



वित्त मंत्रालय
MINISTRY OF
FINANCE

सत्यमेव जयते

आयुक्त का कार्यालय / Office of the Commissioner
केन्द्रीय माल एवं सेवाकर / Central Goods & Services Tax
09 ए,मकबूल आलम रोड / 09 A, Maqbool Alam Road
वाराणसी-221002 / Varanasi-221002
Email id: cgst-varanasi@gov.in
Phone No.+91-0542-2502864



TENDER/BID NOTICE FOR HIRING OF OFFICE ACCOMODATION ON LEASE/RENT BASIS

**NOTICE INVITING GeM-Tender
FOR HIRING OFFICE PREMISES FOR LONG TERM LEASE.**

The Commissioner of CGST & Central Excise Commissionerate, Varanasi, invites Tender / Bid (through GeM portal) from the interested persons for providing readily built office premises (in "Ready to Move" condition) at following location in Varanasi, having proper approach road, entrance with adequate parking and toilet facilities for accommodating the GSTAT Tribunal, Additional Sitting Bench in Varanasi for a minimum period of Eight (08) to Ten (10) years.

| Sl. No. | location | Approx. carpet area required |
|---------|--------------------------------------|------------------------------|
| 1 | Any prominent place in Varanasi City | 10350 Sq. ft |

1. Interested persons should send their proposal/quotation through GeM portal.

Specifications which may be referred to:

- i. General Instructions and Terms & Conditions of this contract: **Annexure I**
- ii. Requirements and facilities to be provided by the bidder: **Annexure-II**
- iii. NIC guidelines for Network cabling Work: **Annexure-III**
- iv. Formats of Technical Bid: **Annexure-IV** (with Undertaking)
- v. Format for Financial Bid: **Annexure-V**
- vi. Declaration: **Annexure-VI**
- vii. Tender acceptance letter: **Annexure-VII**
- viii. Space requirements: **Annexure-VIII**

2. The Proposal should be submitted in two parts. The first part should be the "Technical Bid" which should contain technical parameters like Address of the building, Carpet area as

well as built up area, design of the premises, availability of parking space, air conditioning standards, year of construction etc. The Second part should be the "Financial Bid" which should indicate the rent proposed to be charged and the other financial terms and conditions. Both bids should be filed separately through GeM Portal.

3. The critical dates for the Tender submission and processing are as under –

| | |
|---|-------------------|
| Publishing Date | As per GeM Portal |
| Bid Submission End Date | As per GeM Portal |
| Technical Bid Opening Date | As per GeM Portal |
| Financial Bid Opening date (Those bidders who have qualified in the Technical Bids) | As per GeM Portal |

Kanta
10/12/24

**Additional Commissioner
CGST & Central Excise
Commissionerate Varanasi**

Copy to:-

Web master i/c of www.cbic.gov.in website, Director General of System and Data Management, Customs and Central Excise, 4th and 5th Floor, Hotel Samrat Chankaypuri, Kautilya Marg, New Delhi- 110021 for publishing in the official website. (through e-mail webmaster.cbec@icegate.gov.in)

ANNEXURE- I

GENERAL TERMS AND CONDITIONS:

1. The Technical Bid should be accompanied by the following documents:
 - I. Location Map.
 - II. Copy of agreement for acquisition of property.
 - III. Approved plan of the offered premises with exact measurement for carpet area as well as build up area.
 - IV. NOC from Fire Department.
 - V. Certificate of Assessment of property tax by concerned authority.
2. The premises offered should be in ready to move condition and the owners of the premises will have to hand over the possession of premises within 60 days including the period to create/alter partitions as per provided sitting plan after acceptance of their offer. The offer should be valid for a minimum period of 4 months from due date of opening the tender / bid.
3. Offers received from Public sector units/Government bodies would be given preference.
4. **Preference will be given to the bids which provide space for GSTAT Tribunal & CBIC's AR Office in same building**
5. The building should have running water supply & preferably assured power back-up on continuous basis.
6. Bonafide owners of premises who possess free hold title on the said premises and who are legal owner to let the premises to the Department are only invited to participate in the tender. Tender / bid from intermediaries or brokers will not be entertained.
7. The premises offered should consist of the minimum amenities/ facilities as mentioned in **Annexure-II** enclosed to this tender / bid notice.

