



**GOVERNMENT OF INDIA
OFFICE OF THE JOINT COMMISSIONER OF INCOME-TAX, RANGE-2
(STATIONED AT THANJAVUR), INCOME TAX OFFICE, 100, NANJIKOTTAI ROAD,
THANJAVUR-613006**

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C.No.Admn/JCIT/R- 2, TRY/TNJ/2022-23

Dated: 16. 08.2022

HIRING OF OFFICE SPACE AT NAGAPATTINAM ON RENT/LEASE

The Income Tax Department, Nagapattinam invites bids from legal owners/power of attorney holders under two-bid system for hiring of office space on rent with carpet area of 3500 Sq.ft approximately (with sufficient space for parking of four wheelers and two wheelers) within the Nagapattinam Municipal limit. Sealed tenders in envelopes, super-scribed "**Tenders for Hiring of Office Space at Nagapattinam**" and addressed to "**The Income-tax Officer (Admin), No.81, Salt Road, Nagapattinam-611001**" are invited so as to reach the **Income-tax Officer (Admin), No.81, Salt Road, Nagapattinam-611001** not later than **17.00hrs on 31/08/2022**

The bids will be opened in the presence of the bidders on **01/09/2022** at **3.30 P.M** in the Office of the Joint Commissioner of Income Tax, Range-2, Trichy Stationed at Thanjavur, No.100, Nanjikottai Road, Thanjavur-613006. The tender documents can be downloaded from the official website of Income-tax Department viz. www.incometax.gov.in & www.tnincometax.gov.in. The tender documents are also available with the Income-tax Officer (Admin), Nagapattinam No.81, Salt Road, Nagapattinam-611001 on all working days.

(R.KRISHNAN)
Income Tax Officer(Admn.),
Nagapattinam

TERMS AND CONDITIONS

1. The invitation to bid is open to legal owners/power of attorney holders of properties located in the areas covered within the Nagapattinam Municipal limits. 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. Income Tax Department, Nagapattinam will be the lessee.
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. **The carpet area required is around 3500 sq. ft** within the Nagapattinam Town Municipal limit. The lessee shall also consider bids where the carpet area is within (+) or (-) 10% of the above requirement. ***Standalone buildings may be preferred.***
5. 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/ Power of Attorney to do so from the remaining owners.
6. The financial bid should contain the lease rent payable by the lessee without GST. Only GST, as applicable will be borne by the lessee. All other taxes/charges/levies etc. shall be borne by the lessor only. The financial bid should be submitted strictly as per the form prescribed.
7. **Selected party shall be required to execute a Lease Agreement with the Income tax Department in accordance with the provisions of the law applicable. The agreement shall be signed initially for a period of three years which may be extendable for the further period as per the requirements of the department and with mutual consent only. However the Income Tax Department may vacate the premise by giving 2 months notice.**
8. Monthly rent should be quoted on lump sum basis for the entire area offered (Covered area of main building, any other permanent structure, covered/underground parking as well as an open parking area, open space like garden, inner roads, etc.,) for the entire Agreement period of three years. Prices quoted must be submitted in the format of Financial bid prescribed at Annexure "III". Total covered/ built up area needs to be shown separately at appropriate place in Technical Bid and Financial Bid to facilitate calculations of rate per Sq.ft. Bidder may note that no increase in Rental Charges per month will be allowed during the

initial three years of the agreement period. **Finalization of rent based on location, amenities provided and other parameters is subject to certification by CPWD/Hiring/Local Purchase Committee and subject to final approval and sanction by the Government of India as per the rules framed in this regard.**

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

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

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

12. The Income-tax Office, Nagapattinam shall pay charges towards electricity charges and water used on the said premises during the lease period on actual consumptions basis. Meters are to be installed by owner, at their cost in working condition.

13. The Income-tax Department may during the currency of the lease period/extended Lease period carry out such alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.

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

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

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

17. Quoting parties may keep their offer valid for a minimum period of 60 to 90 days i.e., upto for acceptance by this Department. The same can be extended by Income-tax Department with a shorter validity or inconsistent with the

requirements set out in this offer / Tender shall be ignored summarily and no representation in this regard shall be entertained.

18. In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he/she should submit separate bids containing technical bid, financial bid and EMD in respect of each premises. Brokerage charges will not be payable.

