



**GOVERNMENT OF INDIA**  
**OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, RANGE-III**  
**WILLIAMS TOWN, SRIKRISHNAPURI, DEOGHAR.**

## **TENDER/OFFER DOCUMENT**

**Hiring of Office Accommodation**

**For**

**Income Tax Department at Dumka (Jharkhand)**



**GOVERNMENT OF INDIA**  
**OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, RANGE-III**  
**WILLIAMS TOWN, SRIKRISHNAPURI, DEOGHAR.**

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**GOVERNMENT OF INDIA**  
**OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX,RANGE-III**  
**WILLIAMS TOWN,SRIKRISHNAPURI,DEOGHAR.**

F.No.: JCIT/R-III/Deoghar./Office Space/ 2015-16/88

Dated,Deoghar, the 25<sup>th</sup> June, 2015

**TENDER FOR HIRING OF OFFICE SPACE**

Fresh sealed tenders are invited for hiring of office space in a single independent building at the station mentioned below :

- (1) **FOR DUMKA -** - Having a desirable carpet area of 2200 Sq.Ft. and minimum of 1800 Sq.Ft. of single floor or multiple floors (excluding covered/underground parking area, if any).  
The **location of the premises should be within the Municipal limit with good connectivity by Road and to the proximity of Dumka Bus Stand.**

for an initial period of 3 (Three) years which may be renewed from time to time, if required by the Income Tax Department.

The Building offered should be complete and suitable for use as office and preferably be ready to be occupied with partitions, cupboards, toilets, lifts etc. The office premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road. Finalization of rent, based on location and quality of construction and other amenities provided, is subject to certification by CPWD/ hiring Committee and final approval/ sanction by the Government of India as per the rules framed in this regard. Only suitable accommodation will be preferred. Abnormally higher rate compared to the prevailing market rate will be unacceptable. Surroundings of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in an around building and other related factors will be important criteria for qualifying the technical bid.

Interested persons can obtain the tender documents from the **Office of the Joint Commissioner of Income Tax, Range-III,Williams Town,Sri Krishnapuri,Deoghar** on payment of Rs.1000/- (Rupees One Thousand Only) by way of **Demand Draft in favour of ZAO CBDT, Patna**, on any working day between 03/07/2015 till 17/07/2015 between 11.00 AM and 01:00PM or alternatively it can be downloaded from the official website at [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). In case the tender document is downloaded from the department's website, a non-refundable tender fee of Rs. 1000/- (Rupees One Thousand Only) for each station has to be paid by way of **Demand Draft in favour of ZAO CBDT, Patna** at the time of submission of the duly filled tender application. The office may be contacted at 06432-222653/8986911027 on working days (MONDAY to FRIDAY) between 11.00AM to 05.00PM for any query.

1. The tenders should be submitted in the **Office of the Joint Commissioner of Income Tax, Range-III, Williams Town, Sri Krishnapuri, Deoghar.**
2. One single sealed envelope marked "**Tender for Hiring of Office Premises for Income Tax Department at Dumka, Jharkhand, Reference Number: F.No.:JCIT/R- III/Deoghar/ Office Space/2015-16/88 dated 25.06.2015**" containing two separate sealed envelopes for technical and financial bids each under envelope marked clearly as "TECHNICAL BID for Office Accommodation for Income Tax Department" at **Dumka** and "FINANCIAL BID for Office Accommodation for Income Tax Department" at **Dumka**.

i.	Issue of tender form commences for Dumka station	:	<b>03.07.2015</b>
ii.	Last date for submission of tender form for Dumka station	:	<b>17.07.2015 up to 04:00PM</b>
iii.	Opening of 'Technical Bid' for Dumka	:	<b>21.07.2015 at 04:00PM</b>
	:		

-sd-

**(Sudipta Guha)**

**Joint Commissioner of Income-tax,  
Range-III, Deoghar**

F.No.JCIT/R-III/Deoghar./Office Space/ 2015-16/88      dated 25.06.2015



**GOVERNMENT OF INDIA  
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, RANGE-III  
WILLIAMS TOWN, SRIKRISHNAPURI, DEOGHAR.**

F.No.JCIT/R-III/Deoghar./Office Space/2015-16/88

Dated, Deoghar, the, 25<sup>th</sup> June, 2015

**TENDER /OFFER DOCUMENT**  
**(Terms & Conditions)**

To,

All the intending Parties

.....

.....

**REFERENCE NUMBER: F. No. JCIT/R-III/DEOGHAR/Office  
Space/2015-16/88 Dated, Deoghar the 25<sup>th</sup> June, 2015**

**Tender/Offer Document**

**Subject: TENDER FOR HIRING OF OFFICE PREMISES FOR INCOME TAX  
DEPARTMENT AT DUMKA, JHARKHAND-REGARDING**

Dear Sirs/Madams,

The Income Tax Department intends to hire office space at in a single independent building at station mentioned as under :

- (1) **FOR DUMKA -** - Having a desirable carpet area of 2200 Sq.Ft. and minimum of 1800 Sq.Ft. of single floor or multiple floors (excluding covered/underground parking area, if any). The location of the premises should be within the Municipal limit with good connectivity by Road and to the proximity of Dumka Bus Stand

**The hiring of office space at Dumka will be of 3 (three) year initially** which may be renewed from time to time, if required by the Income Tax Department.

1. The premises having following minimum amenities/facilities and features will be preferred for consideration and will gain weighted:
  - i. The Building offered should be complete and suitable for use as office.

- ii. The Building offered should be ready to be occupied. The office premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road. Finalization of rent, based on location and quality of construction and other amenities provided, is subject to certification by CPWD/ hiring Committee and final approval/ sanction by the Government of India as per the rules framed in this regard. Only suitable accommodation will be preferred. Abnormally higher rate compared to the prevailing market rate will be unacceptable. Surroundings of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in an around building and other related factors will be important criteria for qualifying the technical bid.
- iii. There should be adequate natural lighting in the campus/compound.
- iv. There should be provision of service water system along with sufficient water for toilets, wash basins, housekeeping, other cleaning purposes etc.
- v. There should be adequate cross-ventilation.
- vi. The building should have adequate fire safety measures and security measures as per legal requirement.
- vii. The building should meet all other safety norms like earthquake resistance, flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
- viii. *The net carpet area should preferably be in a single independent building with single floor or multiple floors.*
- ix. The premises should have suitable power supply for commercial operations.
- x. Uninterrupted power supply for essential services and common area lighting.
- xi. There should be adequate open space for installation of generators and provision for connecting them to the power supply lines.
- xii. The building/s should have minimum parking space for one car per 1000 Sq. Ft. of rented carpet area. Earmarked parking exclusively for the hirer will be desirable.
- xiii. All Building services such as Lifts (if it is 2<sup>nd</sup> floor and/or above), Power Supply, Plumbing, Sewerage System, Telephone Connectivity shall be fully operational at the time of submission of the offer by the bidder.
- xiv. All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Department.
- xv. There should be provision of vitrified tile/marble flooring/Granite flooring in general areas and wooden flooring in the cabins of senior officers.

2. The intending parties should send their proposal/bid addressed to the **Office of the Joint Commissioner of Income Tax, Range-III, Williams Town, Sri Krishnapuri, Deoghar**. 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 this tender document.

The 'Technical Bid' must be accompanied with an Earnest Money Deposit (EMD) of Rs. 25,000/- (Rs. Twenty five thousand only) either in the form of Bank Draft/Bankers Cheque or any other mode authorised for depositing EMD for Government Tenders under the General Financial Rules, 2005 in favour of **ZAO, CBDT, Patna, payable at Patna.**

The tender documents can be obtained from **Office of the Joint Commissioner of Income Tax, Range-III, Williams Town, Sri Krishnapuri, Deoghar** on payment of 1000/- (Rupees One Thousand Only) by way of **Demand Draft in favour of ZAO, CBDT, Patna, payable at Patna**, on any working day between **03.07.2015 till 17.07.2015 between 11.00 AM to 01:00PM** or alternatively it can be downloaded from the official website at [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). In case the tender document is downloaded from the department's website, a non-refundable tender fee of Rs. 1000/- (Rupees One Thousand Only) has to be paid by way of **Demand Draft in favour of ZAO, CBDT, Patna, payable at Patna** at the time of submission of the duly filled tender application. The office may be contacted at 06432-222653/8986911027 on working days (MONDAY to FRIDAY) between 10.00AM to 05.00PM for any query.

