



सीमा शुल्क के सहायक आयुक्त का कार्यालय
OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS
सीमा शुल्क प्रभाग :: डी. न.-15-30/4 :: चौथी मंजिल :: श्री निवासा टावर
CUSTOMS DIVISION :: D.No.15-30/4 :: 4TH FLOOR :: SRINIVASA
TOWERS
श्री पद्मावती महिला विश्व विद्यालय के सामने :: पद्मावती नगर :: तिरुपति-517502
OPP. PADMAVATI MAHILA UNIVERSITY :: PADMAVATI NAGAR ::
TIRUPATI - 517502

Telephone: 0877-2240424

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Date : .11.2023

TENDER FOR HIRING OF OFFICE SPACE
for Customs Preventive Unit, Nellore

Sealed tenders are invited for hiring of office premises for the Office of the Superintendent, Customs Preventive Unit stationed at Nellore having a desirable carpet area in the place shown in the below table for an initial period of 3 (three) years which may be renewed from time to time, if required by the Department. The net carpet area should preferably be in a single independent building.

Place where the area is required	Requirement of Area (in Sq.Mts)	Requirement of Area (in Sq.ft)
Nellore	82	884

- Interested persons who are legal owners can obtain the tender documents from the Superintendent, O/o The Superintendent of Customs, Customs Preventive Unit, Nellore, G-1, Jwala Enclave, 1st Floor, D.No.24-1-1833, Bramhanandapuram, Dargamitta, SPSR Nellore District, AP-524003 on payment of Rs. 1000/- (Rupees one thousand only) by way of Demand Draft in favour of "The Assistant Commissioner of Customs, Customs Preventive Division, Tirupati" on any working day between 9.30 AM to 06.00 PM during the tender period or alternatively it can be downloaded from the official website www.cbec.gov.in. The detailed tender documents are enclosed as Appendix. In case the tender document is downloaded from the department's website, a non-refundable tender fee of Rs.1000/- (Rupees one thousand only) has to be paid by the way of Demand Draft in favour of "The Assistant Commissioner of Customs, Customs Preventive Division, Tirupati" for participation in the tender.
- The tenders should be submitted in a single sealed envelope marked "Tender for Hiring of Office Premises for Customs Preventive Unit, Nellore" with Tender Reference No. and date, containing two separate sealed envelopes for technical and Financial bids each and the respective envelopes may be marked clearly as "TECHNICAL BID For Office Accommodation For Customs Preventive Unit, Nellore and "FINANCIAL BID FOR Office Accommodation For Customs Preventive Unit, Nellore, to The Superintendent, O/o The Superintendent of Customs, Customs Preventive Unit, Nellore, G-1, Jwala Enclave, 1st Floor,

D.No.24-1-1833, Bramhanandapuram, Dargamitta, SPSR Nellore District, AP-524003 either by post or deposited in the sealed box in the office designated for this purpose. For details please see annexure below.

4. The place should be centrally located, suitable for use as office and preferably be ready to be occupied with partitions, cupboards, toilets, lifts etc., Sufficient parking space, water facility (drinking & non-drinking), standby power facility and fire fighting equipment should be made available according to the size of the building. The office premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road.

5. Finalization of rent, based on location and quality of construction and other amenities provided, is subject to certification by CPWD/hiring Committee and final approval/sanction by the Government of India as per the rules framed in this regard.

6. For any further details, the following persons may be contacted.

- (i) Shri Santosh Meena, Superintendent - 9968828279
(ii) Shri Vamsi Krishna, Superintendent (In-situ) - 9440419867


Tender publishing date

: 03-11-2023

Last date for submission of tender forms

: 03-12-2023

The Assistant Commissioner, Customs Preventive Division, Tirupati reserves the right to cancel this tender without giving any reason.


(N.SOBHAN BABU) 03/11/2023
ASSISTANT COMMISSIONER
CUSTOMS PREVENTIVE DIVISION
TIRUPATI

OFFER LETTER

To,
The Superintendent of Customs,
Customs Preventive Unit,
Nellore.

Sir,

Subject: Hiring of office premises for Customs Preventive Unit, Nellore – Reg.
Ref: Tender, vide ref No..... dated....., published in CBIC website
calling bids for hiring office Accommodation at Nellore.

With reference to your Tender Notice calling for offers for hiring of Office accommodation for **Customs Preventive Unit, Nellore**, I/We hereby submit my/our offer as follows:-

- a) Technical Bid : Annexure-A (in separate sealed cover along with EMD of Rs. 1,000/- & other documents) (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 a main envelope as required.

2. I hereby undertake to abide by various terms and conditions contained in the subject Tender calling for bids (Copy duly signed and enclosed).
3. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Date

Yours sincerely,

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

Annexure-'A'

REF: Tender ref no..... dated..... published in CBIC website for hiring office accommodation for Customs Preventive Unit, Nellore .