8. The premises offered should have construction approvals from all Central /State Government Department as may be necessary by the local authorities.
9. The Owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.
10. All the common amenities available in complex shall be made available to officers of CGST in that complex.
11. The legal owner of the building should provide adequate parking for Govt./Visitors vehicles.
12. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the department.
13. In case of high-rise building, provision of lift is essential with assured power backup.
14. The office space should have energy efficient electric fixture like fans, tube lights, switches, power points of ISI/BIS specifications. The space offered should be free from any liability and litigation with respect to its ownership.
15. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.
16. The building should be secure enough to protect the government property.
17. Finalization of rent based on location and quality of construction is subject to certification of CPWD/hiring committee and also subject to final approval and sanction by the Principal Chief Commissioner, CGST & Central Excise, Zone Lucknow/Competent Authority on behalf of 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 are liable to be rejected. The bidder, before submitting the tender should satisfy himself/herself about correctness and authenticity of the details and documents submitted. Submission of wrong details / documents would render the tender invalid.
19. The owner should make available the building for inspection by the officers of the CGST & Central Excise, Commissionerate Varanasi after the opening of the technical bids.

20. The minimum period of lease should be for duration of Eight (08) years.
21. Commissioner, CGST & C. EX, Commissionerate, Varanasi, reserves the right to amend these terms and conditions as it deem necessary.
22. Participation in the bid does not entail any commitment from Commissioner, CGST & C. EX, Commissionerate, Varanasi. He/she reserves the right to reject any / all offers, including that of the lowest bidder without assigning any reason.
23. This Department reserves the right to terminate the contract at any point during the contract period with one month notice.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from Sr. No. 1 to 23 will constitute the technical specification. The rent demanded per square feet of the carpet area will constitute the Financial Bid. The rent offered should be inclusive of property tax, or any other tax required to be paid by the property owner/s. The lease shall be for a minimum period of Eight (08) years subject to the conditions as may be prescribed by the Government from time to time.

ANNEXURE- II

(FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER)

| | |
|---|--|
| 1 | There should be provisions for 24 hours, Electricity and Water supply. |
| 2 | <p>The building should be in a ready-to-move condition wherein all works including works viz. civil, electric, plumbing, partitioning, network cabling etc required for making the building in a ready to move in condition for the Tribunal will be done by the owner with the following work:</p> <ul style="list-style-type: none">a. Partition work as per norms mentioned at column namely Single Sitting Additional bench in Annexure-VIIIb. Network cabling work as per Annexure- IIIc. All electrical & plumbing work. |
| 3 | Facility for installing generators. |
| 4 | Sufficient parking space. |
| 5 | The area proposed should preferably be on the floors which are continuous to each other. |
| 6 | There should be proper approach road and entrance to the proposed building. |

Annexure-III
NIC guidelines for Network Cabling Work

1. UTP Cabling Guidelines

- All the Copper cable should be laid in PVC Duct/PVC conduit/MS pipe to protect the physical damages.
- All CAT 6 UTP cable should be POE supported.
- According to cabling standard, UTP cable can be laid only up to 90 meters. (Jack Panel to User end I/O).
- Use cable ties/velcro tie to keep cables together, and label both ends of each cable.
- Keep cables free of tension, and pull them with less than 25 pounds of force.
- Avoid sharp corners, and inspect cable routes for surfaces that could abrade the cable.
- Test every segment of the network with a LAN cable tester/penta-scan.
- Label every termination point at both ends, and use a unique number for each network link.
- Leave at least 5 feet of slack at the work outlet end, and 10 feet at the patch panel end.
- One extra node at a suitable distance be provided for every 2/3 nodes as substitute.
- Nodes points should be provided at suitable easily accessible height.
- All cables in the false ceiling should be covered in flexible conduit pipes.
- 15-20% ports should be kept free for connections in L2 Switches for any eventuality to existing node/port.
- Cascading of L2 Switching should not be permitted in any circumstances. parallel connection with the back bone be provided to all L2 switches.
- Over all laminated approved LAN diagram of the bench to be kept with SOCs (through SDWAN managed by GSTn Centre) for effective LAN Management.
- Floor wise and section wise LAN diagram be laminated and pasted to easily accessible place for network engineer attending the bench network problems.
- When routing cable, maintain the following minimum distances from power sources:
 - 1- Six inches from power lines of 2 kilovolt - amperes or less
 - 2- One foot from high-voltage lighting, including fluorescent
 - 3- One yard from power lines of 5 kVA or greater than 3.5 feet from transformers and motors

2 NOC Room (Network Operation Centre), if any:

- Provisioning of two NOC Rooms at different locations/floors/Bay. Space size for main NOC should be 600sqft and for DR NOC 300sqft.
- NOC rooms must have separate suitable partition for Network equipment /Racks for monitoring desk / network support team.
- It should have at least one wall to place the display device/IP TV/Screen.

