



कार्यालय

OFFICE OF THE
प्रधान मुख्य आयकर आयुक्त, दिल्ली
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, DELHI
केन्द्रीय राजस्व भवन, आई० पी० एस्टेट, नई दिल्ली-११०००२
C. R. BUILDING, I. P. ESTATE, NEW DELHI-110002

TENDER / OFFER DOCUMENT

Hiring of Office Accommodation

For

Income Tax Department at New Delhi

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F. No. Pr. CCIT/Infra-New Projects/Hiring of Office Space/Tender/2018-19/17411 Dated: 06.02.2019

To,

All the intending parties

.....

TENDER / OFFER DOCUMENT
(Terms & Conditions)

Subject: TENDER FOR HIRING OF OFFICE PREMISES FOR INCOME TAX DEPARTMENT AT NEW DELHI – REGARDING-

Dear Sirs / Madams,

The Income Tax Department urgently requires, on an emergency basis, office space of approx. 2 lakh sq. ft., for which it intends to hire office space having a desirable carpet area of 2 lakh sq. ft. (excluding covered / underground parking area, if any) (**only** those parties having available ready to move commercial space of **more than one lakh sq. ft. carpet area in one building, approved for office use, need to apply**) in **Delhi** for an initial period of 3 (Three) years which may be renewed from time to time, if required by the Income Tax Department. Preference would be given to **Premises** belonging to Public Sector Units /Govt. Department / Public Financial Institutions.

2. The net carpet area should be in a single independent building and consisting of minimum 1 lakh sq. ft. carpet area, having an independent entrance and parking space, alongwith other requirements as mentioned below:-

- i. The tender will be acceptable only from the original owner of the building or the person having valid power of attorney.
- ii. The office premises should be legally free from all encumbrances. No legal disputes should be on the title of the property. If the property is owned by more than one person, then there should not be any kind of disputes between

- the co-owners and the title should be clear. The property should not be a break-up between different owners.
- iii. The Building offered should be structurally sound and suitable for use as office and ready to be occupied with partitions, cupboards, toilets, lifts, complete air conditioning etc. in place / fully working conditions.
 - iv. However, if the bid is made for bare shell building, the successful bidder will have to undertake the required partitioning of space with provision of lighting, air conditioning, fire fighting system, data /network/communication and electrical cabling etc. as per the requirement / specification given by the Department, at his own cost within six months of the date of agreement for the hiring of the office space. It is clarified that the Department will not incur any expenditure on these heads other than removable furniture.
 - v. Payment of rent shall commence w.e.f the date of taking over possession of the fully furnished /operational building /space.
 - vi. The Building offered should be located in Delhi with preference given to location near the existing Income Tax Offices situated at C.R. Building, I.P. Estate, New Delhi, and, should be well connected with public transport, preferably the metro rail network.
 - vii. There should be natural lighting in the campus/compound.
 - viii. There should be provision of sufficient water for toilets, wash basins, housekeeping, other cleaning purposes etc.
 - ix. The building should be Centrally Air Conditioned .
 - x. The building should have requisite fire safety measures and security measures as per legal requirement. The building should be free from any hazards and surroundings which make it harmful for human occupation.
 - xi. The building should meet all other safety norms like earthquake resistance, flood etc. required under the law. The property should be insured against all type of damages during the entire period of contract.
 - xii. The net carpet area should be in a single independent building and the floors offered for rent in a multi-storeyed building should be contiguous.
 - xiii. It should have sufficient provision of lifts of reputed make if the space offered is on upper floors.

- xiv. The premises should have suitable power supply for commercial operations.
 - xv. Uninterrupted power supply / back up for all essential services, working spaces and common area lighting.
 - xvi. There should be adequate open space for installation of additional generators (if required) and provision for connecting them to the power supply lines.
 - xvii. It is desirable that the building should have free dedicated parking facilities as per applicable ECS (equivalent car space) norms. Earmarked parking exclusively for the hirer will be further desirable. The building having parking more than ECS will be given preference.
 - xviii. All building services such as lifts, power supply, plumbing, sewerage system, Telephone connectivity shall be fully operational at the time of submission of the offer by the bidder.
 - xix. With regard to the running and maintenance of lift / escalators, HVAC (Heating, ventilation, and air conditioning) chillers /Diesel gensets /High Tension/Low Tension transformers and other similar installations etc., the rate offered by the bidder should be inclusive of comprehensive AMC (Annual maintenance contract) which includes spare parts etc. that may be required to change for smooth running of equipments during the lease period.
 - xx. The building should have **provisions as required under the "Rights of persons with Disability Act, 2016" for creating barrier free environment for persons with disabilities.**
3. The contract will be awarded to the proposal submitting the lowest financial quote, from the Financial Bids of those who qualify, on evaluation of technical bids by the Evaluation Committee, and, who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document and also subject to certification by CPWD / Rent Negotiation Committee and final approval/sanction by the Government of India as per the rules framed in this regard.
4. The intending parties should send their proposal / bid addressed to the Income Tax Officer (Hq)(Infra New Projects), Room No.337B, 3rd Floor, C.R. Building I.P. Estate, New Delhi-110002. The bid is to be submitted in two parts-Technical

and financial bid. The Technical and Financial bid proforma have been placed as **Annexure 'A' and 'B' respectively** to the accompanying tender document.