Subject:-SUBMISSION OF TENDER FOR HIRING OF OFFICE PREMISES FOR CUSTOMS PREVENTIVE UNIT, NELLORE – REGARDING.

TECHNICAL BID

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

Sl. No.	Particulars	Details (Please tick/ fill up with relevant answers, wherever required)
1.	Name of the person /party submitting the Bid (hereinafter referred to as the bidder); Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	
2	Status of the bidder (Individual/ Partnership Firm/Company/Society/ Any other (specify)	
3	Name of the person/ party holding Title to the property (hereinafter referred to as the owner) Permanent Account Number (PAN);whether assessed to tax and if so, particulars thereof.	
4	Status of the owner(Individual/ Partnership Firm/Company/Society/Any other (specify)	
5	Whether the bidder is himself the Owner of property offered on rent or Power of Attorney/ duly Authorized signatory of owner(specify clearly)	
5.01	Details regarding experience of bidder/owner in construction of building(if the bidder/owner are separate persons such details have to be given in respect of both	
6	Contact details of the bidder	
6.01	Name	
6.02	Complete Postal Address	
6.03	Telephone Nos. With STD code, Including Mobile Number	

6.04	Fax Nos. With STD code	
7	Contact details of the owner (if Different from bidder)	
7.01	Name	
7.02	Complete Postal Address	
7.03	Telephone Nos. With STD code, Including Mobile Number	
7.04	Fax Nos. With STD code	
8	Details of property offered	
8.01	Location & Address of the property	
8.02	Is property having 'Office Use' as permissible use by competent authority	
8.03	Whether it is an independent Property for exclusive use by the Central Excise / Service Tax & Customs Department without sharing with any other user, if Yes, give details.	
8.04	Whether the space offered for hire is Situated in more than one floor of a property, if Yes, specify floors	
8.05	Total plot area of the property where Office is offered (complete land area including open spaces, constructed area within the boundary of property offered on rent) (in sq. ft.)	
8.06	Total carpet area on each floor Offered for rent (in sq. ft.)	
8.07	Total carpet area (total of all floors) offered (excluding underground/ covered parking areas) (in sq. ft.)	
8.08	Open area (open parking space, Inner roads, garden etc.) (SI. No. 8.02-SI.No.8.03)	
8.09	Covered parking area (garages, Underground parking etc.) if any.	

8.10	Approximate distance of the property from the city centre or from existing Central Excise and Customs offices,	
8.11	Width of road on which the property is located	
8.12	Whether proper access from roads is Available	
8.13	Details regarding natural light and Proper ventilation	
8.14	Whether the property is free from all encumbrances, claims, litigations etc. If not give details	
8.15	Whether all Govt. Dues including Property tax, electricity, telephone, water bills etc. Have been duly paid up to date (enclose documentary proof for the same.)	
8.16	Whether the property is physically Vacant and available for possession	
8.17	Parking space for car/vehicles available. Public parking places on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space (if any) and open parking space may be indicated separately.	
8.18	Details of the toilet facilities available On each floor, men and women separately (give details of common toilet facilities as well as attached toilet facilities, if any.	
8.19	Details of lifts- capacity and number	
8.20	Details of available fire safety and Security measures	
8.21	Whether suitable power supply for Commercial operation is available	
8.22	Whether adequate open space for Installation of generator is available	
8.23	Details of the power backup, whether available or not	

8.24	Any other facility which the owner/bidder may provide to the Department in the proposed property such as Conference Room, Business Centre, Food Court, Gymnasium and other recreational facility etc.	
9	Have you enclosed following Documents along with this offer	
9.01	Copy of property plan, duly approved By the competent authority/ Govt. as the case may be	
9.02	If bidding as Power of Attorney of owner, copy of duly constituted Power of Attorney. If bidding as authorised signatory of company /partnership firm, copy of requisite Board Resolution/ Authority Letter etc.	
9.03	If the owner or the Power of Attorney Of the owner is a partnership firm or a company/ society etc. Copy of partnership deed or Memorandum/ Articles of Association of the Company/ Registration Certificate/ ByeLaws etc. Of the society, Board Resolution (If bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted)	
9.04	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.	

9.05	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/ Byelaws 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).	
9.06	Any other relevant documents (Please specify)	
10	Maximum time required for Completing the internal wall partition and other finishing works as per user requirements	
11	Further general details relating to the Building/Location.	
11.01	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.	
11.02	Whether the proposed building/ property is physically vacant and available- "Ready To occupy?"	
11.03	Whether it is an independent building for exclusive use by the Central Excise and Customs Department 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 the tenants)	

11.04	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.	
11.05	Please specify the details of public transport facilities available to and from the premises.	
11.06	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.	
11.07	Mention specifically any hazards associated with the building or surroundings which are harmful for Human occupation	
11.08	Whether the premise has extra storage facility? If yes, give details. If not, specify whether such facilities are available in the vicinity.	
11.09	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)	
12	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.	
13	Electricity – 1.5 KVA/ 100 Sq. ft Would be the minimum electrical load for internal office consumption, Which would be procured by the Owner/bidder.	

