



GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT, WEST BENGAL

**REQUIREMENT OF OFFICE SPACE**

The Income Tax Department is looking for office space on lease basis for use of its office at Alipurduar(3550 Sq. ft. carpet area)(West Bengal). Interested parties [both Govt. and Non-Govt.] may write within 15 days from the date of publication of this advertisement directly to the Office of the Pr. Commissioner of Income Tax, C.R. Building, Naya Basti, Race Course Para, P.O. & Dist.- Jalpaiguri, Pin Code No. 735101. Detailed tender documents are available in the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). and Office of the Pr. Commissioner of Income Tax, Jalpaiguri, C.R. Building, 1<sup>st</sup> floor, Naya Basti, Race Course Para, Jalpaiguri – 735101.

For details visit our website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in).

Sd/-  
(P. Lama)  
ITO. (Hqrs. & TPS) to Pr. CIT, Jalpaiguri



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The offers should be submitted in sealed covers in two bid system i.e.(a) the first envelope containing techno commercial information and (b) the other, expected rent. Each of the envelopes should clearly indicate the bid it contains. The financial bid envelope shall be opened only after the department is satisfied with the techno commercial bid offered. The technical bid should contain the following details:

1. Details of location of the building with the sketch plan earmarking the area offered on rent.
2. Copy of the site plan including lay out plan of the building showing contiguous plots and width of abutting roads.
3. Copy of Mutation Certificate and latest municipal tax receipts
4. Time by which the premise will be ready for handover.

**TECHNICAL BID**

The requirement of Technical Bid is as under:

- (a) The building should be centrally located with easy accessibility from all parts of the Town/City.
- (b) Separate electric meter with sufficient load capacity and inside wiring along with installation of power point for running electrical equipments like air conditioners, personal computers, photo copiers, fax, light and fans etc. as per requirement of the Income Tax Department.
- (c) Arrangement for sufficient drinking water (both Municipal & Deep tube well water is preferred).
- (d) Collapsible gate/rolling shutters at the entrance, grills on the windows.



- (e) Necessary brick wall/wooden partition made for officer's chamber/office etc.
- (f) Separate toilets for gents and ladies at each floor with good quality of toilet fittings. Adequate arrangements for sewerage like proper ventilation and availability of natural light.
- (g) Arrangements, facilities and infrastructure of the premises should be fittings of a Central Govt. Department like Income Tax Department.
- (h) Arrangements for fire fighting as per Rules.
- (i) The premises must have necessary clearances from local bodies including Municipalities, Fire Service etc. Copies of sanctioned plan including clearances of local bodies must be accompanied with the offer.
- (j) Car parking facility for Alipurduar Office at least 4(four) cars.

### **FINANCIAL BID**

The financial Bid will be scrutinized 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. No advance payment of rent or any kind of security deposit will be paid. Maintenance and payment for future municipal liability [in whatever name called] charged for the occupation and/ or any other amenities of the building will remain the responsibility of the landlord.

Offer from Govt. Department/ organizations shall be preferred. All disputes will be subject to adjudication of Calcutta High Court. No brokerage will be paid by the Income Tax Department. Sub-lease may be considered subject to clearance from Ministry of Law Justice & Company Affairs, Govt. of India. The initial lease will be for a maximum period of three years and may be renewed further for three years at a time. Lease will be formalized in the proforma of Standard lease Agreement as applicable for Central Govt. Departments. Periodical revision of rent will be considered as per clauses of Standard lease Agreement.

(P. Lama)

ITO. (Hqrs. & TPS) to Pr. CIT, Jalpaiguri

**PRESCRIBED PROFORMA FOR TECHNICAL BID**

|    |  |  |
|----|--|--|
| 1  | Location of the buildings  |  |
| 2  | Carpet area of the building in sq. mt.   |  |
| 3  | Details of the property  |  |
|    | (a) No. of storey  |  |
|    | (b) Description of the floor: Marble/Vitrified tiles/<br>Mosaic/ Wooden/ Others  |  |
|    | (c) No. of approach road   |  |
|    | (d) No. of toilets (both gents & ladies)   |  |
|    | (e) Description of toilets   |  |
|    | (f) Description of front gates: Collapsible<br>Gate/Rolling shutters/others  |  |
|    | (g) Separate electric meter with sufficient  |  |
|    | (h) Inside wiring with installation of Power point for<br>running electric equipment like air conditioners.<br>Personal computers, photo copies fax, light and<br>fans available |  |
|    | (i) Sufficient drinking water available<br>[both municipal and deep tube well]   |  |
| 4  | Fire Fighting Arrangements installed   |  |
| 5  | No. of cars cab be parked  |  |
| 6  | Necessary clearness from local bodies/Municipalities/Fire<br>service obtained  |  |
| 7  | Sketch plan of the location earmarking the area of the<br>building enclosed  |  |
| 8  | Copy of the site plan including layout plan of the building<br>showing contiguous plots and width of abutting roads<br>enclosed  |  |
| 9  | Copy of Mutation Certificate and latest Municipal Tax<br>receipt enclosed  |  |
| 10 | Time by which the premise will be ready for  |  |

Signature of the Land Lord



**PRESCRIBED PROFORMA FOR FINANCIAL BID**

The expected rent of the premises situated at \_\_\_\_\_ offered  
to be hired by the Income Tax Department, West Bengal is  
Rs. \_\_\_\_\_ per sq. mtr./sq. ft. of carpet area per month.

\_\_\_\_\_  
Signature of the landlord