- 4.1 The offer /bid must be valid for a minimum period of 1 year reckonable from the date of opening of financial bid. However based upon the requirement /situation, the validity needs to be extended for a mutually agreed further period as per **Department's request.**
- 4.2 **The 'Technical Bid' must be accompanied with an** interest free Earnest Money Deposit (EMD) of Rs.20,00,000/- (Rs. Twenty Lakhs Only) either in the form of Bank Draft / Bankers Cheque or any other mode authorized for depositing EMD for Government Tenders under the General Financial Rules, 2017 in favour of ZAO, CBDT, New Delhi. No EMD needs to be submitted for Public Premises. The EMD will be refunded to the unsuccessful bidders within 30 days after the completion of evaluation process.
- 4.3 The EMD of the bidder securing lowest financial quote shall be retained till the validity including extended validity of the offer or handing over the possession of the building (in case of approval by Competent Authority) whichever event is later. It may be noted that the EMD is liable to be forfeited in case the bidder withdraws his offer within the validity /extended validity period or even after expiry of validity/extended validity period (if the approval of the Competent Authority has been communicated within such validity/extended validity period) but before handing over of the possession or during the time allowed for provisioning of partitioning, lighting, air conditioning, fire fighting system, data /network/communication and electrical cabling etc. as per the requirement / specification given by the Department but before /without handing over of the building or refusal to undertake the required work as the case may be.
- 4.4 The tender document can be obtained from Income Tax Officer (Hqrs.)(Infra New Projects), Room No. 337B, 3rd Floor, C.R. Building I.P. Estate, New Delhi-110002 on payment of Rs.1,000/- (Rupees One Thousand Only) by way of Demand Draft in favour of ZAO, CBDT, New Delhi, on any working day between 11.02.2019 till 12.03.2019 between 10:30 AM and 1:30 PM or alternatively it can

be downloaded from the official website at www.incometaxindia.gov.in or www.eprocure.gov.in. In case the tender document is downloaded from the website, a non-refundable tender fee of Rs.1,000/- (One Thousand Only) is to be paid by way of demand draft in favour of ZAO, CBDT, New Delhi payable at New Delhi at the time of submission of the duly filled tender application. The office may be contacted at 011-23705398 or 011-21400839 on working days (MONDAY TO FRIDAY) between 10:30 AM to 5:30 PM for any query.

5. Following documents are essential and must be submitted as part of Technical Bid:-
 - a. Offer letter (duly signed and stamped)
 - b. This Tender / offer Document (duly signed and stamped on each page) in token of acceptance of Terms & Conditions mentioned therein.
 - c. **Technical Bid in Annexure 'A'** (duly signed and stamped on each page).
 - d. Other documents **as detailed in the Technical Bid i.e. Annexure 'A'** (duly signed and stamped on each page).
 - e. Any technical bid with misrepresentation of facts or incomplete details or without mandatory documents or any offer for an incomplete premises will be summarily rejected and their technical evaluation will not be done.
 - f. Tender applications / documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected without doing their technical evaluation.
6. The procedure for submitting Bids is mentioned below:-
 - a. For technical bid, documents at para 5 above with all other required documents (duly signed) as well as the EMD of Rs.20,00,000/- (Twenty Lakhs Only) should be submitted in a sealed envelope (Envelope-I), superscripted as **"TECHNICAL BID FOR OFFICE ACCOMODATION for Income Tax Department"**. No EMD needs to be submitted for Premises belonging to Public Sector Units /Govt. Department / Public Financial Institutions..
 - b. Financial bid should be submitted in another separate sealed envelope (Envelope-II), superscripted as **"FINANCIAL BID FOR OFFICE ACCOMODATION for Income Tax Department"**.

- 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 Income Tax Department at New Delhi "**

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 of envelopes) shall lead to rejection of bid document ab-initio.
- iii. In case of any ambiguities regarding any of the terms/criteria mentioned in this tender documents, the decision of the Tender Evaluation Committee in this regard would be final and binding on all the stakeholders.

7. The bid document should be dropped along with the offer letter in the locked sealed Tender Box placed in the Room No.337B, 3rd Floor, C.R. Building I.P. Estate, New Delhi-110002 latest by 12.03.2019 upto 1730 Hours. The Tender Box will be opened at 1130 hours on 14.03.2019 in the Conference Room at the 3rd Floor in the Office of the Pr. Chief Commissioner of Income Tax, C.R. Building I.P. Estate, New Delhi-110002 or at any other pre-notified suitable place for technical Bids only in the presence of all such bidders who wish to be present.

Only those bids that fulfill the criteria of EMD (Earnest Money Deposit) and total minimum carpet area offered for rent will be shortlisted for further processing.

The Financial Bids of those who qualify on evaluation of technical bids by the Evaluation Committee would be opened later, the date of which will be intimated to the qualified bidders separately. It may however be noted that in accordance to the Rule 173(i)(h) of the GFR 2017, if any bidder quotes NIL charges /consideration, the bid shall be treated as unresponsive and will not be considered.

8. After opening the Technical Bids and before opening of the Financial Bids, the Evaluation Committee will first screen the offers and shortlist the premises qualifying the

norms mentioned in the tender documents for physical inspection. Physical inspection of the shortlisted premises covered by the tendered bids shall be carried out by the Evaluation Committee to verify whether the offer complies with the technical specifications or otherwise. Evaluation Committee will thereafter assign marks to the shortlisted premises based on the norms mentioned in the Evaluation Criteria.

9. 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 or original evidence for lodgement of deed with any bank /financial institution alongwith proof of identity of the owner before the financial bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.

10. Each complete bid or offer will be awarded marks on the predefined criteria by the Evaluation Committee entrusted with the job of Technical Evaluation of the bids. This will be **done by the 'Evaluation Committee' constituted by the Pr. Chief Commissioner of Income Tax, New Delhi** for the purpose. The opening of financial bids shall be done at a later date. The Financial bids of only those offers will be opened which are short listed after assessing the suitability of the accommodation, terms and conditions offered, compliance to technical specifications, verification of their credentials and other liabilities. Any bid or offer securing less than total 70 marks in the technical evaluation will not be shortlisted for opening of financial bids /offer. The short listed 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.

11. The rent proposed to be charged per square feet per month on the carpet area should be inclusive of property tax and/or any other similar tax / cess / duties etc. to be paid to various authorities and should be indicated in the financial bid. However, amount of such property tax and/or any other similar tax / cess / duties and Service Tax /GST as per the presently applicable rate should be indicated separately in the financial bid also. It may be noted that the stamp duty and registration charges in respect of the lease deed (if any payable) will be paid /borne by the lessor.

12. The premises offered should preferably be in ready to move condition and the owner of the premises will have to hand over the possession of premises within thirty days of the receipt of the approval by the Competent Authority. In case of bare shell building, the successful bidder will have to undertake the required partitioning of space with provision of lighting, air conditioning, fire fighting system, data /network/communication and electrical caballing etc. as per the requirement / specification given by the Department at his own cost within six months from the issue of LOI (Letter of Intent). It is clarified that the Department will not incur any expenditure on these heads other than removable furniture.
13. The offer should be valid for a minimum period of 1 (One) year from the date of opening of financial bid extendable for further period if so required by the Department.
14. It should be noted that generally no negotiations will be carried out with any of the bidders. However, if the Department feels that the lease rent quoted is high then it may enter into negotiation only with the short-listed bidder and negotiate the lease rent and other terms & condition.
15. Payment of rent shall commence w.e.f the date of taking over possession of the fully furnished /operational building /space. No Earnest Money or Security Deposit or Advance Rent will be given by the Department to the owner offering the premises.
16. The premises offered for rent should be fit for office use and must have the approval/ clearance from all concerned Central/State Government Departments / Local Authorities / Municipal Corporation / DDA/ Fire Department etc. as may be necessary by the Local Authorities for using the building as Govt. office and should be legally free from all encumbrances. It may be noted that all such documents / clearances / certificates etc. must be attached with the technical bids.
17. In technical evaluation, priority would be given to public premises belonging to Public Sector Units/Govt. Department / Public Financial Institutions. Similarly, preference shall be given to building of new construction, furnished Plug and Play office buildings having independent parking space and proximity to any existing Income Tax Office to avoid wastage of space towards creating multiple common facilities.

18. Finalization of rent based on location and quality of construction and age of the building is subject to certification by CPWD/Rent Negotiation Committee and final approval / sanction by Government of India as per rules framed in this regard.
19. The Bidder should be ready to abide by the rules in this regard and submit the information desired by the concerned authorities. The lease deed including renewal deed will be executed on the prescribed Standard Lease Agreement approved by the Govt. of India.
20. Renewal of lease agreement, if required by the Department will also be subject to certification by CPWD / Rent Negotiation Committee and final approval / 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 or misrepresentation of facts is liable to be rejected. The Evaluation Committee may also call for any additional details / documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and completeness of the documents submitted. Submission of wrong or incomplete details / documents would render the tender form invalid.
22. Shortlisted party shall be required to sign a blank prescribed Standard Lease Agreement as a legal requirement in token of having accepted the terms & conditions thereof. In addition a duly filled up prescribed proforma with all details/documents for fair rent assessment by CPWD shall also be submitted by the shortlisted bidder. This will however not confer any right of financial claim to the bidder and it will not be an approval of the Competent Authority for hiring. 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.
23. Monthly rent should be quoted on lump-sum basis for the entire area (covered / built up area of main building, other permanent structure, covered / underground parking

as well as open parking area, open space like garden, inner roads etc.) for the initial agreement period of 3 (three) years in the Financial Bid. The applicable taxes must also be indicated separately in the financial bid. Bidders may note that no increase in rental charges per month will be allowed during the initial period of 3 (three) years of the Agreement. If lease is extended beyond 3 (three) years, percentage increase in rent would be at a rate mutually agreed upon between the parties after evolution of rate by the CPWD, which will remain enforced for next 3 years. The percentage increase however shall not exceed 8% p.a. (maximum) compounded after 3 years [enhancement @ 24% (8+8+8) after every 3 years at the time of renewal of lease]. It is clarified that rate of enhancement / increase @ 8% mentioned hereinabove is only indicative and the final rate shall be subject to certification by CPWD and / or recommended by the Rent Negotiation Committee / approved by the Competent Authority.

24. The monthly rent will start as and when possession of the building is taken over by the Department with all services in place and made operational. The rent shall be paid as per the lease agreement. Deduction of tax at source will be made as per applicable law.
25. The Income Tax Department shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates. For electricity supply through generator set /power back up, a separate meter should be installed.
26. The cost of installation and repair & maintenance of civil / electrical installation including Air Conditioning Plant, Power backup (generator sets), lifts and common areas (if any) etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables items will be done by the Department.
27. The running / maintenance of lifts/ escalators, HVAC chillers /Diesel gensets /HT/LT transformers and other such utilities/services with requisite manpower for operation shall be the responsibility of the owner / bidder when provided by him. The bidder

should make sure that the Lifts, generator set etc. and other such utilities/services work smoothly during the period of contract and requisite AMCs have been awarded to reputed vendors.

28. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of Income Tax Department. If the bidder fails to do so, Rs.500/- per complaint shall be recoverable/deductible from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs.500/- per minor complaint from the monthly rent.
29. The department at the time during the lease period / extended Lease period may make or ask for temporary alterations like partitions, office fixtures and fittings etc. to suit the requirement.
30. Terms & conditions given in this tender document are sacrosanct and shall be considered as an integral part of this offer / tender.
31. The Department reserves the right to amend any or all terms and conditions, as it deems necessary in accordance to the provision of rule 173(iii) of GFR 2017.
32. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be decided by the Pr. Chief Commissioner of Income Tax, New Delhi. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated / appointed by Pr. Chief Commissioner of Income Tax, New Delhi and he /she shall not be a person below the rank of the Pr. Commissioner of Income Tax. Apart from this, all legal matters / issues arising out of the proposed contract shall be within the jurisdiction of Competent Court at Delhi only.
33. The market rate for the areas at which the property will be available may be assessed before opening the Financial Bid.

34. The assessment of reasonable rent will be done by the office of the CPWD which is the Competent Authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.
35. Participation in the tender process does not entail the bidders any commitment from the Department. The Department will not be liable for any damage/loss caused to the bidders due to tendering process. The Department reserves the right to reject any / all offers without assigning any reasons.

Sd/-
(Amitabh Sah)
Deputy Commissioner of Income Tax (Hqrs.)
(Infra New Projects), New Delhi

Evaluation Criteria for Bid /offer: -

METHOD OF EVALUATION OF PROPOSAL FOR HIRING OF OFFICE ACCOMODATION ON LEASE BASIS

1. Offers to be submitted in two bid system – Technical bid and Financial bid.
2. Evaluation Committee shall screen the offers received with reference to parameters given in tender documents.
3. Any technical bid with incomplete details or without mandatory documents or any offer for incomplete premises will be summarily rejected and their technical evaluation will not be done.
4. Tender applications / documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected without doing their technical evaluation.
5. Evaluation Committee will shortlist premises qualifying the norms mentioned in the tender documents.
6. Shortlisted premises shall be inspected by Evaluation Committee.
7. Evaluation Committee will give marks to the shortlisted premises based on the norms mentioned below:-

Criteria /parameters for Technical Evaluation of Bids:-

Sl. No.	Criteria	Basis of allotment of marks				Maximum + Marks	Range of Marks
1	Premises belonging to Public Sector Units/Govt. Department / Public Financial Institutions.	Public premises where RRC(Rent Reasonability Certificate) is not required.				5	5 for Premises belonging to Public Sector Units/Govt. Department / Public Financial Institutions; zero marks for others
2	Separate Independent/dedicated entrance and separate/dedicated lifts for the use of Department, approach / open spaces	Criteria	Separate Independent/dedicated entrance	separate/dedicated lifts	Availability of minimum 800 sq.mts. of open green space outside the bldg. but within the premises.	5	0 to 5
		Any one	1				
		Any two	3				
		All three	5				
		None	0				
3	Width of road where	Width of road	Marks		5	0 to 5	

	property is situated	< 2 meters	0		
		2 to 3 meters	1		
		3 to 6 meters	3		
		> 6 meters	5		
4	Age of the building /construction as per the date of completion certificate.	The award of marks will be as under:-		5	0 to 5
		Age of building	Marks		
		< 5 years	5		
		5 to 10 years	4		
		10 to 20 years	2.5		
		> 20 years	1		
5	Size of total area offered for rent in single independent building for exclusive use by the Income-tax Department without sharing with any other user or multiple building in the same complex	The award of marks will be as under:-		6	0 to 6
		% tage of area offered	Marks		
		>95%	6		
		80% -95%	4		
		60%-80%	3		
		40%-60%	1		
		<40%	0		
6	Placement of internal partitions in the proposed space	The award of marks will be as under:-		6	0-6
		Type of Internal Partition	Marks		
		Space with complete partitions as per Department's requirements as per the Infrastructure Manual	6		
		Bare Shell (without Internal Partition)	5		
		Space with partial partitions as per Department's requirements as per the Infrastructure Manual.	3		
		Space with partitions not covered by above	0		
7	Availability of existing common facilities in the building	The criteria and the award of marks will be as under:-		12	0 to 12
		Creche (In addition to the carpet area offered for rent).	2		
		Canteen Room	1		
		Dedicated Toilets	2		
		Dedicated R.O. Drinking Water	2		
		Conference Room (In addition to the carpet area offered for rent).	2		
		Maintenance Rooms (FMS Room)	1		

		Dedicated Parking Spaces for Two wheelers	2				
8	Availability of dedicated /exclusive car parking facilities in the building and number of parking slots available. Marks will be awarded depending upon the location and capacity of the parking facilities	Free dedicated parking space equal to or in excess of ECS norms inside the building complex	10	10	0 to 10		
		Free dedicated parking space equal to or in excess of ECS norms outside the building complex	8				
		Dedicated parking space in excess of 50% of the ECS norms inside the building complex	5				
		Dedicated parking space in excess of 50% of the ECS norms outside the building complex	3				
		Dedicated parking space in excess of 10% to 50% of the ECS norms.	1				
		Dedicated parking space below 10% of the ECS norms.	0				
9	Motorable distance from the Central Revenue Building at I. P. Estate, New Delhi as per the Google map. Lesser distance will attain higher marks.	The award of marks will be as under:			20	0 to 20	
		<u>Distance from C.R.Bldg (in Kms)</u>	Marks				
		Upto 5	20				
		Greater than 5, upto 8	18				
		Greater than 8, upto 11	15				
		Greater than 11, upto 14	10				
		Greater than 14, upto 17	6				
		Greater than 17, upto 20	3				
		Greater than 20, upto 25	1				
		Greater than 25	0				
10	Motorable and walking distance / proximity from nearest existing Income	The award of marks will be as under:	10	0 to 10			

	Tax Office in Delhi (listed below*) as per Google map. Lesser distance will attain higher marks. List of Income Tax Offices in Delhi is attached as	Distance from I.T.Bldg. (in Kms)	Marks		
		Upto 2	10		
		Greater than 2 to 4	8		
		Greater than 4 to 7	6		
		Greater than 7 to 10	4		
		Greater than 10 to 14	2		
		Greater than 14 to 18	1		
		Greater than 18	0		
11	Walking distance from nearest public transport including Metro Stations as per Google map.	The award of marks will be as under:		10	0 to 10
		Distance (in meters)	Marks		
		Upto 100 mtrs	10		
		Greater than 100m to 300m	7		
		Greater than 300m to 600m	5		
		Greater than 600m to 1000m	3		
		Greater than 1000mts	0		
12	Suitability of accommodation based on certain parameters	The criteria and the award of marks will be as under:		6	0 to 6
		Whether public park in the vicinity of 200 mts of the bldg	1		
		No garbage dump near 200 mts of the building	1		
		Whether ramps at the ground floor for accessibility of Divyang persons	2		
		Whether the disabled friendly toilets are available	2		
	Total marks out of 100			100	

*LIST OF INCOME TAX OFFICES IN DELHI:

S.No.	Name and address of the building
1	C. R. Building, , I.P Estate, New Delhi-110002

2	Vikas Bhawan, I.P Estate, New Delhi-110002
3	Drum Shaped Building, I.P Estate, New Delhi-110002
4	Hans Bhawan, I.P Estate, New Delhi-110002
5	Dayal Singh Public Library, Deen Dayal Upadhayay Marg, New Delhi-110002
6	Civic Centre, Minto Road, New Delhi-110002
7	Aaykar Bhawan, Laxmi Nagar, District Centre, New Delhi-110092
8	Mayur Bhawan, Connaught Circus, New Delhi-110001
9	Rohit House, Tolstoy marg, New Delhi-110001
10	E-2, ARA Centre, Jhandewalan Extension, New Delhi-110055
11	Lok Nayak Bhawan, Khan Market, New Delhi-110003
12	Jawahar Lal Nehru Stadium, New Delhi-110014
13	East Block-II, Level-II, R.K. Puram, New Delhi-110066
14	LTU office, NBCC Plaza, Sector-3, Pushp Vihar, Saket, New Delhi-110017

8. Any kind of misrepresentation of facts / incompleteness of the document observed by the Evaluation Committee will render the bid defective and the same shall be rejected without doing its technical evaluation.
9. Each complete bid or offer will be awarded marks on the above criteria by the Evaluation Committee entrusted with the job of Technical Evaluation of the bids.
10. Any bid or offer securing less than total 70 marks in the technical evaluation will not be shortlisted for opening of financial bids /offer.
11. Financial bids of only those technically acceptable bids/ offers would be opened who have secured at least 70 or more marks in technical evaluation.
12. The Date and time of the opening the financial bid for further evaluation and ranking shall be communicated shortly to the parties whose bids will be found technically acceptable.
13. Marks will be assigned to the each offer /bids which fulfils the basic criteria and found fit /technically qualified.

A. Example: -

- Total marks 100
- Four premises /bids short listed after technical bidding who are found fit – A, B, C and D.
- They get following marks in Technical evaluation.
- A - 78, B - 70, C – 74 and D - 65.

14. Financial bids of only those technically acceptable bids/ offers would be opened who have secured at least 70 or more marks in technical evaluation. As per the above example, the financial bid of D will not be opened.
15. Now that technical bids are evaluated, financial bids of technically qualified bids (i.e. A, B and C) will then be opened.

Example: -

- Financial quotes for three premises (i.e. A, B and C) are as follows:
 - A: Rs.300/- per sq ft for carpet area.
 - B: Rs.250/- per sq ft for carpet area.
 - C: Rs.210/- per sq ft for carpet area.
- The lowest evaluated financial quote will be shortlisted for the award of the tender.
16. The proposal submitting the lowest financial quote, as indicated above, will be shortlisted for the selection, in accordance to the Evaluation Criteria. In case two or more Bidders quote the same BID Price (the "Tie BIDs"), the Authority shall identify the Selected Bidder by draw of lots, which shall be conducted, with prior notice, in the presence of the Tie Bidders who choose to attend.

No. 16011/1/2000-Pol.III
Government of India
Directorate of Estates

New Delhi, the 03rd September 2001

OFFICE MEMORANDUM

Subject:- Reassessment of reasonable rent of private buildings hired by the Central Government

The undersigned is directed to refer to the Directorate of Estates O.M. No. 16011(3)/82-Pol.III dated 01/10/1999 on the subject cited above and to say that the Standard Lease Agreement (Standard Lease Agreement) which is entered into by the Government with the owners of the private buildings taken on lease by the Government for office accommodation has been modified in consultation with the Ministry of Law and Ministry of Finance. Amendment in the existing Standard Lease Agreement has been brought by adding provisos below Clause-14. The revised Standard Lease Agreement format is enclosed. It is, however emphasised that all efforts should be made to either terminate or renew the lease period before it expires and the cases requiring invoking the now incorporated provision should be resorted to only in exceptional cases treating it as an enabling provision.

Sd/
(HARBANS SINGH)
Addl. Director of Estates

To

1. All Ministries/Departments of Government of India
2. C & AG of India, New Delhi.
3. Finance Division (W & E Unit), Ministry of Urban Development & Poverty Alleviation.
4. Director (P& WA), Director General (Works), CPWD.
5. Director General (Works), CPWD (WI & WII) Sections, Nirman Bhawan, New Delhi

LEASE AGREEMENT

AN AGREEMENT MADE THIS _____ DAY _____ of Two Thousand and _____ 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, hereditaments 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 _____ one thousand nine hundred and _____ and shall, subject to the terms hereof, continue for a term of _____ year with and 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 term** hereby created or any renewal thereof and subject to clause 11 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 term 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 outgoings 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 Government of India and such recovery shall be proportionate to the amount of taxes payable during the pendency lease. In case the said premises is portion of a building subject to 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 Lessor, additional tax payable by the Government of India shall be as determined by the Central Public Works Department of the Government 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 electric 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 Government 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 Government of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present covenant for renewal.

"Provided that in the event of expiry of the term 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 the 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 the 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 Arbitration. 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 communication 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 thereunder 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 purpose 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 _____ on plot/land bearing Survey Nos. _____ and is bounded on or towards _____ on or towards North by _____ on or towards South by _____

THE SCHEDULE 'B' REFERRED TO ABOVE

Details of fixtures and fittings

IN WITNESS WHEREOF THE OFFICIAL SEAL OF _____ has been affixed in the manner herein after mentioned and the lease agreement has been signed for and on behalf of the Present 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 Witnesses:

1. _____
2. _____

(Signature)

Name & address of the Lessor

and by the Lessor in presence of Witnesses:

1. _____
2. _____

(In case the Lessor 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 filing up of the Standard Lease Agreement (SLA) format.

REQUEST FOR ASSESSMENT OF RENT FOR PRIVATE
BUILDING TAKEN ON RENT FOR GOVERNMENT PURPOSE

To,

The Executive Engineer (LF)
Office of the DDG (HQ),
Central Public Works Department,
Room No. 338, A-Wing,
Nirman Bhawan, New Delhi

The following building has been/will be taken on rent for the particulars of the same as under:-

Sl. No.	Details	Submission
1.	Name of the building with full address and its location	
2.	Full name of present authorized owner (Land lords/ Ladies) of the property.	
3.	Purpose for which the building is being taken on hire and status of hiring department i.e. Ministry/ Department/Attached Office/Subordinate Office/ others.	
4.	Year of construction of the building as per records of UIT/Municipality/DDA/NDMC.	
5.	Date from which the building has been/will be hired by the hiring Deptt. for which the RRC is required.	
6.	Details of accommodation indicating area occupied/proposed to be occupied duly marked on approved drawing and signed by the owner and hiring office should be provided.	
7.	Whether site plan showing the position of plot has been attached including surrounding roads and location.	
8.	Whether the building on the plot is single storey only or has many floors e.g. basement, ground floor, first floor, second floor, garbage, servant quarters, cycle/scooter sheds, give details of the building plan, sections with dimensions and full scale size blue print (floor-wise covered area and permissible F.A.R. may also be indicated) to be signed by the Land Lords and hiring officer.	
9.	If any portion of the building is occupied by the officer or any other staff of the Department for his use, full details may be	

	mentioned and show on the drawing.	
10.	If any portion of the building on the plot is occupied by the landlord or any other tenant, full details may be mentioned and show on the drawings.	
11.	If there is any common portion or passage inside the building or outside but inside the plot is should be clearly indicated on the plan.	
12.	Has a Non-availability certificate been obtained from the Directorate of Estates, M/o UD, if so, give its number and date (.....copy to be enclosed).	
13.	State, if the Reasonable Rent Certificate was issued previously (if yes, reference number to be intimated).	
14.	Monthly rent demanded for the premises including House Tax (in words and also in figures).	
15.	Amount of House Tax paid for the previous financial year by the landlord (copy of receipt to be attached).	
16.	Whether the landlord will demand any other Taxes, if so, give details.	
17.	Category of land allotted by the land owing Authority. (Commercial/Institutional/Residential).	
18.	Whether the open land space has got full/partial utility for the staff. Give full details clearly.	
19.	Whether sanitary and water-supply installation have been provided or not.	
20.	(a) Whether the building is Air-conditioned. (b) Whether power back-up provided.	
21.	Whether building has been provided with fans in all rooms.	
22.	Whether the Fire Clearance Certificate from Chief Fire Officer obtained.	
23.	Any special provisions are existing in the building.	
24.	Whether the land will carry out the annual repairs and maintenance required in the building every year.	

25.	The hiring department while sending the proposal to CPWD for assessment of the rent would also send the lowest three offers of rent received by them from the owners of the premises without disclosing the identify or owners. Owner will be marked as A, B & C and their offers would be mentioned against them.	
26.	Remarks, if any.	

.....
SIGNATURE OF THE LANDLORD

.....
SIGNATURE AND DESIGNATION
OF THE OFFICER HIRING THE BUILDING

NOTES:

1. All columns of this form must be filled correctly type. No column should be left blank. Reply must be given in figures as well as in words whether required. If there is any overwriting, it should be duly signed by the concerned officer.
2. It must be clearly understood that responsibility for acquiring accommodation, within the permissible area limit, rests, with the Deptt./Office hiring and using the accommodation.
3. The form along with copies of all the drawings (showing all the construction on the plot i.e. basement, ground floor, first floor, second floor, garbage, cycle/scooter shed etc. with sections and clear dimensions as approved by the local body) duly signed by the landlord and hiring officer should be sent to this office along with following documents:
 - i. Letter indicating rent demanded by the Landlord.
 - ii. Undertaking from the owner for carrying out annual repairs and special repairs every year.
 - iii. Undertaking from the owner about agreeing to enter into the Standard Lease Agreement (SLA), as approved by the Government.
 - iv. House tax receipt copy for the previous financial year/ the year from which revision of rent is desired.
 - v. Copy of Non-availability certificate from the Directorate of Estates, Ministry of UD.
 - vi. Copy of the previous lease deed of the department with house owner.

