



# **TENDER/OFFER DOCUMENT**

## **Hiring of Office Accommodation for Zonal Training Institute NACIN, Chandigarh**

### **Index**

<b>S.No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Offer Document – Terms & Conditions	2 to 8
2.	Offer letter	9
3.	Technical Bid	10 to 14
4.	Financial Bid	15
5.	Scope of Maintenance	16
6.	Sample Lease Agreement	17 to 20

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS  
ZONAL TRAINING INSTITUTE, C.R.BUILDING,2ND FLOOR, PLOT NO. 19,  
SECTOR 17-C, CHANDIGARH**

F.No. NACIN/ZTI/SPACE/INFRASTRUCTURE/02/2017

**TENDER / OFFER DOCUMENT  
(TERMS & CONDITIONS)**

To

All the intending parties

.....  
.....

**Subject: Hiring of office building for Zonal Training Institute of National Academy of Customs, Indirect Taxes and Narcotics Department, Govt. of India, Ministry of Finance, Department of Revenue, Chandigarh**

Dear Sir/Madam,

The Zonal Training Institute, National Academy of Customs, Indirect Taxes and Narcotics, Chandigarh is desirous of hiring a suitable office accommodation having Net Carpet Area\* of **8000 Sq. Ft. approx.** (excluding covered/underground parking area, if any) at **Chandigarh /Mohali**.

**\*(Net Carpet Area means area of premises less toilets, passage, wall/columns, staircases, verandah, lobby, balcony, kitchen, portico, sanitary, shafts, lift arches, air-conditioner ducts, lofts etc.)**

2. The tenders for the proposed office space at Chandigarh/Mohali should satisfy the following conditions:-

- (i) The building offered must be vacant, free from all encumbrances/claims and legal or other disputes etc. Documentary proof w.r.t the ownership of the Building and the absence of any encumbrance, claim and legal or other disputes must be submitted along with the offer document. A certificate from an Advocate/ CA showing that the premises are free from encumbrances should be provided.
- (ii) The office premises should be well connected by public transport and should have wide approach road. It should be fit and approved for office use.
- (iii) Surroundings of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and other related factors will be important criteria to decide the suitability of the offered premises.
- (iv) The building should meet all other safety norms like earthquake resistance, flood etc. required under the law. The building should have adequate fire safety measures and security measures as per legal requirement. The property should be insured against all types of damages during the entire period of contract.
- (v) The offered premises should be a single independent building which may have multiple floors. Layout plan of the building should be attached with Technical Bid.
- (vi) The building should preferably be for exclusive use i.e. entirely for the usage of this Training Institute. The Building offered should be ready to be occupied.

- (vii) The offered premise should have 5-6 halls. Out of these halls, 02 (two) halls should be of 1000 Sqft. each (approx) and should be free from all types of obstructions (such as pillars etc) as these are required for setting up of class rooms. The other 3-4 halls should be of dimensions between 750 sq ft to 1000 Sqft. meant for cafeteria, conference room, library, computer lab, yoga room etc.
- (viii) The remaining carpet area shall be in form of rooms of various sizes from 80 Sqft. to 250 Sqft. If the offered area is in the form of halls, suitable partitions for making rooms shall be provided by the bidder as per the requirement of the department. The details of the tentative rooms required by this office are as under –

S.No.	Number of Rooms	Area (Sq.Ft. per room aprox.)	Total Area (Sq.Ft.)
1.	1	250	250
2.	1	190	190
3.	3*	160	480
4.	5*	120	600
5.	5*	85	425
		<b>TOTAL</b>	<b>1945</b>