3. 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)

**Tender applications/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected.**

4. The procedure for submitting Bids, is mentioned below:
- a. **For technical bid, documents at a) to d) of para 3 above with all other required documents (duly signed) as well as the EMD of Rs. 25,000/- (Rupees Twenty Five Thousand) should be submitted in a sealed envelope (Envelope-I), superscripted as “TECHNICAL BID for Office Accommodation for Income Tax Department**
  - b. **Financial bid should be submitted in another separate sealed envelope (Envelope-II), superscripted as “FINANCIAL BID for Office Accommodation 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 at Dumka, Jharkhand - REFERENCE NUMBER:F. No. JCIT/R-III/Deoghar/Office Space/2015-16/88 dated 25.06.2015 not to be opened before 21.07.2015”.**

**Important Note:-**

(a) 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.

(b) 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.

5. The bid documents should be dropped **along with the offer letter** in the locked sealed Tender Box for Dumka placed in the General section, **Office of the Joint Commissioner of Income Tax, Range-III, Williams Town, Srikrishnapuri, Deoghar, latest by 17.07.2015 upto 4.00 p.m.** The Tender Box for Dumka station will be opened by the Hiring Committee at 11:30 hours on 21.07.2015 for Technical Bids only in the presence of all such bidders who wish to be present. The tender box will be opened in the **chamber of the Joint Commissioner of Income-tax, Range-III, Deoghar** situated at Williams Town, Srikrishnapuri, Deoghar.



The Financial Bids of those who qualify on evaluation of technical bids by the Hiring Committee would be opened later, the date of which will be intimated to the qualified bidders separately.

6. After opening the Technical Bids and before opening of the Financial Bids, physical inspection of the premises, covered by the tendered bids, will be carried out to verify whether the offer complies with the technical specifications or otherwise.
7. 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 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.
8. 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. This will be done by the 'Hiring Committee' constituted by the Commissioner of Income Tax, D h a n b a d , for the purpose. The shortlisted 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.
9. The rent proposed to be charged per square feet per month on the carpet area which should be inclusive of all services and taxes and duties to be paid to various authorities should be indicated in the financial bid only.
10. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within fifteen days of acceptance of the offer by the Hiring Committee.
11. The offer should be valid for a minimum period of 9 (Nine) months from the due date of opening of tender.
12. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.

13. No Earnest Money Deposit will be given by the Department to the owner offering the premises.
14. Tenders received after the due date and time for whatever reason, shall not be entertained and the Department shall not be responsible for any loss or delay in delivery of tender documents.
15. The premises offered should have construction approval/clearances from all Central/State Government Departments as may be necessary by the local authorities and should be legally free from all encumbrances.
16. Finalization of rent based on location and quality of construction and age of the building is subject to certification by CPWD/Hiring Committee and final approval/sanction by Government of India as per rules framed in this regard.
17. Renewal of lease agreement is also subject to certification by CPWD/ Hiring Committee and final approval/ sanction by Government of India as per rules framed in this regard.
18. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/documents is liable to be rejected. However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Hiring 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 documents submitted. Submission of wrong details/documents would render the tender form invalid.
19. Selected party shall be required to sign a Lease Agreement with the designated authority of Income Tax Department as a legal requirement. The agreement shall be signed initially for a period of 3 (three) years extendable for further a period as per requirement. The original copy of the lease document shall be retained by the hirer.
20. 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 entire agreement period of 3 (three) years in the Financial Bid. Bidders may note that no increase in rental charges per month will be allowed during the initial 3(three) years of the agreement period. If lease is extended beyond 3(three) years, percentage increase in rent would be at a rate mutually agreed upon between the parties. **The percentage increase however shall not exceed 8 % p.a.**
21. The monthly rent will start as and when possession of the building is taken over by the Department. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made unless specifically agreed in writing.

22. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.
23. 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, a separate meter should be installed.
24. The cost of repair and maintenance of civil/electrical installation including Air Conditioning plant, power back up (generator sets), lifts and common areas etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the Department. The scope of maintenance is enclosed as per Annexure-'C'.
25. The security of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The cost of deployment of External Security for building will be met by the owner. The services like security and maintenance shall be of the quality acceptable to the Department. The internal security of the building will be taken care of by the Department. The bidder should make sure that the Lifts work smoothly during the period of contract.
- In case the security of the building is taken by the Department/Government of India for strategic reasons, the rent to be paid to the bidder shall be accordingly reduced.
26. 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 recovered 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.
27. The Department at any time during the Lease Period/ extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirement.
28. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/tender. In case of any conflict in terms and conditions of Tender Documents, the conditions stipulated in the Tender Documents shall take precedence.
29. The Department reserves the right to amend any/ all terms and conditions, as it deems necessary.

30. The market rate for the areas at which the property will be available shall be assessed before opening the Financial Bid.

31. The assessment of reasonable rent will be done by a Hiring Committee of the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.

32. 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 during the tendering process and before signing of the contract. The Department reserves the right to reject any/all offers without assigning any reasons.

-Sd-  
(Sudipta Guha)  
Joint Commissioner of Income Tax  
Range-III , Deoghar

F No.JCIT/R-III/Office space/2015-16/88                      dated 25.06.2015

11  
**OFFER LETTER**

To,

The Joint Commissioner of Income-Tax,  
Range-III, Williams Town, Sri Krishnapuri,  
Deoghar-814112

Sir,

**Subject:HIRING OF OFFICE PREMISES FOR INCOME TAX DEPARTMENT AT  
DUMKA, JHARKHAND-REGARDING**

**Ref. No.:** F. No.:JCIT/R-III//Office Space/2015-16/88 dated, Deoghar, the  
25<sup>th</sup> June 2015 published in newspapers.

With reference to your Tender Notice calling for offers for hiring of office accommodation for Income Tax Department at Dumka, Jharkhand, I/We hereby submit my/our offer as follows:-

- a) Technical Bid : Annexure A (in separate sealed cover along with EMD of Rs.25,000/- & 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. JCIT/R-III/Deoghar/Office Space/2015-16/88 dated, Deoghar, the, 25<sup>th</sup> June, 2015 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.

Date

Yours sincerely,

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

REF No: F. No.JCIT/R-III/Deoghar/Office Space/2015-16/88

Dated: Deoghar the, 25<sup>th</sup> June`2015 published in newspapers.

**Subject:- TENDER FOR HIRING OF OFFICE PREMISES FOR INCOME TAX DEPARTMENT AT DUMKA , JHARKHAND – REGARDING**

**TECHNICAL B ID**

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

Sl. No.	Particulars	Details (Please tick/fill up with relevant
1.	Name of person/party submitting the bid (hereinafter referred to as the bidder); Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	
2	Status of the bidder (Individual/ Partnership Firm/Company/ Society/ Any other (specify)	
3	Name of the person/ party holding title to the property (hereinafter referred to as the owner) Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	
4	Status of the owner (Individual/ Partnership Firm/Company/ Society/ Any other (specify)	
5	Whether the bidder is himself the owner of property offered on rent or Power of Attorney/duly Authorised signatory of owner (specify clearly)	
6	<b>Contact details of the bidder</b>	
6.01	Name	
6.02	Complete Postal Address	
6.03	Telephone Nos. with STD code, including Mobile Number	
6.04	Fax Nos. with STD code	
7	Contact details of the owner (if different from bidder)	
7.01	Name	
7.02	Complete Postal Address	
7.03	Telephone Nos. with STD code, including Mobile Number	
7.04	Fax Nos. with STD code	

8	Details of property offered	
8.01	Location & Address of the property	
8.02	Is property having 'Office Use' as	
8.03	Whether the space offered for hire is situated in more than one floor of a property, if Yes, specify floors	
8.04	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.)	
8.05	Total carpet area on each floor offered for rent (in sq. ft.)	
8.06	Total carpet area (total of all floors) offered (excluding underground/covered parking areas) (in sq. ft.)	
8.07	Open area (open parking space, inner roads, garden etc.) (Sl. No. 8.02- Sl. No. 8.03)	
8.08	Covered parking area (garages, underground parking etc.), if any.	
8.09	Approximate distance of the property from Dumka bus stand..	
8.10	Width of road on which the property is located	
8.11	Details regarding natural light and proper ventilation	
8.12	Whether all Govt. dues including property tax, electricity, telephone, water bills etc. have been duly paid upto date. (enclose documentary proof for the same.)	
8.13	Parking space for car/vehicles available. Public parking places on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space (if any) and open parking space may be indicated separately.	
8.14	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any.	
8.15	Details of lifts- capacity and number	