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

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

Technical bid should inter-alia contains details as follows:

- i) Location and address of the building (preferably with photograph of the building)
- ii) Exact carpet-area (with details and plan of the proposed area)
- iii) Detailed approved plan of the accommodation by local authorities.
- iv) Clearances/No objection certificate from all relevant Central / State / Municipal authorities and Fire Department for use as office premises confirming the municipality law; and
- v) Facilities and amenities available with the building such as furnishing AC, adequate parking space, Officer Chambers, washroom, stores & rooms for net working etc.,

Facilities required to be provided by the owner:

- i. The premises under offer be situated in motor accessible locality of the city preferably around Institutional area/within a radius of **2 KM** from new Bus Stand of the town.
- ii. The building should be located preferably on main road with easy access. It should be fit and approved for office use. It should be in area where other Government offices are located;
- iii. Assured and adequate free parking space for about 5 cars and 10 scooters/bike be provided / made available to the official of Income-tax Office as well as visitors.

- iv. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc air conditioned.
- v. The area proposed to be given on rent should be on the same floor preferably.
- vi. The building should have adequate security cover to protect the Govt. property;
- vii. The maintenance (Civil, electrical, mechanical, plumbing including consumables etc.,) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same.
- viii. The building should have adequate toilets facilities separately for ladies and gents for the proposed area;
- ix. The building should be in a ready to use condition with electricity, water, lifts, sewerage and fire fighting equipment. The electric power available should also be indicated;
- x. No advance rent is payable by the Government as a matter of policy. Neither brokerage is payable. The legal owners should apply directly to Income-tax Office, Nagapattinam.
- xi. The space offered should be free from any liability and litigation with respect to its ownership, leaset / renting and pending payments against the offered space.
- xii. In case the building is furnished. The same should be in good & presentable condition and should not be old more than 10 years.

20. **The Financial bid** will inter-alia include;

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

21. Income tax office, Nagapattinam reserves the right to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.
22. Income-tax Office, Nagapattinam will sign only lease agreement with the lessor and the cost of such agreement will be borne by the owner/lessor of the party.
23. The reference no. and date of this tender notice details be superscribed on the sealed tender envelope falling which it will not be considered. Technical and Financial bid, duly signed by the authorized signatory, should be submitted in separate sealed envelope and both should be placed in one sealed envelope. Financial bids of only those vendors shall be opened which are found technically acceptable.
24. The tender should reach the Income-tax Officer (Admin), NO.81 Salt Road, Nagapattinam before the due date and time. The tenders received late shall not be considered and no correspondence in this regard shall be regarded.
25. The tender will be accepted from original owner of the building or having valid power of attorney.
26. The bidders are required to send separate tenders for each place and each tender should have two separate envelopes for each item-as described below:-
 - a) Envelope-1- Technical bid as per the Annexure-I & II
 - b) Envelope-2 – Containing financial bid as prescribed in the Annexure-III showing rates, financial terms and conditions etc.,

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

- a) **"TECHNICAL BID "** For Accommodation for office of Income-tax Office, Nagapattinam.
- b) **"FINANCIAL BID"** For Accommodation for official of Income-tax Office, Nagapattinam.

Finally the above mentioned two envelopes should be put in one bigger envelope super-scribed as **"Tender for hiring of office space at Nagapattinam"**. The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope. While opening the tenders, the envelopes containing technical bids shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The evaluation committee will open financial bid after evaluation of the Technical bids. Financial bids of technically qualified bidders will only be opened.

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

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

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

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

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

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

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

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

33. The rate quoted have to be valid up to 90 to 120 days.

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

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

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

37. All disputes lie within the jurisdiction of Nagapattinam only. The Income-tax Office, Nagapattinam-reserves the right to reject all or any tender without assigning any reason thereof.

38. The Income-tax Department reserve the right to accept or reject any bids, 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 any obligations to inform the affected bidder or bidders of the grounds for the lessee's action. **The decision of the Income Tax Department (lessee) is final.**

39. **An amount of Rs.15,000/- should be deposited as Earnest Money Deposit in form of Bank Draft in favour of ZAO,CBDT, Trichy payable at Trichy and must accompany the technical bid in the sealed envelope**

without which the bid will be rejected. The EMD of the successful bidder will be returned within 15 days of taking possession of the premises by the lessee pursuant to signing of the lease deed. However, the said amount will be forfeited, if the successful bidder fails to sign the lease deed within the time fixed by the lessee or hand over the possession of the premises to the lessee within the prescribed time. For the other bidders, the EMD instrument will be returned within 15 days of completion of evaluation of financial bids. No interest will be payable on this deposit. The lessee reserves the right to require the bidders to renew the instruments of EMD for further periods as required in appropriate cases.