**\*(Exact number and size of rooms to be provided in the form of would be indicated as per the location offered).**

- (ix) The building should have adequate natural lighting and proper ventilation.
- (x) The building should be fitted with lights, fans and other electrical and civil fittings and fixtures.
- (xi) The offered Premises should have installed Air Conditioning facility.
- (xii) The building should have adequate toilets facilities separately for ladies and Gents on each floor of the proposed area;
- (xiii) The building should have lift facility, if consisting of three and more floors.
- (xiv) The building should have facilities, such as toilets / ramp etc. for physically challenged persons.
- (xv) The building should have minimum parking space for 10 to 12 cars and 15 two wheelers dedicated for the officers and staff. In addition to above parking space, ample space for cars /two wheeler parking should be there for trainees / visitors.
- (xvi) The premises should have suitable power supply for commercial operations and also compulsorily have 100% power back-up.
- (xvii) There should be continuous water supply in the premises for various usages.
- (xviii) All internal and external walls should be painted with good quality paint at the time of handing over the premises.
- (xix) There should be provision of ceramic tiles / marble flooring in general areas and wooden flooring/vitrified tiles in the cabins of senior officers.
- (xx) There should be a green area on the ground floor and potted plants in the covered / stairs of common area, landscaping shall be the responsibility of the owner of the building.
- (xxi) Through out the period of lease, maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be responsibility of the owner and the owner shall also carry out periodical repairs also. No additional/ separate charges shall be paid for the same by the Department.

(xxii) The Institute reserves the right to carry out suitable alterations by way of partitions, office fixtures, fittings etc. for the effective use of the office space hired during the lease period/ extended lease period.

3. The bid is to be submitted in two parts – Technical Bid and Financial Bid. The Technical and Financial Bid proformas have been placed as **Annexure-'A' and Annexure-'B'** respectively to this tender document.

4.1 The 'Technical Bid' must be accompanied with

- (i) A non-refundable tender fee of Rs.500/- (Rupees Five Hundred only) by way of Demand Draft and
- (ii) An Earnest Money Deposit (EMD) of Rs.5/- Per Sqft. in the form of Demand Draft / Bankers Cheque or any other mode authorized for depositing EMD for Government Tenders under the General Financial Rules, 2005 in favour of **DDO, NACEN, New Delhi.**

4.2. The Following documents must be submitted as part of Technical Bid:-

- (i) This Tender/Offer document (duly signed & stamped on each page) in token of acceptance of the Terms & Conditions mentioned herein.
- (ii) Technical Bid in Annexure-'A' (duly signed & stamped on each page)
- (iii) Other documents as detailed in the Technical Bid (duly signed & stamped on each page)

5. **The tender documents can be downloaded from the official website at [www.cbec.gov.in](http://www.cbec.gov.in) or [www.nacen.gov.in](http://www.nacen.gov.in) or [www.cexchd1.gov.in](http://www.cexchd1.gov.in).**

6. The procedure for submitting Bids is mentioned below:-

- (a) **For technical bid, documents at para 4 above should be submitted in a sealed envelope (Envelope-I) superscripted as “TECHNICAL BID” for Office Accommodation for National Academy of Customs, Indirect Taxes and Narcotics, ZTI, Chandigarh.**
- (b) **Financial bid, in the prescribed format as Annexure-‘B’ should be submitted in another separate sealed envelope (Envelop-II), superscripted as "FINANCIAL BID" for Office Accommodation for National Academy of Customs, Indirect Taxes and Narcotics, ZTI, Chandigarh.**
- (c) **Both the aforesaid sealed envelopes (I & II) should be placed in another larger envelope which should also be properly sealed. This envelope should be superscripted as "Tender for Hiring of Office Premises for National Academy of Customs, Indirect Taxes and Narcotics, ZTI, Chandigarh, Reference Number F.No. NACIN/ZTI/SPACE/INFRASTRUCTURE/02/2017 to be opened on 22.08.2017 at 14.30hrs.**

#### **IMPORTANT NOTE**

- (i) The bidder should refrain from indicating the rents and other financial details in the technical bid and if they do so, the bid will be rejected in as much as the envelope containing the financial bid shall not be opened.
- (ii) Any deviation from the above procedure (e.g. putting together of Technical and Financial bids in the same cover, non submission of requisite documents, non sealing envelopes) shall lead to rejection of bid document ab initio.

