locality of the city preferably around Institutional area / within a radius of 1000 metre from new Bus Stand of the city.
 - ii. The building should be located preferably on main road with easy access. It should be fit and approved for office user. It should be in a area where other Government offices are located;
 - iii. Assured and adequate free parking space for about 5 cars and 10 scooters/bike be provided / made available to the official of Income Tax Office as well as visitors.
 - iv. The office space should have all required electrical fixtures such as switches, power points fans, lights etc air conditioned.
 - v. The area proposed to be given on rent should be on the same floor, if it is multi-storied building.
 - vi. The building should have adequate security cover to protect the Govt. property;
 - vii. The maintenance (Civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same;
 - viii. The building should have adequate toilets facilities separately for ladies and gents for the proposed area;
 - ix. The building should be in a ready to use condition with electricity, water, lifts, sewerage and fire fighting equipment. The electric power available should also be indicated;
 - x. No advance rent is payable by the Government as a matter of policy. Neither brokerage is payable. The legal owners should apply directly to Income Tax Office, Range-1, Trichy.
 - xi. 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.

xii. In case the building is furnished, the same should be in good & presentable condition and should not be old more than 10 years.

16. **The financial bid** will inter-alia include:

- i. The rent demanded per sq.ft. (carpet area) and the rent offered should be inclusive of property tax or any other tax required to be paid by the property owner.
- ii. The rent quoted should clearly indicate the following cost involved per month:
 - a) Office space rent (Rs. per sq. ft.)
 - b) Maintenance (AC, power back-up, Common Area Maintenance) (Rs. per sq. ft. per month), if any.
 - c) Furnishings Work Stations and Furniture (Rs. per sq. ft. per month), if any.
 - d) Total cost including furnishing (Rs. per sq. ft. per month)
 - e) Total cost excluding furnishing (Rs. per sq. ft. per month)

17. Income Tax Office, Range-1, Trichy reserves the right to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.

18. Income Tax Office, Range-1, Trichy will sign only lease agreement with the lessor and the cost of such agreement will be borne by the owner / lessor of the party.

19. The reference No. and date of this tender notice details be superscribed on the sealed tender envelope failing which it will not be considered. Technical and Financial bid, duly signed by the authorized signatory, should be submitted in separate sealed envelope and both should be placed in one sealed envelope. Financial bid of only those vendors shall be opened which are found technically acceptable.

20. The tender should reach the Additional Commissioner of Income Tax, Range-1, Trichy, 44, Williams Road, Cantonment, Trichy-1 latest by 4 pm on or before 09/01/2015. The tenders received late shall not be considered and no correspondence in this regard shall be regarded.

21. The tender will be accepted from original owner of the building or having valid power of attorney.

22. The tenderers are required to send separate tenders for each place and each tender should have two separate envelopes for each item-as described below:-

- a) Envelope 1- Technical bid as per the Annexure-I & II
- b) Envelope 2- containing financial bid as prescribed in the Annexure-III showing rates, financial terms and conditions etc.

Both the envelopes should be sealed and super scribed in bold letters:

- a) **TECHNICAL BID** FOR Accommodation for office of Income Tax Office at Perambalur.
- b) **FINANCIAL BID** FOR Accommodation for office of Income Tax Office at Perambalur.

Finally the above mentioned two envelopes should be put in one bigger envelope super scribed as "BID FOR Accommodation for office of Income Tax Office at Perambalur". While opening the tenders, the envelopes containing technical bids shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The evaluation committee will open financial bid after evaluation of the Technical Bids. Financial bids of technically qualified bidders will only be opened.

NOTE: TENDERS SUBMITTED WITHOUT ABOVE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.

23. Technical Bid should contain the details required as per Annexure-I and Annexure-II and financial bid should contain Annexure-III.

BIDS NOT SUBMITTED "AS PRESCRIBED" IN THE ENCLOSED FORMAT WILL NOT BE CONSIDERED.

24. The tenderers should give rates, showing taxes, if any, giving full breakup details. Tender not confirming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

25. The technical bid should enclose the documents as per Annexure-I & II without which the tender will summarily be rejected.

26. Possession to the building/premises by this office will be within 30 days from the award of the order and rent shall be payable from the date of possession and after completion of set in time.

27. The location should be in area convenient for office use and should be easily accessible.

28. Typed or clearly written offers will be accepted. Overwriting, alterations will not be considered. Every page of offer document needs to be signed by the offerer.

29. The rates quoted have to be valid up to 90 to 120 days.

30. The rates quoted should be only in Indian Rupees.

31. No tender will be accepted by fax, e-mail or any other such means.

32. Tender is likely to be rejected because of non-fulfillment of any of the above terms.

33. All disputes lie within the jurisdiction of Trichy only. The Income Tax Office, Range- 1, Trichy reserves the right to reject all or any tender without assigning any reason thereof.

34. The Income Tax Office, Range-1, Trichy reserves the right to accept or reject any tender or part thereof or all tenders without assigning any reason thereof.

35. Lease will be formalized in the proforma of standard Lease Agreement as applicable for Central Govt. Departments. Periodical revision of rent will be considered as per clauses of Standard Lease Agreement.

36. 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, if any.
- iii. Proof that the applicant is the original owners or lease holders or power of attorney holders or authorised 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 the that there is no pending payments against the same.
- vi. No objection Certificate / Clearance Certificate from all relevant Central / State Government and CMDA / 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.

37. PROCEDURE FOR SUBMISSION OF TENDER:

- a) The offers are entertained in two bid system i.e. (a) the first envelope containing techno commercial information and (b) expected rent.
- b) 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:
- c) Envelope 1 containing technical bid in annexure-I & II duly completed in all respects along with all relevant documents.
- d) Envelope 2 containing the financial bid, as prescribed in annexure-III showing rates, financial terms and conditions, etc.
- e) Both the envelopes should be super scribed in bold letters with the statements **'TECHNICAL BID RENTED / LEASED ACCOMMODATION'** or **'FINANCIAL BID FOR RENTED / LEASED ACCOMMODATION'**, as the case may be.

- f) Finally, the above mentioned two envelopes should be sealed in a single cover and addressed to the Additional Commissioner of Income Tax, Range-I, Income Tax Office, 4, Williams Road, Cantonment, Trichy – 620 001” super scribed as ‘BID FOR RENTED / LEASES 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.

- g) The technical Bid should be accompanied by the documents as indicated in para 36 above, without which the tender will be considered incomplete and hence, summarily rejected.
- h) 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.
- i) Only those technical bids which satisfy all the pre-qualification criteria mentioned in Annexure-V shall be considered for Evaluation.
- j) For any pre-bid submission queries, the prospective bidders may contact Shri Md. Sharfaraz, Inspector of Income, O/o the Additional Commissioner of Income Tax, Range-1, Trichy either personally or over phone (cell: 9445955511) during the office hours.
- k) 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.
- l) Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

38. PROCEDURE FOR OPENING OF TENDER:

- a) The tender (technical bid only) will be opened publicly at 11 am on 19/01/2015 at the office of the Additional Commissioner of Income Tax, Range-1, Trichy, 44, Williams Road, Cantonment, Trichy-1 in the presence of bidders, present if any.
- b) While opening the tenders, envelopes containing Technical Bids shall be opened first. The Technical bid will be evaluated by an Evaluation Committee set up by the Additional Commissioner of Income Tax, Range-1, Trichy. The Evaluation Committee will open Financial Bid after evaluation of the Technical Bids. Financial Bids of only the technically qualified bidders will be opened.
- c) 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-V.

- d) 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 informed to the bidders, whose technical bids are found acceptable, by e-mail or sms or post. The bidders, if they so desire, can depute their representatives for opening of Financial Bids.
- e) 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 lease 65 marks out of total 100 for the technical evaluation score. There is no cap on minimum number that can declared technically qualified.

39. **BID EVALUATION:**

- a) The financial Bids would be evaluated based on the fully furnished, if any, 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.
- b) 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.

40. **PAYMENTS:**

- a) Payments shall be made by Income Tax Office, Range-1, Trichy against pre-receipted bills as per the lease deed to be executed between Income Tax Department and the owner or his/her legal representative.
- b) Payment of rent will be made on monthly basis through bank account only after deduction of the tax at source (TDS) as applicable from time to time.
- c) No Security deposit or any other advance payment, except the monthly rent, shall be payable by Income Tax Department.

41. **ARBITRATION:**

All disputes in connection with the execution of contract shall be settled under the provisions or 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 Trichy only.

42. **PENALTY CLAUSE:**

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

43. MISCELLANEOUS:

- a) The offer should be valid up-to 180 days after closing date of Tender.
- b) Income Tax Department shall be under no obligation to accept the lowest quotation.
- c) Non-fulfillment of any of the above terms shall result in rejection of Bid.
- d) All disputes lie within the jurisdiction of Trichy only.

44. Conditional offers will be rejected.

45. Income Tax Office, Range-1, Trichy reserve the right to accept or reject any tender or part thereof or all the tenders without assigning any reasons thereof.

46. LIST OF ENCLOSURES:

As per the para 36 mentioned above. 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.

(A. DHANARAJ)
ADDITIONAL COMMISSIONER OF INCOME TAX,
RANGE-1, TRICHY.

Annexure – I

TENDER DOCUMENT – TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

1. Full particulars of the legal owner of the premises: i. Name: ii. Address office & Residence: iii. Telephone & Mobile Number: iv. Tele Fax: v. E Mail ID:	
2. Full particulars (with complete address) of person(s) offering the premises on rent / lease and submitting the tender:	
3. Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than the owner) (In case partnership firm copy of partnership Deed is enclosed)	
4. (a) Complete Address with brief description and location of the building: (b) Details of the Accommodation offered for rent (Viz. total carpet area, floor wise) (Enclose Certified Sketch Plan also)	
5. Total Area offered for rent – Floor wise in sq. ft (i) Carpet Area	
6. Particulars of completion certificate. Enclose attested / self certified copy of completion certificate issued by Competent Authority.	
7. Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / electricity bills dues etc. (enclose copy of affidavit from the owner or power of attorney holder)	
8. Accommodation offered is approved for Office & Commercial activities (Attach proof)	
9. Facilities for vehicle parking” (Mention details):	
10. No. of lifts & their carrying capacity. Provide details of make, year of installation & status of working etc., with latest certificate of local body about fitness.	
11. Number of Toilets with details (Separately for men and Women)	
12. (a) Whether (running) water, both drinking and otherwise, available round the clock. (b) Whether sanitary and water supply installations have been provided.	
13. (a) Whether electrical installations and fittings, power plugs, switches etc. are provided or not? (b) Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans) (c) Whether provision for Air Conditioner with power points available or not?	
14. Sanctioned electricity load (Agreed that owners will have to get the load increased if required)	
15. (i) Details power backup facilities: (ii) Arrangements for regular repairs and maintenance of such ‘Power Back up’ facility:	
16. Details of Fire Safety Mechanism along with particulars of Fire Deptt. Certificate (Copy of certificate to be enclosed)	
17. The period and time when the said accommodation could be made available for occupation after the approval:	
18. Specify the (minimum two years) and provisions for extension:	

19. Whether the owner of the building is agreeable to: (i) Monthly rent as determined and fixed by Competent Government Authority like CPWD. (ii) Monthly rent as per (i) above to remain valid for initial lease period of two years. If yes, an undertaking to this effect is required to be submitted by the owner(s) of the building.	
20. Provisions for regular repairs and maintenance and special repairs, if any of the building:	
21. Distance from new Bus Stand:	
22. Any other salient aspect of the building, which the party may like to mention i.e Generator/Inverter/Security room/Compound wall:	

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 not true, I / We shall be liable to such consequences / lawful action as the Society / Department may wish to take.

Signature of Legal Owner(s)

ANNEXURE – II**TENDER DOCUMENTS – TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION**

1. Consent of the owner to let out the accommodation	
2. (i) Year of construction (ii) Copy of completion certificate (Attested / self attested) issued by competent authority	
3. Area of plot of land	
4. Complete drawings such as plans, sectional elevations and foundation details etc.	
5. Site plan of the Building	
6. Whether fans & other electrical installations, A/C etc., fitted in the buildings are included in the rent etc.	
7. Details of rolling shutters grills collapsible gate & Over Head tank etc. may be given.	
8. No. of flooring (Floor wise in Sq. ft.)	
9. Type of foundations	
10. Flooring	
11. Roofing and terracing	
12. Compound wall	
13. Space for parking & electrical fittings	
14. Electricity Connected Load	
15. Wiring: C.T.S.	
16. Sanitary installations:- a) No. of Water closets. (b) No. of Lav. Basin (c) No. of Lav. Bath.	
17. Power provision for AC installation/Generator/Inverter	

Certified that the demand is based on prevailing market rate of rent for similar accommodation in the locality of the city.

Signature of Legal Owner with Date

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) E-mail ID Address
- 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			
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
- 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, Gove. Of India dated. 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 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 mount 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-IIA 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_____

Annexure - V

Pre-Qualification Criteria

1	1900 sq. mts of Carpet Area (+)/ (-) 10 % either in one block or in splits with a minimum carpet area of 4000 Sq. mts.
2	24 hrs availability of Electricity and Water Supply
3	Dedicated Parking of cars two wheelers as per extent CMDA Rules at the time of obtaining approval for construction
4	Availability of approved plan / drawing
5	Availability of relevant certificates from CMDA & Corporation of Chennai / Municipality and Other Authority for Commercial or Dual use.
6	Affidavit from the Original owners or authorized agents clearly stating that space offered from 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 qualifications criteria mentioned above shall be considered for Evaluation.

EVALUATION CRITERIA

S. No	Technical Evaluation Criteria	Max marks	Terms of Evaluation Independent Building	Marks obtained
1	Availability of entire space in one independent building.	25	Independent building with minimum carpet area of 4000sq. mts	25
			Ground floor in a building with dedicated entry	15
			First floor in a building with dedicated entry	10
2	Availability of dedicated parking space (four wheeler / two wheeler)	15	Car parking space for more than 5 and parking space for two wheeler more than 10	15
			Car parking space for less than 5 but more than 3 and parking space for two wheeler less than 10 but more than 6	10
3	Proximity to Bus Stand (within a radius of)	20	Up to 500 mts	20
			Up to 1000 mts	15
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 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	

Annexure-VI

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 ll 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 - III