All the above document should be sent duly countersigned by the Hiring Officer, competent to taken on hire.

OFFER LETTER

To

The _____

Sir,

Sub: Hiring of Office premises for Income Tax Department at New Delhi – Regarding-

Ref No. F. No. Pr. CCIT/Infra-New Projects/Hiring of Office Space/Tender/2018-19/17411
Dated: 06.02.2019

With reference to your tender notice calling for offer for hiring of office accommodation for Income Tax Department at New Delhi, I / We hereby submit my / our offer as follows: -

- a. Technical Bid : Annexure A (in separate sealed cover alongwith EMD of Rs.20,00,000/- and other documents) (Envelope-I)
- B. Financial Bid : Annexure B (in Separate sealed cover) (Envelope-II)

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

- 2. I hereby undertake to abide by various terms and conditions contained in your letter F. No. Pr. CCIT/Infra-New Projects/Hiring of Office Space/Tender/2018-19/17411 Dated: 06.02.2019 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,

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 signatory of the owner)

Annexure – 'A'

SUBJECT:-

TENDER FOR HIRING OF OFFICE
PREMISES FOR INCOME TAX
DEPARTMENT AT NEW DELHI
– Reg-

TECHNICAL BID

Location and address of the Property	
Total carpet Area offered for Rent	

Sl. No.	Particulars	Remarks	Details by Bidder
1.	Name of person/party submitting the bid (hereafter referred to as the bidder); Permanent Account Number (PAN); whether assessed to tax and if so, particular thereof.	Attach authority with regard to authorization for submitting the bid. Attach copy of PAN card.	
2.	Status of the bidder (Individual/Partnership Firm/Company/Society/ Any other (specify).	In case of other than Individual, attach proof of status.	
3.	Name of the person/party holding title to the property (hereafter referred to as the owner) Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	Attach copy of the conveyance deed to prove the ownership of person. Attach copy of PAN card.	
4.	Status of the owner (Individual/partnership Firm/ Company/ Society/ Any other (specify).	In case of other than Individual, attach proof of status.	
5.	Whether the bidder is himself the owner of property offered on rent or power of Attorney/ duly Authorised signatory of owner (specify clearly)	Attach attested copy of power of attorney.	
5.01	Detail 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)	Attach relevant proof.	
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		
6.05	E mail id of the person at Sl. No.1 and any other responsible person.		

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		
7.05	E mail id of the person at Sl. No.7 and any other responsible person.		
8.	Details of property offered	Give complete details of the property offered for rent.	
8.01	Location & Address of the property	Give complete details of the property	
8.02	Land use of the property when purchased and as on date	Give narrative and attach document in confirmation. In case of change of Land Use from original, furnish certificate for Change of Land Use.	
8.03	Details of allowed FAR as per Building Control Norms and Constructed Area.	Attach document. In case any extra area other than the allowed FAR has been constructed, furnish details thereof.	
8.04	Whether the area offered for rent is under the allowed FAR or not.	Give details / certificate.	
8.05	Year of construction of the building as per record of DDA / concerned Municipal Corporation.	Attach documents.	
8.06	Date of issue of Completion Certificate issued by the Competent Authority	Attach attested copy of Completion Certificate issued by the Competent Authority.	
8.07	Details of construction. Whether the same is as per the permissible use or not.	Provide details / attach relevant documents.	
8.08	Whether the property having "Commercial Use" to be used for office purpose is permissible by competent authority	Attach document to prove.	
8.09	Whether it is an independent property for exclusive use by the Income Tax Department without sharing with any	Give details as per the Sl. No. 5 of the Criteria of Evaluation of Technical bids	

	other use. 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)		
8.10	Whether the space offered for hire is situated in more than one floor of a property, if Yes, specify number of floors /area per floor.	Attach typical floor plan of the building highlighting the area offered for rent	
8.11	Total carpet area on each floor offered for rent (in Sq. Ft.)	Attach typical floor plan and floor wise details	
8.12	Total carpet area (total of all floors) offered (excluding underground/covered parking areas) (in Sq. Ft.)	Give total area with floor wise details.	
8.13	Total plot area of the property where office is offered (complete land area including open spaces, constructed are within the boundary of property offered on rent) (in Sq. Ft.)	Attach approved layout plan.	
8.14	Open area (Unallocated Parking space, garden etc.)	Give details as per S. No.7 & 12 of the Criteria of Evaluation of Technical bids	
8.15	Whether parking space for car/vehicles is available. <u>Public parking spaces on road or any other nearby public area will not be counted for this purpose.</u> Details of covered/ underground parking space (if any) and open parking space may be indicated separately.	Give details as per S. No. 8 of the Criteria of Evaluation of Technical bids	
8.16	Motorable distance of the property from Central Revenue Building, I.P. Estate, New Delhi as per Google map	Attach Google Map showing distance	
8.17	Motorable and walking distance from nearest existing Income Tax Office as per Google map	Attach Google Map showing distance	
8.18	Walking distance from nearest public transport including Metro Stations as per Google map.	Attach Google Map showing distance	

8.19	Width of road on which the property is located	Give details as per S. No. 3 of the Criteria of Evaluation of Technical bids	
8.20	Whether Ramp at the Ground Floor is available for the disabled/divyangs?	Give details as per the Sl. No. 12 of the Criteria of Evaluation of Technical bids	
8.21	Details regarding natural light and proper ventilation	Give details	
8.22	Whether Municipal Assessment of property / house tax have been done. (enclose documentary proof for the same)	Attach documents.	
8.23	Whether all government dues including property tax, electricity, telephone, water bills etc. have been duly paid up to date. (enclose documentary proof for the same)	Attach documents. With regard to Municipal / Property Tax, attach copy of relevant order and receipt for payment of tax.	
8.24	Whether the property is physically vacant and available for immediate possession	Give details and undertaking.	
8.25	Give number of parking space available for two wheelers.	Give details as per the Sl. No. 7 of the Criteria of Evaluation of Technical bids	
8.26	Details of the toilet facilities, including disabled friendly toilets, available on each floor (give details of common toilet facilities as well as attached toilet facilities) if any.	Give details as per the Sl. No. 7 and 12 of the Criteria of Evaluation of Technical bids	
8.27	Number of passenger / service lifts available in the building. Also give details of capacity of each lift and number	Give details as per the Sl. No. 2 of the Criteria of Evaluation of Technical bids	
8.28	Details of available fire safety and security measures. Furnish a fire safety certificate of the concerned Fire Department.	Give details. Attach document.	
8.29	Whether the building is centrally air conditioned. If yes give details	Give details	
8.30	Whether suitable power supply for commercial operation is available.	Give details	

8.31	Whether power back up provided. If yes give details including its capacity.	Give details	
8.32	If not, whether adequate open space for installation of generator is available.	Give details	
8.33	Any other facility which the owner/bidder may provide to the Department in the proposed property such as Canteen room, Dedicated RO drinking water, FMS room, Conference Room, Business Centre, Food Court, Gymnasium and other recreational facilities etc.	Give details as per the Sl. No. 7 of the Criteria of Evaluation of Technical bids	
8.34	Whether there is a Public Park in the vicinity of 200 mts of the building/ Whether there is a Garbage Dump within 200 mts of the building? If yes, provide details.	Refer to Sr. No. 12 of the Criteria for evaluation of the Technical Bids.	
9.	Have you enclosed following documents along with this offer		
9.01	Copy of title of the property, its layout 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 of a company/ society etc. copy of partnership deed or Memorandum/ Articles of Association of the Company/ Registration Certificate/ Bye Laws 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 authorised signatory of company/ partnership firm, copy of requisite Board Resolution/ Authority Letter, etc.		
9.05	If the bidder of 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).		
9.06	Any other relevant documents (please specify)		
10.01	Whether the space offered has partitions as per the Department's requirement as per the Infrastructure manual or is it a bare shell building?	Refer to the Sr. No. 6 of the criteria for evaluation of Technical Bids.	
10.02	Time required for completing the internal wall partitions and other finishing works as per Department's requirements	Refer to the Sr. No. 6 of the criteria for evaluation of Technical Bids.	
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 building has dedicated and exclusive entrance and lifts for exclusive use by the Income-tax Department without sharing with any other user?	Refer to the Sr. No. 2 of the criteria for evaluation of Technical Bids.	
11.03	Year of Construction, Specify whether the said building was given on lease/hire of occupied earlier? If yes	Refer to the Sr. No. 4 of the criteria for evaluation of Technical Bids.	

	furnish details along of vacation by the earlier lessee.		
11.04	Please specify the details of public transport facilities at the premises.	Refer to the Sr. No. 11 of the criteria for evaluation of Technical Bids.	
11.05	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.	Give details	
11.06	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation	Give details... Also refer to S. No. 12 of the criteria for evaluation of Technical Bids.	
11.07	Whether the premises have extra storage facility? If Yes, give details. If not, specify whether such facilities are available in the vicinity		
12.	Building management – Please provide full details of the building management company (if any) 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.	Satellite- The Income Tax Department may require the option of installing a Satellite Dish, Microwave Tower on the rooftop/ 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 expenses. The Income Tax Department will be responsible for installing at its own cost and expenses.		

15.	Signage- The Income Tax Department requires the right to use its logos and graphics / signage or display board /bill board etc. at the entrance to its premises and within the premises including rooftop or any other place of the building. The Income Tax 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 facade.		
16.	List of documents which are required in the above column but not enclosed with the technical bid.		

*Enclose documents whether required.

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I _____ son of Shri _____ solemnly declare to the best of my knowledge and belief, the information given above and in the enclosure accompanying it, is correct, complete and truly stated.

Yours faithfully

Signature and stamp of the Authorized signatory

Name:

Designation:

Place:

Date:

Annexure – 'B'

Subject: TENDER FOR HIRING OF OFFICE PREMISES FOR
INCOME TAX DEPARTMENT AT NEW DELHI – Reg-

FINANCIAL BID

- A. Name of the party
- B. Address (with Tel. No. & Fax No. and E-mail id))
- C. PAN
- D. Name & Address of the proprietor, Partners/Directors (with Mobile Number)

Sl. No.	Particular	
1	Name & address of the premises offered	
2	Net carpet area offered (in Sq. Ft.)	
3	Rate per sq. ft. per month inclusive of Municipal taxes /house tax or any other similar taxes /duties.	
4	Monthly rent quoted for the net carpet area including all amenities and facilities and inclusive of Municipal taxes /house tax or any other similar taxes /duties.	
5	Amount of Municipal taxes /house tax or any other similar taxes /duties payable in one year and included in above offer	
6	Service tax /GST as per present rate	

* Net carpet area means area of premises less passage, walls / columns, staircase, verandah, lobby, balcony etc.

** Rate should be quoted in figure and words without any error or correction /overwriting. In case of any inconsistency between figures and words, the amount mentioned in words shall prevail.

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 signatory of the owner)