- (iii) Tender applications/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected.
7. The bid documents should be sent by speed post/registered post addressed to **Shri Anil Kumar Gupta, Additional Director General, Zonal Training Institute, Central Revenue Building, 2<sup>nd</sup> Floor, Plot No 19, Sector 17-C, Chandigarh-160017 and it should reach on or before 4.00 PM on 21.08.2017.** If delivered by hand, it should be handed over to **Shri JAGDISH KUMAR, Superintendent (Contact No. 9872211772), Room No. 214, upto 4.00 PM by the above date i.e. 21.08.2017.**
  8. The Tender bids will be opened by the Hiring Committee on 22.08.2017 at 1430 hours for Technical Bids only in the presence of all such bidders or representatives who wish to be present. Any representative participating in the bid process should have proper written authority from the bidder and his identity duly verified and signed by the bidder.
  9. After opening the Technical Bids and before opening of the Financial Bids, physical inspection of the premises offered by the bidders will be carried out by the Hiring Committee for assessing the suitability of the accommodation, terms and condition offered, compliance with technical specifications, verification of their credentials and other liabilities so as to verify as to whether the offered premises are fit for Training Institute and are they as per the requirements specified above.
  10. In case the Technical Bid is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before opening of the financial bids. Original documents shall be returned after decision is taken to open the Financial Bids or otherwise.
  11. The financial bids of those who qualify on evaluation of Technical Bids by the Hiring Committee would be opened. The shortlisted bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.
  12. Most competitive per Sqft. rate should be offered / quoted in Financial Bid for the entire agreement period of three (03) years. Monthly rent should be quoted on lump-sum basis for the entire area (covered/built up area of main building, other permanent structures, covered/underground parking as well as open parking area, open space like garden, inner roads etc.) for the entire agreement period of 03 (three) years in the Financial Bid. No separate rent would be paid for (a) underground/covered parking (b) open parking space, inner roads, garden etc. within the compound.
  13. Finalization of rent based on location and quality of construction and age of the building is subject to certification by CPWD / Hiring Committee and final approval/sanction by the Government of India as per rules framed in this regard. The assessment of reasonable rent will be done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) / Fair Rent Certificate. The rent shall be paid as per the RRC or as quoted by the bidder, **whichever is less**, by the Institute to the successful bidder.
  14. Renewal of lease agreement is also subject to certification by CPWD / Hiring Committee and final approval/ sanction by Government of India as per rules framed in this regard.
  15. Bidders may note that no increase in rental charges will be allowed during the initial three (03) years of the agreement period. If lease is extended beyond three years, renewal of rent would be as per Fair Rent Certificate given by the CPWD and rate mutually agreed upon between the parties.

16. If it is independent building in a plot then the rent quoted shall give the right to the tenant for usage of the total plot area within the boundary of the offered property.
17. The rate quoted shall be exclusive of GST. The applicable rate of due taxes may be indicated. No advance would be given by the Department as deposit for rent.
18. Rent charges shall be paid as per the Lease Agreement. No Earnest Money Deposit / Security Deposit or Advance Rent will be given by the NACIN ZTI, Chandigarh to the owner offering the premises.
19. The bidders are required to keep their offer valid for a minimum period of 6 (six) months (from opening date of the tender) for acceptance by the Department.
20. The owner has to provide the premises as per the requirement of halls, cubicles, rooms fitted with fixtures and fittings as detailed above within 60 days of the signing of the agreement or within such further period as may be extended by the Department. Monthly Rent for the premises shall start from the next month after the premises are handed over to the Department after completion of work, to the Department's satisfaction. During rent free period the maintenance cost/electrical charges/any other cost would be borne by the bidder. In case the premises are not provided within the prescribed / extended period, penalty shall be levied for each day of the default. The Department also reserves the right to cancel the agreement and awarding the contract to the next bidder in case of any such default.
21. All existing and future rates, taxes including property tax, assessment charges and other outgoings of any description in respect of the said premises shall be borne by the owner/bidder.
22. The Zonal Training Institute, Chandigarh shall pay all charges in respect of electricity and water used in the said premises during the lease period as per the prevailing rates. For electricity supply through generator set, a separate meter should be installed. The charges for electricity supplied per unit through generator set shall be paid to the bidder, along with monthly rent, as per the meter reading. The cost of fuel for the generator set is to be borne by the owner.
23. The cost of repair and maintenance of civil/electrical installations including air-conditioners / air-conditioning plant, power back-up (generator sets), lifts and common areas etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done/borne by the Department.
24. The security of the building and running of lifts and ACs with requisite manpower for operation shall be the responsibility of the owner / bidder. The cost of deployment of External Security for the building will be met by owner. However, in case the security of the building is taken over by the Department / Govt. of India for strategic reasons, the rent to be paid to the bidder shall be accordingly reduced. The owner will also be required to install & maintain CCTV cameras with a backup of minimum 72 hours at all strategic locations like main gate, in front of lifts, backyard, in/exist gates etc. The internal security of the leased premises will be taken care of by the Department.
25. The bidder should make sure that the Power Back-up, Lifts and Air- conditioner units work smoothly during the period of contract and the up-time of each equipment should be above 95% on month-to-month basis. Otherwise, the following penal charges will be applicable.
  - (a) 90%-95% : 05% of monthly rent
  - (b) 75%-90% : 10% of monthly rent