- Provisioning of two entry/exit gates in NOC & DR NOC. The gates should be full/half transparent doors for inside view.
- Provisioning of 24x7 main central Air Conditioning with a provision of separate Window AC's for emergency with auto temperature & humidity controller.
- Appropriate Power Backup must be incorporated through UPS for 24x7 operations. This power backup needs to be specific for NOC, other than the centralized one.
- Dust-free, dry & cool environment must be ensured for each NOC.
- Fire safety provision for running 24x7 operation must be ensured, this should be connected with central building Fire Controller System. Smoke & fire detector with inactive gas based extinguisher & sprinkler may be incorporated.
- Provision of separate signal Grounding for NOC must be ensured (Signal grounding should be different from building earth & electrical grounding). The Signal grounding should also be extended to all other Racks (containing the Network equipment).
- All the civil works like flooring, partitioning, false ceiling must be done in the NOCs.
- For all electrical power points feeding the Network Devices Neutral to GND potential difference should be less than 2 volts.
- The electrical power points should be without On-OFF switch and with the light indicator.
- Provision of entry of cables into the NOC room through cable tray above the false ceiling and the false ceiling should be easily open-able for any maintenance activity.
- Pest control to be done at regular interval (minimum twice a month).
- The NOC should have restricted access with Access Control mechanism, should be under CCTV monitoring. Only authorized person should enter into the NOC. The access to equipment area/racks should also be restricted.
- The backbone OFC should be properly marked representing their respective Racks connectivity and terminated on LIU with proper labeling.
- The extra Fiber backbone cables must be handled properly either beneath the false flooring or in a separate box or in the bottom of the Rack.
- All the equipment should be properly mounted in Racks and the racks should be closed properly.
- No live equipment should be loosely placed without mounting in the rack.
- The horizontal cabling i.e. UTP should be terminated on Jack Panels and should have appropriate labeling and properly dressed.
- Loose/ hanging cables should be avoided. For this, Wire Managers/ Cable Tie should be used.
- Cables should be laid via Raceway/ Conduit Pipes/ Ducts etc to avoid chewing of cables from Rodents.
- Different color of cables can be used to differentiate the WAN/ LAN/ Firewall/

NMS connectivity.

- Appropriate gaps should be maintained between Active LAN Components to increase air flow and reduce heat dissipation. Between them, Jack Panels/ Wire Manager should be installed

3 Fibre Cabling Guidelines- Indoor/Outdoor

- All the optical fibre cables should be laid in PVC Duct/PVCconduit/MS pipe to protect the physical damages.
- Primary and secondary fibre backbones are required to minimize network downtime and ensure that the network is always operational.
- Make sure that to use different route for primary and secondary fibrecable.
- Before installation, assess the route for obstacles and determine the installation methods.
- Create a written plan that includes the equipment, supplies, and installation methods.
- Fibre is strong when pulled straight, but can break if bent too tightly.
- For indoor installations, use pull boxes to allow cable access for back-feeding at every third 90° bend.
- For outdoor installation, choose Fibre optic cables which can be installed outdoors.
- Use route marker every 50 meters distance if fibre is under grounded, so that there is no problem in finding the fibre route in future.
- Use fibre chamber if outdoor fibre cable is long.
- Under grounded cable should be laid in HDPE/GI pipe to protect the physical damages.
- After installation, use a fibre optic tester (OTDR & OLTS) to ensure the signal is strong and stable.