40. Bids withdrawn after the opening of the technical bid will result in the bidders's forfeiture of its EMD.

41. After opening of the technical bid and before evaluation of the same, the Hiring committee constituted by the lessee shall inspect the premises and ascertain its suitability for the purpose of setting up of the office. In case the hiring committee finds the premises not suitable for the purpose of setting up of the office, the technical bid submitted by such a owner will not be evaluated and the financial bid of the owner will not be opened. The decision of the hiring committee in this matter will be final.

42. Lease will be formalized in the proforma of standard Lease Agreement as applicable for Central government Department. Periodical revision of rent will be considered as per clauses of Standard Lease Agreement.

43. The bids should be accompanied by the following documents: _

- i. Documents in support of ownership of building / Land and construction thereon.
- ii. Copy of PAN No. & TAN no of original owner of premises, if any.
- iii. Proof that the applicant is the original owners or lease holders or power of attorney holders or authorised agents of properties.
- iv. Certificate of authorized signatory from CEO, if the owner is a Company, firm, Society, etc.,
- v. An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting that there is no pending payments against the same.
- vi. No objection certificate/clearance certificate from all relevant Central /state Government and CMDA /Municipal Authorities, including Fire Department, for Commercial / Institutional / Office /dual use of the property.
- vii. Copies of approved plan of the accommodation offered.
- viii. Attested / self-certifited copy of completion certificate issued by the competent authoirty.

- ix. Proof/ certificate from the authorised 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.

44. PROCEDURE FOR SUBMISSION OF TENDER:

- a) The offers are entertained in two bid system i.e (a) the first envelope containing techno commercial information and (b) expected rent.
- b) Both the bids (Technical and financial) duly signed by the owner or his authorised signatory should be sealed in two separate envelopes as described below:
- c) Envelope 1 containing Technbical bid in annexure-I & II duly completed in all respect along with all relevant documents.
- d) Envelope 2 containing the financial bid, as prescribed in annexure-III showing rates, financial terms and conditions etc.,
- e) Both envelopes should be super-scribed in bold letters
- f) Finally, the above mentioned two envelops should be sealed in a single cover and addressed to the Income-tax officer(Admn.), No.81 Salt Road, Nagapattinam–super scribed as 'TENDER FOR HIRING OF OFFICE SPACE AT NAGAPATTINAM' and must reach on or before the closing time and date.

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

- g) The technical Bid should be accompanied by the documents as indicated in para 43 above, without which the tender will be considered incomplete and hence, summarily rejected.
- h) The technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- i) Only those technical bids which satisfy all the pre-qualification criteria mentioned in Annexure-V shall be considered for Evaluation.
- j) For any pre-bid submission queries, the prospective bidders may contact Shri. R. Krishnan, Income-tax Officer, Ward-1, Nagapattinam (Cell:9445955626) either personally or over phone during the office hours.
- k) Queries, if any, raised by Income-tax Department, subsequent to opening of Techincal Bid should be answered by the prescribed date. In case or no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through e-mail and confirmed through a formal letter, duly signed by the authorized signatory.

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

45. PROCEDURE FOR OPENING OF TENDER:

- a) The bid only will be opened at the office of Joint Commissioner of Income-tax office, Range-2, Trichy(Stationed at Thanjavur), No.100, Nanjikottai Road, Thanjavur-613006 in the presence of bidders.
- b) While opening the tenders envelopes containing Technical Bids shall be opened first. The Technical bid will be evaluated by an Evaluation Committee. The Evaluation committee will open Financial bid after evaluation of the Technical Bids. Financial Bids of only the technically qualified bidders will be opened.
- c) The Evaluation Committee shall visit the space offered by bidders to ascertain the suitability of the location/ space and other facilities/utilities available. The assessment of the Evaluation committee would be one of the the major criteria for evaluation of the technical bids. The score of the technical bids by the Evaluation committee would be as per the Technical Evaluation criteria prescribed in Annexure-V.
- d) The bidders would be qualified for opening of their Financial Bids subject to Evaluation of Technical Bids submitted and satisfactory report from the Committee after visiting the premise. The date, time and place for opening of financial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or sms or post. The bidders, if they so desire, can deput their representative for pending Financial Bids.
- e) The bidders would be qualified for opening of their Financial Bids based on the assessment as per evaluation of the technical bids. Financial bid of only those bidders who secure a least 65 marks out of total 100 shall be considered for the technical evaluation score. There is no cap on minimum number that can be declared technically qualified.

46. BID EVALUATION :

- a) The Financial Bids would be evaluated based on the fully furnished, if any, functional ready-to-move-in accommodation along with power backup, common area charges, fixtures, ACs, Fans, etc., The taxes, if any, may be shown separately.
- b) The Financial Bid will be scrutinized and finalized subject to ratification by the Central Public Works Department. The rent demanded by the landlord or fair rent as suggested by the CPWD, whichever is lower, will be considered for finalization.