## (c) Below 75% : 15% of monthly rent

These penalty charges will apply even if any of the aforementioned units viz. Gen-sets, Lifts and ACs etc. fail the specified limits.

26. There may also be a requirement of additional power strength on the floors where Servers and Electrical equipments like UPS etc are to be installed. The owner will provide requisite strength or customize the floors to bear the load of servers, UPS and other equipments
27. In case the bidder fails to maintain major equipments like Gen-Sets, Lifts, AC Plant etc, which are under his scope of work, the Department, after duly informing the bidder, will get the equipment repaired / maintained at its own cost. The cost so incurred shall be recovered from the bidder out of the monthly rent payable alongwith initiation of penal action / levy of penal charges.
28. The scope of maintenance is enclosed as per Annexure-C and the bidder shall sign the same in token of acceptance of the scope of maintenance given therein.
29. The terms and conditions given in this Tender Document and draft Lease Agreement are sacrosanct and shall be considered as an integral part of this offer / tender. In case of any conflict between the terms and conditions of the Tender document and the draft Lease Agreement document, the conditions stipulated in the Tender Document shall take precedence.
30. Intending parties may furnish complete details in the Technical Bid given in **Annexure-A** and Financial Bid in **Annexure-B**. Incomplete / Incorrect bid will be treated as rejected. No further correspondence will be entertained.
31. Tenders received after the due date and time for whatever reason, shall not be entertained and the NACIN, ZTI, Chandigarh shall not be responsible for any loss or delay in delivery of tender documents.
32. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents is liable to be rejected. However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Hiring Committee may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about the correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the tender form invalid.
33. Selected party shall be required to sign a Lease Agreement with the designated authority of the **Additional Director General, NACIN, ZTI, Chandigarh** as a legal requirement. The agreement shall be signed initially for a period of 3 (three) years extendable for further period as per requirement. The original copy of the lease document shall be retained by the Hirer.
34. Participation in the tendering process does not entail the bidders any commitment from the NACIN. NACIN will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract. NACIN reserves the right to reject any/all offers without assigning any reasons.
35. 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 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 are no pending payments against the same.
  - (vi) No objection Certificate/Clearance Certificate from all relevant Central / State Government and 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
  - (xii) A notarized affidavit stating that the premises offered should have necessary construction approval / clearances and have all type of licenses / permissions required from Central / State Government / Local Bodies.
36. The Department reserves the right to amend any/all terms and conditions, as it deems necessary.
37. Zonal Training Institute, NACIN, Chandigarh shall be under no obligation to accept the lowest quotation.
38. Conditional offers will be rejected.
39. The rates quoted should be only in Indian Rupees.
40. No tender will be accepted by fax, e-mail or any other such means.
41. The Department reserves the right to reject any/all offers without assigning any reason thereof. No correspondence will be entertained in this regard. Decision of the Zonal Training Institute, NACIN Chandigarh will be final and binding.
42. All disputes lie within the jurisdiction of Chandigarh City. 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 Chandigarh City only.

**Additional Director General  
ZTI, NACIN, CHANDIGARH**



**OFFER LETTER**

**To**

**Shri Anil Kumar Gupta  
Additional Director General,  
Zonal Training Institute, NACIN  
Central Revenue Building,  
2<sup>nd</sup> floor, Plot no 19-C, Sector 17-C,  
Chandigarh-160017**

**Sub.: Hiring of office premises for ZTI, NACIN at Chandigarh - reg.**

**Ref. NACIN/ZTI/SPACE/INFRASTRUCTURE/02/2017**

Sir,

With reference to your Tender Notice calling for offers for hiring of office accommodation for **NACIN ZTI at Chandigarh**. I/We hereby submit my/our offer as follows:-

(a) Technical Bid	Annexure-'A' (in separate sealed cover along with tender fee and EMD amount (Envelope-I))
(b) Financial Bid	Annexure- 'B' (in separate sealed cover) (Envelope-II)

The two sealed envelopes containing technical bid and financial bid referred to above have been put in main sealed envelope as required.

2. I hereby undertake to abide by various terms and conditions contained in your letter F.No..... dated ..... calling for offers. (Copy duly signed, enclosed)
3. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct

Yours sincerely,

Dated :

Signature and stamp of the Owner/Bidder/ Authorized Signatory with complete name, Address, Contact No.(s) including Mobile No. (s). (also Indicate the capacity in which signing, whether on his own behalf or as Power of Attorney/ Authorized signatory of the owner)

## ANNEXURE-‘A’

**Subject: Hiring of office building for Zonal Training Institute of National Academy of Customs, Indirect Taxes and Narcotics Department, Govt. of India, Ministry of Finance, Department of Revenue, Chandigarh**

**TECHNICAL BID**

(Attach extra sheets, if required, which should also be signed & stamped on each page)

Sl. No.	Particulars	Details (Please tick / fill up with relevant answers, wherever required)
1	Name of the person / party submitting the bid; Permanent Account No. (PAN); whether assessed to tax, and if so, particulars thereof. (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(both land and super structure) Permanent Account No.(PAN),whether assessed to tax, and if so, particulars thereof (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 the building/property offered on rent or Power of Attorney holder/duly Authorised signatory of the owner	
6	<b>Contact details of the bidder</b>	
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	
6.5	Correspondence E-mail address	
7	<b>Contact details of the owner (if different from bidder)</b>	
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	
7.5	Correspondence E-mail address	
8.	<b>Details of the building / office space offered</b>	
8.1	Location & address of the property offered	
8.2	Total Plot area of the property offered (complete land area including open spaces, constructed area within the boundary of the property offered on rent) (in Sqft.)	
8.3	Total carpet area of the building/permanent structure, along with floor-wise specifications (in Sqft.)	
8.4	Net Carpet Area offered for rent excluding	

	basement/covered Parking) Net Carpet Area means area of premises less toilets, passage, wall/columns, staircases, verandah, lobby, balcony, kitchen ,portico, sanitary, shafts, lift arches, air- conditioner ducts, lofts etc.	
8.5	Details of Open area (open parking space, inner roads, garden, etc.)	
8.6	Total built up area /covered area (total of all floors) (excluding underground / covered parking areas) (in Sqft.). Also give the built-up area of each floor /covered structure.	
8.7	No. of built up rooms available in the building offered.	
8.8	Covered parking area (garages, underground parking etc.), if any	
8.9	Total covered area of the building Total built-up area of the building Total Carpet area available in building Total Net Carpet area available in building (in Sqft.)	
9.	<b>Have you enclosed the following documents alongwith your offer?</b>	
9.1	Documentary proof in respect of ownership of building.	
9.2	Copy of the building plan, duly approved by the competent authority/Govt., as the case may be (for example Municipal Corporation etc...or other competent authority).	
9.3	Is building having office use only or residential use only or having mix use, as per permissible laws by competent authority / civic body. Please specify and enclose copy of the relevant document.	
9.4	Proof /certificates regarding absence of any encumbrances/claims and legal or other disputes	
9.5	Proof in support of payment of all taxes, duties, dues regarding payment of water, electricity charges etc.	
9.6	Location map depicting distance (in Kms) of the offered property/ building from Zonal Training Institute, NACIN, C.R Building, Sector 17 Chandigarh	
9.7	Distance of the property from Railway Station.	
9.8	Distance of the property from Bus Station	
9.9	If bidder is Power of Attorney holder of the owner, copy of duly constituted Power of Attorney. If bidder is authorized signatory of company / partnership firm, copy of requisite Board Resolution/ Authority Letter, etc.	
9.10	If the bidder or the owner is a partnership firm or a company /society etc, copy of the partnership deed of the firm, or Memorandum / Articles of Association of the Company, Registration Certificate / Bye laws etc. of the society, along with Board Resolution (If bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted).	
9.11	Any other relevant documents (Please specify)	
10	<b>Further general details relating to the Building/Location.</b>	
10.1	Whether the proposed property / building is free from all encumbrances, claims, litigations etc.? If yes, attach copies of relevant certificates. If not, give details of the nature and status of the encumbrances,	

	claims, litigations etc.	
10.2	Whether the proposed building / property is physically vacant and available-“Ready To Occupy?”	
10.3	Whether it is an independent building for exclusive use by the NACIN, ZTI without sharing with any other user? if not, give details of tenants/proposed tenants. (The bidder may be required to furnish copy of lease agreement with other tenants, if called for)	
10.4	Year of construction. Specify whether the said building was given on lease/hire or occupied earlier? If yes furnish details along with last rent charged and date of vacation by the earlier lessee.	
10.5	Please specify the details of public transport facilities available to and from the premises.	
10.6	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been imposed by govt. or other authorities if any.	
10.7	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation.	
10.8	Whether all Govt. Dues including property tax, electricity, telephone, water bills, etc., if any, have been duly paid upto date? (enclose documentary proof for the same)	
11	<b>Further technical details relating to the building.</b>	
11.1	If the building already has rooms / partitions, give details of each of the room /cabin in terms of its size, specifications.	
11.2	Details of any other temporary structure(s)/built- up area, if any, within the campus of the property offered.	
11.3	Parking space for car / vehicles available (please note that offer will be considered only if the owner / bidder has a parking space of at least 1 car park for every 700 Sqft, preferably within the same building campus, at one place, under his ownership.) Public parking places on road or any other nearby public area will not be considered for this purpose. Details of covered / underground parking space (if any) and open parking space may be indicated separately	
11.4	Please specify details of toilet/washroom facilities (Gents/Ladies) available on each floor.	
11.5	Please specify details of fire safety and security measures provided in the offered building.	
11.6	Complete details of the air conditioning offered whether centrally air-conditioned or rooms / halls on each floor fitted with split ACs or window ACs. Year of installation, type of ACs / plant and their numbers may be indicated in details.	
11.7	Please mention whether the premises are energy efficient. If so, specify details.	
11.8	Please mention the slab height from the finished floor level. It should be minimum 3.2 meters.	
11.9	Please mention the column to column distance. It should be minimum 7.4X7.4 meters.	