8.16	Details of available fire safety and security measures	
8.17	Whether suitable power supply for commercial operation is available	
8.18	Whether adequate open space for installation of generator is available	
8.19	Details of the power back up, whether available or not	
9	<b>Have you enclosed following documents along with this offer</b>	
9.01	Copy of property plan, duly approved by the competent authority/ Govt. as the case may be	
9.02	If bidding as Power of Attorney owner, copy of duly constituted Power of Attorney. If bidding as authorised signatory of company/partnership firm, copy of requisite Board Resolution/Authority Letter etc.	
9.03	If the owner or the Power of Attorney of the owner is a partnership firm or a company/society etc. copy of partnership deed or Memorandum/Articles of Association of the Company/ Registration Certificate/ 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 authorized signatory of company /partnership firm, copy of requisite Board Resolution /Authority	



9.05	If the bidder or the owner is a partnership firm or a company / society etc, copy of the partnership deed of the firm, or Memorandum /Articles of Association of the Company, Registration Certificate / 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	
10	Maximum time required for completing the internal wall partition and other finishing works as per user requirements	
11	Further general details relating to the Building / Location.	
11.01	Whether the proposed property / building is free from all encumbrances, claims, litigations etc.? If yes, attach copies of relevant certificates. If not, give details of the nature and status of the encumbrances, claims, litigations	
11.02	Whether the proposed building / property is physically vacant and available-“Ready To occupy?”	
11.03	Whether it is an independent building for exclusive use by the Income-tax Department without sharing with any other user? if not, give details of tenants/proposed tenants. (The bidder may be required to furnish copy of lease agreement with other tenants, if called for)	
11.04	Year of construction. Specify whether the said building was given on lease/hire or occupied earlier? If yes furnish details along with last rent charged and date of vacation by the earlier lessee.	

11.05	Please specify the details of public transport facilities available to and from the premises.	
11.06	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been imposed by govt. or other authorities if any.	
11.07	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation.	
11.08	Whether all Govt. Dues including property tax, electricity, telephone, water bills, etc., if any, have been duly paid upto date? (enclose documentary proof for the same)	
12	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.	
13	Signage- The Income Tax Department requires the right to use its logos and graphics at the entrance to its premises and withinsignage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building façade	

Enclose documents wherever required

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

Yours faithfully,

Place:

Signature:

Date:

Name:

Designation:

\*Name in full and block letters

\*\*Name in full and block letters.

**ANNEXURE-' B'**

**REF No:** F. No. JCIT/R-III/Deoghar/Office Space/2015-16/88  
**Dated,Deoghar, the, 25<sup>th</sup> June,2015 published in newspapers.**

**Subject:- TENDER FOR HIRING OF OFFICE PREMISES FOR INCOME TAX DEPARTMENT AT DUMKA, JHARKHAND –REGARDING**

**FINANCIAL BID**

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

Name & Address of the premises	Net Carpet Area offered (in sq. ft.)	Rate per sq. ft.	Monthly rent per sq. ft. (exclusive of service tax)	Monthly rent quoted for the net carpet area (including all amenities.)

\* Net carpet area' means area of premises less toilets, passage, walls/columns, staircases, verandah, lobby, balcony, kitchen etc.

S.No.	Particulars	Amount
1.	Rate of electricity per unit to be supplied through Gen-set	

Date

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

**SCOPE OF MAINTENANCE**

- Round the clock general security to the premises, access control and regulating visitor movement
- Periodical maintenance of the building, which includes painting/ cleaning of the exteriors and all the common areas of the building.
- Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provision of consumables for the same
- Maintenance of all Elevators including payment of AMC.
- Lighting of common area and provision of consumables for the same.
- Provision and marking of building directory.
- Maintenance of Water supply system.
- Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines
- Provision of signage pertaining to common services
- Insurance of building
- Maintenance and running of motors and water pumps installed at the premises
- Maintenance and running of common DG sets, payment of their insurance and AMC
- Regulating vehicle movement within the premises.