47. PAYMENTS:

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

48. ARBITRATION:

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

49. PENALTY CLAUSE:

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

50. MISCELLANEOUS:

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

51. CONDITIONAL OFFERS WILL BE REJECTED.

52. Income-tax Office, Nagapattinam reserve the right to accept or reject any tender or part thereof or all the tenders without assigning any reasons thereof.

53. LIST OF ENCLOSURES:

As per the para 43 mentioned above. Bidder should number the pages submitted in form of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical bid.

TENDER DOCUMENT – TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

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

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

Declaration

- (i) I / We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- (ii) It is hereby declared that the particulars of the buildings etc. As furnished against the individual items are true and correct as per my / our knowledge and belief and in the event of any of the same being found to be not true, I / We shall be liable to such consequences / lawful action as the Society / Department may wish to take.

Signature of Legal Owner(s)

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

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

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

Signature of Legal Owner with Date

FINANCIAL BID
HIRING OF ACCOMMODATION FOR OFFICE

Full particulars of the legal owner of the premises:

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

S. No	Brief Description	Total Carpet Area	Rate Quoted per Sq. ft. of Carpet Area	Amount per month (Rs.)
1	Property for office space (warm shell) only			
2	Taxes, if any			
3	Total Amount Per Month (in figures)			
4	Total Amount Per Month (in words)			

Note:

- The term "warm shell" refers to the owner delivering the space to the tenant with basic finishing's which include painted walls, electrical panels and outlets, tiled floor, plastered ceiling with basic lighting, finished bath rooms and fire safety systems.
- The rates quoted in Sl. No. 1 above should be restricted to the office space provided as 'warm shell' and other charges viz. power back-up, charges for fan, light fixtures, air conditioning etc. and any other charges towards extra feature, maintenance cost etc shall be excluded. The same shall be quoted separately in Annexure – II
- Periodical revision to rent will be determined as per the conditions laid down in revised Standard Lease Agreement as per OM No. 16011/1/2000-Pol.III of Directorate of Estates, Govt. Of India dated. 03.09.2001.
- Lowest bidder shall be decided based on the rate quoted per sq.ft. of carpet area filled in Sl. No.1 above. No other charges shall be considered in deciding the lowest bid.
- Quote should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. in case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

Signature_____

Name_____

Designation_____

Date_____

OTHER CHARGESHIRING OF ACCOMMODATION FOR OFFICE

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

Note:

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

Signature_____

Name_____

Designation_____

Date_____

Pre-Qualification Criteria

1	1900 sq. mts of Carpet Area (+)/ (-) 10 % either in one block or in splits with a minimum carpet area of 4000 Sq. mts.
2	24 hrs availability of Electricity and Water Supply
3	Dedicated Parking of cars two wheelers as per extent CMDA Rules at the time of obtaining approval for construction
4	Availability of approved plan / drawing
5	Availability of relevant certificates from CMDA & Corporation of Chennai / Municipality and Other Authority for Commercial or Dual use.
6	Affidavit from the Original owners or authorized agents clearly stating that space offered from rent is free from any litigation / disputes with regard to ownership pending taxes/electricity bills, dues etc.
7	Fire Department Certificate
8	A self attested undertaking from the owner of the property indicating the number of months for which the property is being offered for rent
9	Copies of all clearances / No objection certificates from all relevant Central / State Government and Municipal Authorities
10	Documents in support of ownership of building / Land and construction

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

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

EVALUATION CRITERIA

S. No	Technical Evaluation Criteria	Max marks	Terms of Evaluation Independent Building	Marks obtained
1	Availability of entire space in one independent building.	25	Independent building with minimum carpet area of sq. mts	
			Ground floor in a building with dedicated entry	
			First floor in a building with dedicated entry	
2	Availability of dedicated parking space (four wheeler / two wheeler)	15	Car parking space for more than 5 and parking space for two wheeler more than 10	
			Car parking space for less than 5 but more than 3 and parking space for two wheeler less than 10 but more than 6	
3	Proximity to Bus Stand (within a radius of)	20	Up to 500 mts	
			Up to 1000 mts	
4	Suitability of accommodation for Income Tax as per Assessment of the Evaluation Committee After physical verification of the property. The assessment will be broadly be based on parameters such as connectivity from Bus stand, ambience, age of the building, hygiene, electricity, availability of water – both drinking and non-drinking, public utilities conditions of furnishings and fixtures, provision for security, watch and ward, power back-up etc.	40	To be decided by the Evaluation Committee	