11.10	State whether electrical tapping is provided at each floor.	
11.11	Please state whether separate ducts for the communication cables have been provided.	
11.12	Please state whether air handling units have been provided at each floor as per the floor size	
11.13	Whether there are electrical rooms at all the floors? If not, whether builder will build the electrical room at all floors?	
11.14	What is the shape of the floor plate being offered? Preference will be given to rectangular or square floor plate. Please provide a floor plan showing the proposed space as close as possible meeting the requirement. The final floor area will be confirmed prior to possession subject to joint physical measurement.	
12.	Whether the bidder is offering the entire building. If not, please specify clearly the floors not available for lease. In case entire building cannot be leased, preference would be given to lower and continuous floors including ground floor. Details of other occupants shall be given.	
13.	Whether the owner /bidder is willing to undertake basic maintenance in terms of painting, white-washing etc. before occupation by the Zonal Training Institute, Chandigarh, if required, at his/its cost.	
14.	Reinstatement- At the end of the lease term or any renewal thereof, The Zonal Training Institute, Chandigarh shall not be required to reinstate the premises.	
15.	Building Management- Please provide full details of the building management company including its ownership structure and whether the management service is in house or outsourced.	
16.	Electricity- 1.5 KVA/ 100 Sqft. would be the minimum electrical load for internal office consumption, which would be procured by the Owner /bidder.	
17.	Signage- The Zonal Training Institute, Chandigarh requires the right to use its logos and graphics at the entrance to its premises and within the premises. The Zonal Training Institute, Chandigarh shall also be provided signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building façade.	
18.	Whether notarized affidavit stating that the premises offered should have necessary construction approval / clearances and have all type of licenses / permissions required from Central / State Government / Local Bodies.	
19.	Whether, layout plan as mentioned in the terms and conditions of Tender / Offer Document have been attached	
20.	Any other detail /information which the bidder/owner may wish to furnish.	

**In case the space in tender document is found to be insufficient, the bidder may use additional sheet or pages to provide required particulars.**

All columns in the tender document shall be duly filled in and no column shall be left blank. "NIL" or "Not applicable" shall be marked, where there is nothing to report. All the pages of the tender document shall be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly attested by the bidder.

The Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Training Institute, C.R Building, Plot No 19, Sector 17-C, Chandigarh-160017 reserves the right to reject incomplete tender or in the event of any of the particulars being found to be incorrect.

Weighted score shall be allocated to bidders based on the below parameters-

S.No.	Parameter
1	Location & social infrastructure
2	Building quality/Age of Building
3	Space offered, Exclusivity & tenant profile
4	Fitting and fixtures specifications

I/we have gone through the various terms and conditions mentioned in the Tender Document and I/we agree to abide by them. I ..... son/daughter of ..... solemnly declare to the best of my knowledge and belief, the information given above and the enclosures accompanying it are correct, complete and true.

Date:

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

## ANNEXURE-‘B’

**Subject: Hiring of office building for Zonal Training Institute of National Academy of Customs, Indirect Taxes and Narcotics Department, Govt. of India, Ministry of Finance, Department of Revenue, Chandigarh**

**FINANCIAL BID**

1. **Name & address of the person/party:  
submitting the bid (with PAN & Mobile No.)**
2. **Name & address of the owner/Partners/Directors:  
of the offered property (with PAN & Mobile No.)**

Name & Address of the premises	Net Carpet Area offered (in Sq.Ft)**	Rate per Sq. Ft.	Monthly rent per Sq. Ft (exclusive of GST)	Monthly rent quoted for the net carpet area (including all amenities)

\*\*\* Net carpet area (defined in Tender document)

Sl. No.	Particulars	Amount
1.	Rate of electricity per unit to be supplied through Gen-Set.	

Yours sincerely,

Dated :

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

**SCOPE OF MAINTENANCE**

- Round the clock general security to the premises, access control and regulating visitor movement.
- Periodical maintenance of the building, which includes painting/ cleaning of the exteriors and all the common areas of the building.
- Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
- Maintenance of all Elevators including payment of AMC.
- Lighting of common area and provisions of consumables for the same.
- Provision and marking of building directory.
- Maintenance of Water supply system.
- Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
- Provision of signage pertaining to common services.
- Insurance of Building.
- Maintenance and running of motors and water pumps installed at the premises.
- Maintenance and running of common DG sets, Air Conditioners and payment of their insurance and AMC.
- Regulating vehicle movement within the premises.
- Maintenance of green area and potted plants.



**ANNEXURE-'D'**

Sample subject to suitable modifications as per terms & conditions of the Tender Document.

**LEASE AGREEMENT/SLA FORMAT**

AN AGREEMENT MADE ..... DAY ..... OF ..... TWO THOUSAND SEVENTEEN between ..... hereinafter called 'The Lessor' (Which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the PRESIDENT OF INDIA (hereinafter referred as 'THE GOVERNMENT OF INDIA' or 'Lessee') of the other part.

**WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS :**

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the land covenants and premises known as ..... together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in SCHEDULE 'A'.
2. The lease shall commence/shall be deemed to have been commenced\* on the ..... day of ..... two thousand seventeen and shall, subject to the terms hereof, continue for a term of ..... year(s) with an option to extend the period of lease for a further term as set out in clause 14 hereof.
3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs..... per month, which also includes a sum of Rs..... towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.
4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule 'B' and the Government of India shall upon the expiration of the terms hereby created or any renewal thereof and subject to clause II hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India excepted, PROVIDED THAT THE GOVERNMENT OF INDIA shall not be responsible for any structural damage which may occur to the same during the terms hereby created or any renewal thereof.
5. The Government of India shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.
6. The Government of India shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of

such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.

7. All existing and future rates, taxes including property tax, assessment charges and other out-goings whatsoever of every description in respect of the said premises payable by the owner thereof, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Govt. of India and such recovery shall be proportionate to the amount of taxes payable during the pendency of the lease. In case the said premises is portion of a building subject to payment of tax as one entity, the liability of the Govt. of India in respect of payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessors, additional tax payable by the Govt. of India shall be as determined by the Central Public Works Department of the Govt. of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the Lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.
8. The Government of India shall pay all charges in respect of electricity power, light and water, used on the said premises during the continuance of these presents.
9. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Government of India in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Government of India may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.
10. The Government of India may, at any time during the terms hereby created and any renewal thereof, make such structural alterations to the existing buildings such as partitions, office, fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures, shall remain the property of the Government of India who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof, provided further that the Government of India shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the government of India excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.
11. The Government of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes, not within the control of the Government of India or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Government of India shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof.
12. The Government of India shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.

13. The Lessor agree with the Government of India that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the Government of India's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.
14. If the Govt. of India shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Govt. of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present for renewal.

"Provided that in the event of expiry of the terms of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to Lessee".

"Provided further that the Lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted".

15. The Government of India shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.
16. Any notice to be made or given to the Government of India under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the .....  
..... on behalf of the Government of India, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by post in either case shall be assumed to have been delivered in the usual course of Post.
17. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitrator. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communications select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Government of India, Delhi.

The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed there under shall be applicable to such arbitration proceedings which shall be held at..... The arbitration proceedings shall be conducted in Hindi/English/\*. The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purposes of this clause, the officer mentioned in clause 16 shall be authorised to act and nominate arbitrator on behalf of the Government of India.

18. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

**THE SCHEDULE 'A' REFERRED TO ABOVE**

All that The ..... The .....  
floor of the building known as .....in the city of  
.....which building bear Municipal No  
..... and is situated on  
plot/land bearing Survey Nos. ....and is bounded  
on or towards East by .....on or  
towards West by ..... on or towards North by .....  
or on towards South by .....

**THE SCHEDULE 'B' REFERRED TO ABOVE**

Details of fixtures and fittings

IN WITNESS WHERE OF THE OFFICIAL SEAL OF .....  
has been affixed in the manner hereinafter mentioned and the lease agreement has been signed  
for and on behalf of the President of India on the day and year first above written  
by.....  
.....

(Signature)  
For and on behalf of the President of India

In the presence of

Witness 1. ....  
2. ....

and by the Lessor in presence of

(Signature)  
Name and address of the Lessor

Witness 1. ....  
2. ....

(In case the Lesser is a company)

Firm or Society Add .....

For and on behalf of .....

Having authority to sign on behalf of the Lessor .....  
vide resolution dated ..... of.....

\*Portions which are not applicable may be scored off at the time of filling up of the stammered  
lease Agreement (SLA) format.