14	<p>Satellite- Customs & Central GST Dept.</p> <p>Requires the option of installing a Satellite Dish, Microwave Tower on the roof top/ terrace of the building, at no extra cost, subject to government regulations, size, load of the Satellite antenna/ Microwave tower, at any time during the term of the lease at no extra rental or similar expense. The Department will be responsible for installing and removing the equipment at its own cost and expense.</p>	
15	<p>Signage-Customs & Central GST</p> <p>Department requires the right to use its logos and graphics at the entrance to its premises and within the premises. The Department 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.</p>	

*Enclose documents wherever required.

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I* son/ daughter of

**solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it, is correct, complete and truly stated.

Yours faithfully,

Signature.....

Name.....

Designation.....

Place:

Date:

*Name in full and block letters** Name in full and block letters

ANNEXURE-'B'

REF: Tender ref no..... dated..... published in CBIC website for hiring office accommodation for Customs Preventive Unit, Nellore .

Subject:-SUBMISSION OF TENDER FOR HIRING OF OFFICE PREMISES FOR CUSTOMS PREVENTIVE UNIT, NELLORE – REGARDING.

FINANCIAL BID

1. Name of the party
2. Address (with Tel. No. & Fax No.)
3. PAN
4. Name & Address of the proprietor, Partners/ Directors (with Mobile Number)

Name& Address of the premises	*Net Carpet Area offered (in sq. ft.)	Monthly rent Rs. per sq. ft	Total Monthly rent quoted for the Net carpet area
1	2	3	Rs. 4 = 2X3

NOTE

1. No separate rent would be paid for (a) underground/ covered parking areas (b) open parking space, inner roads, garden etc. within the compound. The rate quoted shall be inclusive of usage by tenant of all these areas.
2. If it is independent building in a plot, then the rent quoted shall give right for the tenant for usage of the total plot area of the property i.e complete land area including open spaces and constructed area that are within the boundary of property being offered on rent.
3. *Net carpet area' means area of premises less toilets, passage, walls/columns, stair cases, verandah, lobby, balcony, kitchen etc.
4. The rent proposed to be charged per square feet per month on the carpet area which should be inclusive of all taxes and duties to be paid to various authorities (Except Service Tax and Municipal Tax) should be indicated. The Service Tax alone will be reimbursed by the department on actual basis. The Municipal Tax is to be borne by the owner of the building.
5. The Municipal water charges and the electricity charges would be borne by the Dept on actual basis from the date of occupation to the date of vacation.
6. The tender is for hiring for an initial period of 3 (Three) years. Within three years, there **will not be any revision** of rent. In case required, the hiring period may extend beyond 3 years. The revision of rent beyond 3 years, if required would be as per conditions mentioned in Standard Lease Agreement (SLA) signed.
7. No advance would be given by the Department as deposit for rent .

Date: _____

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

ANNEXURE-C
SCOPE OF MAINTENANCE

The land lord would bear the cost of maintenance of the following

- Periodical Civil, electrical, fire fighting maintenance.
- Preventive maintenance drill for fire fighting equipment would be responsibility of bidder.
- Periodical maintenance of the building, which includes painting of walls doors & windows and all the exteriors and all the common areas of the building.
- Maintenance of all Elevators including payment of AMC.
- Maintenance of Lighting posts etc., of common area.
- Maintenance of centralised air-condition facility.
- 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 power backup generator/DG sets, payment of their insurance and AMC.

The tenant would bear the cost of

- Provision of consumables for Electrical items such as Bulbs, switches etc.
- Round the clock general security to the premises, access control and regulating visitor movement. Regulating vehicle movement within the premises.
- Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provision of consumables for the same.
- Fuel for the generator set would be borne by the tenant.

**OFFICE SPACE ENTITLEMENT FOR
CPU NELLORE AS PER CBIC
INFRASTRUCTURE MANUAL 2022**

Sitting area		
1	1 Supdt	14.5
2	1 Insp	11
Total		25.5

Special Components		
1	Entrance Hall	33
2	Record room	7.65
3	Waiting lounge	11
4	Store	11
5	Ladies rest room	11
Total		73.65

30% of Sitting area

Space entitlement calculation		
A	Sitting Area	25.50
B	Special Components	73.65
C	Total	99.15
D	For future expansion	14.87
E	Total	114.02
F	Austerity Cut	11.40
G	Total	102.62
H	2nd Austerity cut	20.52
I	Total (In Sq mts)	82.10
Total (In Sq ft)		883.68

15% of C
C+D
10% of E
20% of G