REQUEST FOR PROPOSAL FOR HIRING OF SPACE FOR RTI, Hazaribagh
(Camp. Office at Patna)
DATED: 03/05/17

Income Tax Department, Patna invites bids from the legal owners/power of attorney holders of the building for hiring of suitable space/building for setting up RTI, Hazaribagh (Camp Office at Patna) having a carpet area of building/space around 1,400 - 1,500 sq. ft. The premises should be located in areas preferably around the locality of Boring Road, S K Puri, Patliputra Colony, Patna having wide approach road with sufficient parking space.

Request For Proposal (RFP) document may be obtained from the Income-Tax Officer (Infra), O/o the Principal Chief Commissioner of Income Tax, Room No. 222, 2nd Floor, C.R.Building, Birchand Patel Path, Patna) on any working day between 10 A.M. to 6 P.M. The RFP document is also available on the websites http://incometaxindia.gov.in

The last date for receipt of duly filled-in bids is by 3.00 P.M. on 24.05.2017.

The Income-tax Department, Patna reserves the right to cancel, postpone and reject the Tender process/ any bid without assigning any reason.

(J. K. Sinha)
ITO (Infra.),
For: Pr.CCIT, Patna.
GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
1st FLOOR, CENTRAL REVENUE BUILDING, BIRCHAND PATEL MARG, PATNA.

TENDER No. - 1 / 2017 – 18 / 03-05-2017
[For hiring of space for RTI, Hazaribagh (Camp Office at Patna)]

The Pr. Chief Commissioner of Income Tax, Patna intends to hire suitable space/building preferably in an independent house or part of a larger residential building for setting up RTI, Hazaribagh (Camp Office at Patna) having a carpet area of around 1,400 – 1,500 sq. ft.

A. Instructions & Information to the bidders:

1. Tender should be submitted in two (2) bid pattern, i.e. Technical bid (containing technical and other details) and Financial/Commercial bid. Both the bids should be placed in separate envelopes and sealed & super scribed as “Tender for hiring of space/building for RTI, Hazaribagh (Camp Office at Patna) – Technical bid” and “Tender for hiring of space/building for RTI, Hazaribagh (Camp Office at Patna) – Financial bid” respectively. Both these envelopes should be placed again in a single cover and super scribed as “Quotation for hiring of space/building for RTI, Hazaribagh (Camp Office at Patna)”. The tender documents duly completed in all respect should be submitted through Registered Post/Speed Post/Courier or in person to be dropped in the “Tender box” kept for this purpose in Room No. - 222 at 2nd Floor, Central Revenue Building, Birchand Patel Path, Patna up to 24.05.2017 on all working days during office time. The tenders received after the given date and time shall not be accepted/considered. **The last date & time of receiving Tender is 24.05.2017 & 03:00 PM respectively.**

2. Technical bids will be opened in the Conference Room at 1st Floor, Central Revenue Building, Birchand Patel Path, Patna on **24.05.2017 at 04:00 PM.** Financial bids will be opened only in the case of such bidders whose technical bids are accepted after its evaluation. Any change in the date(s) for opening of the Technical bids and the date for opening of the financial bids will be displayed on the Notice Board outside the above said Conference Room. Bidders or their representatives duly authorized in writing for the purpose may be present at the time of opening the sealed tenders.
3. The Technical bid would be opened and evaluated first. Financial bids of only those bidders who qualify in technical bid would be opened for its evaluation. Technical bid should contain all the documents and testimonials as given in the eligibility condition.

**Selection Process**

1. An Evaluation Committee will examine and evaluate all the technical bids. The Committee will also visit the building/premises on offer for examining the actual condition, location and approach facility etc.
2. On the basis of technical examination and on site evaluation, the committee will select one or more suitable bids for financial evaluation.
3. The evaluation of financial bid would be subjected to rules and guidelines issued by CBDT, CPWD, Directorate of Estate and other authorities in this regard.
4. The successful bidder shall have to enter into contract with the Pr. Chief Commissioner of Income Tax, Patna as per terms & conditions within a week of finalization of the bidding process. Failure on the part of the bidder to do so may result in cancellation of its candidature.

**Terms & Conditions for Hiring of Space for Camp Office of RTI, Hzb at Patna.**

1. The offered premise should be located on a Principal Main Road/ Main Road (not less than 10 mtrs. wide) with enough parking spaces in Central Patna area;

2. The preferred location is around S.K. Puri, Boring Road, Patliputra Colony and adjoining areas;

3. The space offered should be newly constructed preferably within three years of construction;

4. Preference will be given to the offers having a single big hall of around 1,500 sq feet which can be appropriately partitioned as per requirements to be used for the offices of DTRTI as well as Conference & Lecture halls;

5. There should be proper electricity, water & sewerage connection;

6. Ease of access to public transport shall be preferred while finalizing the bid;
7. The space should have proper electrical fixtures such as switches power points etc;

8. Rates offered for lease out of building should be as per Carpet area in sq. ft.;

9. The lease will be in the format of Standard Lease Agreement (S.L.A) as approved by the Directorate of Estates shall be executed and shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be shared equally between the landlords and I.T. Department. The electricity & water charges as per actual consumption will be borne by the Income Tax Department.

10. Provision of lift is essential, if the offered space is not on the first or second floor of the building. However preference will be given to spaces offered on ground and first floor;

11. The building should have adequate toilet facilities;

12. All civil, electrical, structural & similar maintenance & repair will be responsibility of owner. However, repair & maintenance of minor civil, electricity, plumbing etc. fixture may be done by IT Department.

13. The building should be in a ready condition to use with electricity, water, lifts, sewerage connection and firefighting equipments. The electric power available should also be indicated;

14. No advance rent is payable by the Government as a matter of policy;

15. The space offered should be free from any liability, encumbrance and litigation with respect to its ownership, lease/renting and pending payments against the offered space;

16. The lease agreement will be for limited period of three years and would be extendable further with agreement of both parties and as guidelines issued by Directorate of Estate, CBDT& CPWD;

17. The rent will not be revised during the initial period of three years. On renewal of lease, rent may be revised as per norms and guidelines of Directorate of Estate, CBDT & CPWD.

18. For detailed terms & conditions, SLA may be referred to.
<table>
<thead>
<tr>
<th>Sl.</th>
<th>Details of the building to be given on hiring</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name &amp; Address of the legal owner/power of attorney holder/co-owner of the premises/building/floor to be given on hiring</td>
<td>Information</td>
</tr>
<tr>
<td>2.</td>
<td>Name of the building/premises</td>
<td>Information</td>
</tr>
<tr>
<td>3.</td>
<td>Address and Location of the building/premises <em>(Include at least 5 photographs of interiors)</em></td>
<td>Information</td>
</tr>
<tr>
<td>4.</td>
<td>Details of Plot No., Tauzi No., Holding No., Circle No. etc. of the building/property</td>
<td>Information</td>
</tr>
<tr>
<td>5.</td>
<td>Thana under which the building/premises is located</td>
<td>Information</td>
</tr>
<tr>
<td>6.</td>
<td>Ward No. of Patna Municipal Corporation</td>
<td>Information</td>
</tr>
<tr>
<td>7.</td>
<td>Exact Carpet Area</td>
<td>Information</td>
</tr>
<tr>
<td>8.</td>
<td>Exact Built up area</td>
<td>Information</td>
</tr>
<tr>
<td>9.</td>
<td>Details of Space for parking, Generator Set, any central air-conditioning duct/plant etc.</td>
<td>Information</td>
</tr>
<tr>
<td>10.</td>
<td>Details of facilities like Toilet, Lift, Water supply, power backup etc.</td>
<td>Information</td>
</tr>
<tr>
<td>11.</td>
<td>Detailed approved plan of the accommodation along with a copy of structural stability certificate from a structural Engineer</td>
<td>Information</td>
</tr>
<tr>
<td>12.</td>
<td>Clearances/No objection certificate from all the relevant Central/State/Municipal authorities and Fire Department confirming the municipality laws</td>
<td>Information</td>
</tr>
<tr>
<td>13.</td>
<td>Any other information applicant wants to offer ::-</td>
<td>Information</td>
</tr>
</tbody>
</table>

**DECLARATION:**

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge and belief. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be disqualified and if the lease agreement is entered with me/us, it will be terminated and will not have any dealing with the Department in future.

(Name & Signature of Authorized Signatory with date)
**FINANCIAL BID**
(To be submitted in a separate sealed envelope super-scribed ‘Financial Bid’)

I/We offer the premises owned by us for RTI, Hazaribagh (Camp. Office at Patna) as per following details:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>General Information</th>
<th>Rate per Sq.ft. of Carpet Area</th>
<th>Total monthly rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Rate offered for hiring of space/building Carpet area (including all municipal taxes, cess or any other taxes). The electricity &amp; water charges as per actual consumption will be borne by the Income Tax Deptt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Period of lease</td>
<td></td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

The lease will be in the format of Standard Lease Agreement (S.L.A) as approved by the Directorate of Estates shall be executed and shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be shared equally between the landlords and I.T. Department. **Do you agree to the provisions in the S.L.A.?**

**DECLARATION:** The rates quoted above are subject to negotiations and while finalizing the bid I shall abide by the fair rent certificate issued by the CPWD as per procedure laid down by the Govt. or decision of the committee constituted for this purpose. No advance rent is payable by the Govt. as a matter of policy.

Signature of the legal owner/power of attorney holder/
Co-owner of the premises/building/floor

NAME : 
Contact No.(Mob. No.): 
Landline : 