4. Fibre Splicing Guidelines

- Clean the splicer and fibre holder, and the fibre ends and connectors with lint-free wipes and cleaning solutions.
- Wear protective equipment like gloves, goggles, and aprons.
- Use a high-quality fibre cleaver to create a clean, accurate, and precise break at a 90° angle.
- Ensure precise alignment of the fibre ends.
- Choose the appropriate splicing method based on the fibre type and network requirements.
- Use a fusion splicer to melt and permanently fuse the fibre ends together.
- Use a heat shrink tube to protect the splice after fusion.
- Use power meters, OTDRs, or other testing equipment to validate the quality of the splices.
- Organize and protect spliced fibres using fibre splice trays, fibre enclosures, or protective sleeves

ANNEXURE-IV

(TECHNICAL BID)

TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS:

| | |
|----|---|
| 1 | Full particulars of the legal owner of the premises Name: Telephone: E- mail Address: PAN No.: Aadhar No. The location and address of the proposed premises: |
| 2 | Full particulars of person(s) offering the premises on rent/ lease and submitting the tender / |
| 3 | Status of the applicant with regard to the premises offered for hiring {To enclose power of attorney also if the applicant is other than owner) |
| 4 | Type of building - commercial or residential |
| 5 | Complete Address and location of the building. Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Certificate to be enclosed) |
| 6 | Detailed approved plan of the accommodation with copy |
| 7 | Date of Construction |
| 8 | Exact carpet area |
| 9 | Exact built up area |
| 10 | Floor numbers offered |
| 11 | No. of floors in the building |
| 12 | Floor wise No. of toilet |
| 13 | Distance from nearest railway station / bus stand/stop and name of the railway station / bus stand/stop |
| 14 | Other facilities and amenities available with the building |
| 15 | Type, model, company and no. of lifts available / carrying capacity to be provided |
| 16 | Parking space available for department area and to specify how many nos. of vehicles can be parked |
| 17 | Whether accommodation offered for rent is free from litigation including disputes with regard to ownership, pending taxes / dues or like (To enclose copy of Affidavit from owner or Power of Attorney holder). |

| | |
|----|---|
| 18 | Whether running water, drinking and otherwise, available round the clock. Whether sanitary and water supply installations have been provided for? |
| 19 | Whether separate electricity source having sufficient installed capacity has been provided for? |
| 20 | Sanctioned Electricity load |
| 21 | Whether building has been provided with fans in all rooms or not (If yes, give the no. of fans floor wise) |
| 22 | Details of power back up facility / ground space for installing Generator DG Set |
| 23 | Details of Fire Safety Mechanism, if any |
| 24 | Specify the lease period {minimum 8, (Eight) years and provision for extension |
| 25 | If there are readily built cabins suitable to use or to make cabins as per requirement of office. |
| 26 | The charges for maintenance of air-conditioning equipment, if centralized and lifts as the case may be |
| 27 | Charges for parking space, if any. |
| 28 | Charges for security, if any. |

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

Place:

Date:

Signature of legal Owner/ Power of Attorney Holder

ANNEXURE-V

(FINANCIAL BID)

FINANCIAL BID SHOULD INTER ALIA CONTAIN DETAILS AS FOLLOWS

| No. | Items | Details | |
|-----|--|---|------------------|
| 1 | Name and Address of the applicant with phone Nos. and email ID's | | |
| 2 | Status of the applicant with regard to Building/ Accommodation offered for hire by the owner of power of Attorney | | |
| 3 | Full particulars of the owner: | | |
| 4 | Name | | |
| | Address | | |
| | Telephone Nos./Mobile Nos./Email ID | | |
| | Business | | |
| | Residential | | |
| | Tele Fax No. | | |
| | PAN Card (Photo copy) | | |
| | Aadhar Card (Photo copy) | | |
| | E-mail: | | |
| 5 | Complete details of the building viz. Complete Postal address of the | | |
| 6 | Rent in Indian Rupees per month per square feet of the carpet area as mentioned in Technical Bid. The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Govt, and it will be applicable for the leased period of four (4) years. All corporation taxes, cess or any other tax applicable are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne by the Department. GST will be borne by the tenant as applicable. | Rate Rs./Sq. ft. of carpet area Rate should be inclusive of all taxes applicable. | Total Rs. |

| | | |
|---|--|--|
| 7. Any other conditions having financial implications relevant to the offer of the building. To give details id applicable. | | |
|---|--|--|

Note: The Financial Bid should include –

1. The rent proposed to be charged per sq.ft. on the basis of carpet area which should be inclusive of all costs of services.
2. The charges for the maintenance (Civil, electrical, plumbing)
3. The charges for the maintenances of the air-conditioning equipment if centralized and lifts.
4. The charges for parking space.
5. The charges for security.
6. Taxes and duties, to be paid to various authorities.

**Signature of Legal Owner/ Power of Attorney
Holder**

ANNEXURE-VI

DECLARATION

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

Signature of Legal Owner/ Power of Attorney Holder

Annexure-VII

TENDER/BID ACCEPTANCE LETTER

Date:

To,

The Additional Commissioner,
CGST & Central Excise,
Commissionerate Varanasi,
09 Maqbool Alam Road,
Varanasi.

Sub: Acceptance of Terms & Conditions of Tender / Bid.

Tender/Bid Reference No:

Name of Tender / Bid:-

Dear Sir,

1. We have downloaded / obtained the tender /bid document(s) for the above mentioned 'Tender/bid' from the GeM Portal.
2. We hereby certify that I/We have read the entire terms and conditions of the tender / bid documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. We hereby unconditionally accept the tender / bid conditions of above mentioned tender / bid document(s)/corrigendum(s) in its totality/ entirety.
5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours Sincerely

Signature of the Bidder,

ANNEXURE - IV

| Particulars of requirement | Particulars as per OM of DoE | Space entitlement (in sq. Ft.) for Pr Bench | Space entitlement (in sq. Ft.) for other Benches | Principal Bench - 2 sittings in 1 location | 2 Full Benches - 4 sittings in 1 location | Full Bench - 2 sittings in 1 location | Sitting - Primary | Sitting - Addition | Circuit Bench | Principal Bench - 2 sittings in 1 location | 2 Full Benches - 4 sittings in 1 location | Full Bench - 2 sittings in 1 location | Sitting - Primary | Sitting - Addition | Circuit Bench | Remarks |
|---|--|---|--|--|---|---------------------------------------|-------------------|--------------------|---------------|--|---|---------------------------------------|-------------------|--------------------|---------------|---|
| 1 Chamber of President | Chamber of Chairman | 500 | 500 | 1 | 1 | 1 | 1 | 1 | 1 | 500 | 0 | 0 | 0 | 0 | 0 | |
| 2 Member's Chamber | Member's Chamber | 350 | 350 | 3 | 8 | 4 | 2 | 2 | 2 | 1050 | 2800 | 1400 | 700 | 700 | 700 | |
| 3 Visitors Room for President and Members | Visitors' Room for VC and Members | 300 | 300 | 1 | 1 | 1 | 1 | 1 | 1 | 300 | 300 | 300 | 300 | 300 | 300 | one visitor room |
| 4 Court Room for President | Court Room for Larger Bench | 1600 | 1600 | 1 | 1 | 2 | 1 | 1 | 1 | 1600 | 0 | 0 | 0 | 0 | 0 | |
| 5 Other Court Rooms for Permanent and Touring Members | Other Court Room | 800 | 800 | 1 | 4 | 2 | 1 | 1 | 1 | 800 | 3200 | 1600 | 800 | 800 | 800 | |
| 6 Office Room for Registrar | Office Room for Registrar | 240 | 240 | 1 | 2 | 1 | 1 | 1 | 1 | 240 | 240 | 240 | 240 | 240 | 240 | |
| 7 Room for inspection of files | Room for inspection of files | 200 | 200 | 1 | 2 | 1 | 1 | 1 | 1 | 200 | 400 | 200 | 200 | 200 | 200 | |
| 8 Bar room | Bar Room for more than 2 Courts | 600 | 600 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 600 | 0 | 0 | 0 | 0 | |
| 9 Record Room (dedicated cases) | Bar Room upto 2 courts | 400 | 400 | 1 | 1 | 1 | 1 | 1 | 1 | 400 | 400 | 400 | 400 | 400 | 400 | as per the specified norms |
| 10 Board room for pending cases | Record Room (dedicated cases) | 1500 | 1000 | 1 | 1 | 1 | 1 | 1 | 1 | 1500 | 1000 | 1000 | 1000 | 1000 | 1000 | |
| 11 Computer Room along with Server Room | Computer Room | 950 | 950 | 1 | 2 | 1 | 1 | 1 | 1 | 950 | 1900 | 950 | 950 | 950 | 950 | No norms for this, therefore decision needs to be taken in this regard. |
| 12 Recreation Room | Recreation Room | 200 | 200 | 1 | 1 | 1 | 1 | 1 | 1 | 200 | 200 | 200 | 200 | 200 | 200 | |
| 13 Store for Stationary | Store for Stationary | 500 | 500 | 1 | 1 | 1 | 1 | 1 | 1 | 500 | 500 | 500 | 500 | 500 | 500 | |
| 14 Ladies Common Room | Ladies Common Room | 300 | 300 | 1 | 1 | 1 | 1 | 1 | 1 | 300 | 300 | 300 | 300 | 300 | 300 | |
| 15 Staff Car Driver's Room | Staff Car Driver's Room | 60 | 60 | 4 | 8 | 4 | 2 | 2 | 2 | 60 | 60 | 60 | 60 | 60 | 60 | |
| 16 Laboratory for President and Members | Laboratory for VCs and Members | 230 | 230 | 2 | 4 | 2 | 2 | 2 | 2 | 460 | 920 | 460 | 460 | 460 | 460 | |
| 17 Laboratory for Officers | Laboratory for Officers | 230 | 230 | 2 | 4 | 2 | 2 | 2 | 2 | 460 | 920 | 460 | 460 | 460 | 460 | |
| 18 Room for Standing Counsel | Room for Standing Counsel | 220 | 220 | 2 | 4 | 2 | 2 | 2 | 2 | 220 | 220 | 220 | 220 | 220 | 220 | |
| 19 Public Lavatory | Public Lavatory | 230 | 230 | 2 | 4 | 2 | 2 | 2 | 2 | 460 | 920 | 460 | 460 | 460 | 460 | No norms for this, therefore decision needs to be taken in this regard. |
| 20 Kiosk (for job typists, photocopies, book seller, cyclostyling machines) / Sava Kendras | Kiosk (for job typists, photocopies, book seller, cyclostyling machines) | 350 | 350 | 1 | 2 | 1 | 1 | 1 | 1 | 350 | 700 | 350 | 350 | 350 | 350 | |
| 21 Library | Bar Association's Library | 400 | 400 | 1 | 1 | 1 | 1 | 1 | 1 | 400 | 400 | 400 | 400 | 400 | 400 | as per the specified norms |
| 22 Reception and filing counter | Reception and filing counter | 100 | 100 | 1 | 2 | 1 | 1 | 1 | 1 | 100 | 200 | 100 | 100 | 100 | 100 | as per the specified norms |
| 23 Conference Room | Conference Room (Individual Bench) | 200 | 200 | 1 | 1 | 1 | 1 | 1 | 1 | 200 | 200 | 200 | 200 | 200 | 200 | |
| 24 Security room at every entrance | Security Room at every entrance | 120 | 120 | 1 | 1 | 1 | 1 | 1 | 1 | 120 | 120 | 120 | 120 | 120 | 120 | |
| 25 2 Wheeler Parking | 2 Wheeler Parking | 250 | 250 | 2 | 4 | 2 | 2 | 2 | 2 | 250 | 250 | 250 | 250 | 250 | 250 | Justification required |
| 26 Hall for litigants | Hall for litigants | 400 | 400 | 1 | 2 | 1 | 1 | 1 | 1 | 400 | 400 | 400 | 400 | 400 | 400 | |
| 27 | | | | | | | | | | | | | | | | |
| 28 Area after 10% austerity cut | | | | | | | | | | | | | | | | |
| 29 Officers drawing pay in the Level 12, 13 and 13A | | 240 | 240 | 4 | 4 | 2 | 1 | 1 | 0 | 960 | 960 | 480 | 240 | 240 | 240 | |
| 30 Officers drawing pay in the Level 11 | | 120 | 120 | 4 | 8 | 4 | 2 | 2 | 0 | 480 | 960 | 480 | 240 | 240 | 240 | |
| 31 Officers drawing pay in the Level 8, 9 and 10 / Section Officers in the Secretary/ Attached Offices drawing pay in the Level 8, 9 and 10 | | 60 | 60 | 4 | 5 | 3 | 2 | 1 | 0 | 240 | 300 | 180 | 120 | 60 | 0 | |
| 32 Technical Staff such as Draughtsman, Tracers, Estimators, etc | | 60 | 60 | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | |
| 33 Assistants, Head clerks, Clerks, Multi Task Staff (MTS) | | 40 | 40 | 25 | 45 | 23 | 12 | 11 | 2 | 1000 | 1800 | 920 | 480 | 440 | 80 | |
| 34 Tiffin/Dining Room for lunch | