



सीमा शुल्क के सहायक आयुक्त का कार्यालय  
OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS  
सीमा शुल्क प्रभाग::डी. न. -15-30/4::चौथी मंजिल::श्रीनिवासा टावर  
CUSTOMS DIVISION::D.NO. 15-30/4::4<sup>TH</sup> FLOOR ::SRINIVASA TOWERS  
श्री पद्मावती महिला विश्वविद्यालय के सामने :: पद्मावती नगर:: तिरुपति-517502  
OPPOSITE PADMAVATI MAHILA UNIVERSITY::PADMAVATI NAGAR:: TIRUPATI - 517502.  
Ph No.0877-2240424 E-Mail:cdtirupati@gmail.com  
C.No.I/12/01/2018-CD-Tirupati Date:01.08.2018

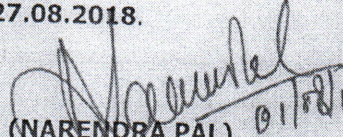
**NOTICE FOR INVITING TENDERS FOR HIRING OF OFFICE ACCOMMODATION ON  
LEASE/RENT BASIS (last date for submission of the tender. 27.08.2018)**

Offers/bids are invited from the legal owners and/or holders of power of attorney in the form of the two bid system i.e., Technical Bid and Financial Bid, for hiring of office accommodation located in the area mentioned in the table below (as detailed in the tender documents):

Sl.No.	Formation	Preferred location	Carpet area required
1	Office of the Deputy/Assistant Commissioner Of Customs, Customs Division, Tirupati	In Tirupati Town.	4136 Sq.Feet (Approx). Or 384 Sq.Mtrs.

The Premises should be in the above mentioned preferable location. The building should be fit for office use with contiguous floors. The building should be located on the main road with easy access. The premises should be in 'ready to occupy' condition with partitions/cubicles, toilets, lifts etc. as specified in the tender documents. Adequate parking space should be available. The interested parties may collect the prescribed tender documents from the undersigned or the same may be downloaded from [www.cbec.gov.in](http://www.cbec.gov.in) or [apcustoms.gov.in](http://apcustoms.gov.in)

The Offers/Bid shall be submitted under Two Bid System Viz: Technical and financial bids. If they wish to offer their premises for more than one location separate tenders may be submitted quoting the name of the location. The offer/bid shall be submitted by dropping the sealed covers containing the bids, in the box provided for, at the above mentioned address **by 16.00 Hrs ,27.08.2018.**

  
(NARENDRA PAL) 01/08/18

**ASSISTANT COMMISSIONER**

Copy to:

1. The Superintendent (Computers), Hqrs.Office, CCP, Vijayawada with a request to upload the Notice in, [www.cbec.gov.in](http://www.cbec.gov.in), [apcustoms.gov.in](http://apcustoms.gov.in) and e-Procurement Portal of the Govt. of India.
2. Notice Board, Customs Division, Tirupati.



**TENDER NOTICE FOR HIRING OF OFFICE ACCOMMODATION ON LEASE/RENT BASIS**  
**NOTICE INVITING TENDERS**

**FOR HIRING OFFICE PREMISES ON LONG TERM LEASE**

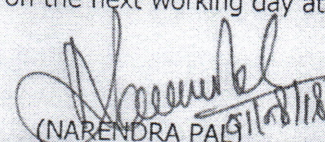
The Assistant Commissioner of Customs, Customs Division, Tirupati invites Sealed-Tenders from the interested parties for providing ready to built office premises at the following location in Tirupati, preferably situated at ground/first floor, having proper approach road, entrance, with adequate parking facility and adequate toilet facilities.

Sl.No.	Hqrs.Office	Preferable location	Carpet required area
1	Office of the Deputy/Assistant Commissioner Of Customs, Customs Division, Tirupati	In Tirupati Town.	4136 Sq.Feet (Approx). Or 384 Sq.Mtrs

3. Interested parties should drop their proposal in a sealed cover in the box provided for the purpose at the above address, by 16.00 Hrs on 20.08.2018.  
 Terms and Conditions and other details may be referred to from the following enclosures.
  - (i) General Instructions and Terms and Conditions of this contract : Part-2
  - (ii) Requirements and facilities to be provided by the bidder: Annexure-I
  - (iii) Format of Technical Bid: Part-3
  - (iv) Format of Financial Bid: Part-5
  - (v) Declaration: Part-4 Section-I
  - (vi) Tender Acceptance Letter:
4. The Proposal should be submitted in two parts. The first part should be the "**Technical Bid**" which should contain technical parameters like Address of the building, carpet area as well as built up area, design of the premises, availability of parking space, air conditioning standards, year of construction etc. The second part should be the "**Financial Bid**" which should indicate the rent proposed to be charged and the other financial terms and conditions. Both these bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top "**Financial bid/Technical bid**" as the case be. Both these envelopes should be kept in another sealed cover mentioning clearly "**Tender for Office Accommodation for Office Of The Deputy/Assistant Commissioner Of Customs, Customs Division, Tirupati**".
5. **Earnest Money Deposit (EMD)** or bid security of Rs.5000/- (Rs. Five Thousand only), shall be submitted by bidders in the form of Fixed Deposit Receipt or Bank Guarantee form any of the Commercial Banks in India, drawn in favour of 'The Assistant Commissioner Of Customs, Customs Division, Tirupati'. EMD instrument, in original, should be submitted along with the Technical Bid. Otherwise, the bid is liable to be rejected at the initial stage itself.
6. The Critical dates for the Tender Submission and processing are as under-

Published Date	01.08.2018
Bid Submission End Date**	27.08.2018 before 16:00 hours
Technical Bid Opening date	28.08.2018 at 15:30 hours
Financial Bid Opening date	28.08.2018 at 16.30Hors

7. In the event of any of the above-mentioned date being subsequently declared as holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

  
 (NARENDRA PAL)

ASSISTANT COMMISSIONER



PART - 1  
INVITATION TO BID

The Assistant Commissioner Of Customs, Customs Division, Tirupati, D.No.15-30/4, 4<sup>th</sup> Floor, Srinivasa Towers, Opp. Padmavathi Mahila University, Padmavathi Nagar, Tirupati - 517502 invites bids from legal owners/power of Attorney holders under two-bid system for **HIRING OF OFFICE SPACE for Office of the Deputy/ Assistant Commissioner Of Customs, Customs Division, Tirupati** on lease/rent basis from owners of properties located in Tirupati Town, well connected by public transport and having wide approach road for easy access.

PART-2  
INSTRUCTIONS TO THE BIDDERS

1. The invitation to bid is open to legal owners/power of attorney holders of properties located in Tirupati Town. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents.
2. The successful bidder will be declared as 'the lessor' which means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc. The Deputy/ Assistant Commissioner of Customs, Customs Division, Tirupati, will be 'the lessee' for the current bidding.
3. The bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. The amendment which will be binding and will be available in the website [www.cbec.gov.in](http://www.cbec.gov.in) and [apcustoms.gov.in](http://apcustoms.gov.in)
5. In order to allow reasonable time to prospective bidders to take the amendment into account in preparing their bids, the lessee, at his discretion, may extend the deadline for the submission of bids.
6. The carpet area required is 4136 Sq.Feet (approx). The lessee shall also consider bids where the carpet area is within (+) or (-) 15% of the above requirement.
7. In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid and financial bid in respect of each premises.
8. The Technical Bid by the bidder shall include the following:
  - a) Copy of the PAN card
  - b) Copies of all the documents mentioned in the **Part-4**.
9. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language and should be typed or written in indelible ink. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
10. **In case of co-owners/joint owners, the bid documents i.e technical bid and financial bid, should be signed by all the co-owners/joint owners.** In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the remaining owners.



11. The financial bid should comprise of the lease rent component and should be submitted strictly as per the form prescribed in **Part-5**.
12. The lease rent should be quoted in Indian rupees only. There should not be any over-writings. The lease rent should be expressed both in words and figures.
13. The financial bid should contain the lease rent payable by the lessee. The GST as applicable will be borne by the lessee. **All other taxes/charges/levies etc. shall be borne by the lessor only.**
14. **The bid shall remain valid for 180 days after the date of opening of the financial bid.** A bid valid for a shorter period may be rejected by the lessee as non-responsive.
15. In exceptional circumstances, the lessee may require the successful bidder's consent for an extension of period of validity. The request and responses thereto shall be made in writing. The bidder granting the request will not be required nor permitted to modify the bid.
16. The Bids should be submitted in two parts - Technical bid and Financial Bid should be placed in a separate cover superscribed with the words **"Technical bid for hiring of office space for office of Office Of the Deputy/ Assistant Commissioner Of Customs, Customs Division, Tirupati"**.
17. Similarly, Financial bid should be placed in a separate cover with the words **"Financial bid for hiring of office space for Office Of the Deputy/ Assistant Commissioner Of Customs, Customs Division, Tirupati"**. Both the covers should be properly sealed and also should contain the complete address of the bidder written on the cover. Both these covers should be placed in another cover which should be properly sealed and super-scribed with the word **"Tender for hiring of office space for Office Of the Deputy/ Assistant Commissioner Of Customs, Customs Division, Tirupati"**.
17. In case the envelopes containing the technical bid or financial bid or the outer envelope are not properly sealed or marked as required, the lessee will assume no responsibility for the misplacement or premature opening.
18. If for any reason, it is found that the technical bid reveals the financial bid related details in any manner whatsoever, or, the financial bid is enclosed in the envelope super-scribed **"Technical bid for hiring of office space for the Deputy/ Assistant Commissioner Of Customs, Customs Division, Tirupati"**, the bid document will summarily be rejected in the first instance itself.
19. The bidder may modify or withdraw its bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.
20. The cover containing the bid documents as mentioned above should be dropped in the sealed box kept in the Office Of Assistant Commissioner Of Customs, Customs Division, Tirupati, D.No.15-30/4, 4<sup>th</sup> Floor, Srinivasa Towers, Opp. Padmavathi Mahila University, Padmavathi Nagar, Tirupati - 517502 before **16.00 hrs on 20.08.2018**. Under no circumstances, the tender documents will be received after the above date / time. In the event of the specified date for submission of bids being declared a holiday for the lessee, the bid will be received up to the appointed time on the next working day.
21. The tender documents will be opened by the tender Committee constituted by the Commissioner of Customs (Preventive), Vijayawada **at 15.30 Hrs on 28.08.2018**, in the presence of bidders who may choose to be present. In case the bidder is represented by any other person at the time of opening of the bid, such person should carry a proper letter of authorization from the bidder. The tender Committee will open all the technical bids in the first instance.



22. During evaluation of the technical bids, the lessee may at his discretion, ask the bidder for clarification of its bid.
23. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders. The lessee may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
24. The tender Committee will open the financial bids of the bidders as specified in Para 23.
25. If there is a discrepancy between words and figures, the rentals mentioned in words will be considered.
26. The Deputy/ Assistant Commissioner of Customs, Customs Division, Tirupati reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders or without any obligations to inform the affected bidder or bidders of the grounds for the lessee's action.
27. In case the bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial bid covers separately. (Even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the technical bid cover in any manner.
28. The Courts of India at Hyderabad will have exclusive jurisdiction to determine any proceeding in relation to this contract.
29. Making misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.
30. **The bidder should submit Part-2 (Instructions to bidders), Part-3 (Terms and Conditions), offer as prescribed in Technical bid, having duly signed on all pages.** For any further clarification, Shri Narendra Pal, Assistant Commissioner (0877-2240424) may be contacted on any working day, between 11 AM to 5 PM.

Read and accepted.

Name & signature with stamp (if any) of  
Bidder or Authorized Signatory



### PART-3

#### **GENERAL TERMS AND CONDITIONS:**

1. The Technical Bid should be accompanied by the following documents:
  - (i) Location Map.
  - (ii) Copy of sale deed/agreement for acquisition of property.
  - (iii) Approved plan of the offered premises with exact measurement for carpet area.
2. The premises offered should be in ready to occupy condition and the owners of the premises will have to hand over the possession of premises within the one month after acceptance of their offer. **The offer should be valid for a minimum period of 36 months** from due date of opening the tender. It may be noted that no negotiations will be carried out except with the lowest tender and therefore most competitive rates should be offered.
3. In case of re-hiring, enhancement of not more than eight per cent (8%) per annum is permissible, if the revised rent is within the FRC/RRC range issued by the CPWD authorities.
4. **Offers received from Public Sector units/Government bodies would be given preference.** No Earnest Money Deposit will be given by the department to the owner offering the premises. Tenders received after the due date and time for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of Tender documents.
5. **The premises owners will have to furnish structural soundness certificate from a reputed Architect/organization** in this field approved by Council of Architects in case the offer is short listed. Similarly the RCC design and construction fitness should be certified by an engineer approved by the concerned Government department.
6. **The building should have assured 100% power back-up and running water supply on continuous basis.**
7. The premises should not be mortgaged or leased and should be free from any encumbrances lien of any type. Bonafide owners of premises who possess free hold title on the said premises and who can let the premises to the Department, as per law, are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.
8. The premises offered should consist of the minimum amenities/facilities as mentioned in Annexure-I enclosed to this tender notice.
9. The premises offered should have construction approvals/clearance from all Central/State Government Department as may be necessary by the local authorities.
10. **The owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.**
11. All the common amenities available in complex shall be made available to officers of the department in that complex.
12. The legal owner of the building should provide exclusive parking area preferably for 4 cars and 15 Two Wheelers.



13. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the department.
14. In case of high-rise building, **provision of lift is essential** with assured power backup.
15. The building should have appropriate fire safety compliance mechanism.
16. The office space should have electric fixture like fans, tube lights, switches, power points of ISI/BIS specifications.
17. The space offered should be free from any liability and litigation with respect to its ownership.
18. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.
19. The building should be secure enough to protect the government Property.
20. **Finalization of rent based on location and quality of construction is subject to certification by CPWD / tender committee**, subject to final approval and sanction by Government of India, as per rules framed in this regard.
21. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents are liable to be rejected. The tenderer, before submitting the tender should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details / documents would render the tenderer invalid.
22. The owner should make the building available for inspection by the officers of the Office of the Deputy/ Assistant Commissioner of Customs, Customs Division, Tirupati after the opening of the technical bids.
23. The period of lease should be minimum for duration of Three (3) Years.
24. The Deputy/ Assistant Commissioner of Customs, Customs Division, Tirupati reserves the right to amend these terms and conditions as deemed necessary, at any point of time subject to administrative exigencies.
25. Participation in the tender, does not entail any commitment from Deputy/ Assistant Commissioner of Customs, Customs Division, Tirupati. He reserves the right to reject any / all offers, including that of the lowest tenderer without assigning any reason.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & Conditions mentioned from Sl. No.1 to 25 will constitute the technical specification. The rent demanded per square meter or square feet of the covered area will constitute the Financial Bid. The rent offered should be inclusive of property tax or all other taxes required to be paid by the property owner/s.

Name & signature with stamp (if any)  
of Bidder or Authorized Signatory



# **ANNEXURE-I**

## **(Facilities required to be provided by the Owner)**

01	There should be provision for 24 hours Electricity and water supply.
02.	The area proposed should be preferably on the floors contiguous to each other.
03	There should be proper approach Road and entrance to the proposed building.
04	The building should be in a ready to occupy condition with electricity, water, lifts, sewerage, firefighting equipment and adequate toilet facilities. The electric power available should be indicated.
05	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement.
06	Facility for Installing Generator.



**PART-4**

**TECHNICAL BID FOR OFFICE SPACE**

From:

To  
The Assistant Commissioner of Customs,  
Customs Division, Tirupati,  
D.No.15-30/4, 4<sup>th</sup> Floor,  
Srinivasa Towers,  
Opp. Padmavathi Mahila University,  
Padmavathi Nagar, Tirupati - 517502

Sir,

Sub: Technical Bid (Offer Part-I) : Offer for Premises for Office space for the  
office of the Deputy/ Assistant Commissioner of Customs, Customs  
Division, Tirupati on Lease/Rental Basis.

\* \* \*

With reference to your advertisement for hiring of premises on lease/rent, we  
submit herewith our offer for the same with following technical particulars/details for your  
consideration.

Yours faithfully,

Date:

Name & signature with stamp (if any)  
of Bidder or Authorized Signatory



**PART 4**

**TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION**

01	Full particulars of the legal owner of the premises: (i) Name (ii) PAN (iii) Office Address & Telephone No. (iv) Residence address & Telephone No. (v) Mobile No. (vi) Tele Fax                      Email:	
02	(In case the bid is not submitted by the legal owner)  (i) Full particulars of person(s) offering the premises on rent / lease (ii) Relationship with the legal owner (enclose power of attorney also if the applicant is other than owner)	
03	(a) Complete Address and location of the building:	
04	Type of Building –Commercial or Residential	
05	Details of premises: (a) No. of floors (b) In case the premises offered is in a multi-storied building having other tenants, specify the floor(s) in which the premises offered for hire is situated. (c) Total area in each floor including common area i.e. Super Built up area (floor -wise built up area to be furnished) (d) Carpet area in each floor (enclose certified sketch plan also)	
06	Particulars of occupancy certificate. Enclose attested / self -certified copy of occupancy certificate issued by Competent Authority in case of building whose construction is completed. In case of buildings under construction, the same should be submitted within 30 days of communication of acceptance of bid.	
07	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)	
08	Space for vehicle parking available exclusively for the lessee (Sft)	
09	Provide details of Type, model, make, year of installation company of Lifts with number and carrying capacity, etc.,	
10	Number of Hygienic Toilets-floor wise, with details separately for men & women	
11	(a) Whether running water, both drinking and otherwise, available round the clock?	



	(b) Whether sanitary and water supply installations have been provided for?	
12	Whether separate electricity and having sufficient installed capacity has been provided for ?	
13	Sanctioned electricity Load	
14	(a) Whether electrical installation and fittings, Power Plugs, switches etc., provided or not? (b) Whether building has been provided with fans in all rooms or not? (if yes, give the No's of fans floor wise )	

15

- i) Details of Power back-up 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 Department Certificate (Copy of certificate to be enclosed)

17

The period within which the said accommodation fit for office use could be made available for occupation (after the approval)

18

Specify the lease period (minimum three/five years and provision 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 fixed as per (i) above to remain valid for initial lease period of three years. Thereafter enhancement is subject to issue of Fair Rent Certificate by CPWD  
If yes, an undertaking to this effect is required to be submitted by the owner of the building

20

Whether premises located in Commercial/Market or residential area

21

Whether Municipal permission to construct premises Obtained (Yes/No)  
(enclose copy of the approved plan/drawing)

22

Whether willing to carry out additions/ alterations/repairs as per specifications/ plan given by the Lessee (Yes/No)

23

Any other salient aspect of the building, which the party may like to mention.

24

**A copy of Latest Non-Encumbrance Certificate of the property shall be enclosed**



**DECLARATION:**

- (I) I/We have read and understood the detailed terms and conditions applicable of 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 building etc. as furnished against the individual items are true and correct as per my 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 Department may wish to take.

Signature of Legal Owner / Power of Attorney Holder  
( Delete as Inapplicable)

NAME IN BLOCK LETTERS  
( Designation and Seal where applicable )



**PART -4: SECTION – I**  
**(Documents to be enclosed)**

Attested photocopies / certified true copies of the following documents are to be annexed with the Technical Bid. Originals of the following shall be produced for verification at the time of execution of Lease Agreement.

1. 'Title Deed' showing the ownership of the premises/ land.
2. Certified copies of approved drawings from Vijayawada Municipal Corporation authorities or any other competent authority.
3. Property Tax receipts.
4. Affidavit from owners/ power of Attorney Holder, to the effect that accommodation being offered for hire is free from any litigation / liability / pending dues and taxes.
5. Copy of power of attorney (in case of owner not submitting the bid)

**DECLARATION**

I.....  
S/o..... hereby  
offer the premises stated in the technical bid for rent to the office of the Deputy/ Assistant Commissioner Of Customs, Customs Division, Tirupati , the Lessee. Whatever is stated in the bid document is true to the best of my knowledge and ability. I have not changed the contents of the bid document and have duly verified and signed the same. We have not made any alteration in any of the bid documents/ its enclosures.

Yours faithfully,

Name & signature with stamp (if any)  
of Bidder or Authorized Signatory



**Part-5**  
**FINANCIAL BID FOR HIRING OF OFFICE ACCOMODATION**

1	Name & Address of the applicant with Phone Nos.	
2	Status of the applicant with regard to Building/accommodation offered for hire by the owner or Power of Attorney Holder	
3	Full Particulars of the Owner: (1) Name: (2) Address (es): (3) Telephone Nos.: (4) Email Address: (5) Tele Fax:	
4.	Complete details of the building viz. (i) Postal Address (ii) Location (iii) Number of Floors (iv) Covered area (v) Carpet area	
5	Rent in Indian Rupees per month per square feet of the carpet area as mentioned in Technical Bid. (The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Government & it will be applicable for the leased period of Three Years).	
6	Does the owner intend to charge separately for the facility of Power back up provided. It yes, indicate the amount payable on this count in (addition to the rent), enumerative terms and conditions and such details relevant (if need, a separate not duly signed could be appended).	
7	Rate of common area maintenance Per Sq. Feet on carpet area per month.	
8	Any other condition (s) having financial implication relevant to the offer of the building. Give details, if any	
9	Remarks.	

1. The internal wall partitions and other finishing/interior/partitions work as per the requirements should be completed within a maximum a period of 30 days from the date of award of tender **at the expense of the bidder.**
2. **Monthly rent should be quoted on lump-sum basis** for the entire area (covered/build up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc.,) including charges for Civil & Electrical maintenance of the building; maintenance of the air conditioning equipment (if Centralised) & lifts and charges for security, for the entire agreement period of 3 (Three) Years in the Financial Bid.
3. All the taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder for the entire period of tenancy.
4. The Customs Department shall pay all charges in respect of electricity and water used on the said premises during the lease period as per the prevailing rates.

Signature of Legal Owner / Power of Attorney Holder  
( Delete as Inapplicable)

NAME IN BLOCK LETTERS  
( Designation and Seal where applicable )



ANNEXURE- A

From:

To  
The Assistant Commissioner of Customs,  
Customs Division, Tirupati,  
D.No.15-30/4, 4<sup>th</sup> Floor,  
Srinivasa Towers,  
Opp. Padmavathi Mahila University,  
Padmavathi Nagar, Tirupati - 517502

Sir,

Sub: Offer for Premises for Office Of The Deputy/ Assistant Commissioner Of Customs, Customs Division, Tirupati on Lease rental basis - Submission of bids - reg. -

With reference to your advertisement for hiring of premises on lease/rent, I/We submit herewith our offer for the same as under, as mentioned in the tender documents.

1. Technical Bid (Part-4) along with signed copies of Instruction to Bidders (Part-2) and Terms and Conditions (Part-3), Copies of documents mentioned in Part-4 and Check List as per Annexure-B, (in a separate sealed cover)
2. Financial Bid (Part-5) in a separate sealed cover.

Yours faithfully,

Date:

Name & signature with stamp (if any) of  
Bidder or Authorized Signatory



## ANNEXURE-B

**CHECK LIST**

S.No.	Documents/Details	Enclosed / Signed
1	Bidder has enclosed Annexure -A duly signed, dated and stamped	
2	Bidder has enclosed Part-2 signed on every page	
3	Bidder has enclosed Part-3 signed on every page	
4	Bidder has enclosed Part -4 duly signed, dated and stamped	
5	Bidder has enclosed Part -4 Section -I signed on every page.	
6	Bidder has enclosed Part -4 Section -II signed on every page	
7	Bidder has enclosed Part -4 Section -III duly signed.	
8	Bidder has enclosed EMD (mention here Instrument Number, Date and Amount)	
9	Bidder has enclosed copy of PAN	
10	Bidder has enclosed copy of title deeds	
11	Bidder has enclosed copy of approved plan	
12	Bidder has enclosed copies of municipal tax receipts	
13	Bidder has enclosed Power of attorney (refer SI.No. 2 of Part - 4 - Section -I	
14	Bidder has enclosed floor-wise sketch of carpet area (refer SI.No 4 of Part-4 - Section-I)	
15	Bidder has enclosed Occupancy certificate (refer SI.No.5 of Part-4 Section-I)	
16	Bidder has enclosed affidavit (refer SI.No. 6 of Part - 4 - Section - I)	
17	Confirm the documents mentioned at SI.No. 1 to 16 above are kept in a separate sealed cover super-scribed "Technical Bid for Hiring of Office Space for the Office of Deputy/ Assistant Commissioner of Customs, Customs Division, Tirupati "	
18	Bidder has enclosed Part -5 (financial bid) duly signed, stamped Confirm the Part -5 is kept in separate sealed cover super-scribed "Financial Bid for Hiring of Office Space for the Office of Deputy/ Assistant Commissioner of Customs, Customs Division, Tirupati "	
19	Confirm that the covers containing, Technical bid and financial bid are kept in another sealed cover super-scribed "Tender for Hiring Office space for the Office of Deputy/ Assistant Commissioner of Customs, Customs Division, Tirupati " This check list should also be kept in the sealed cover.	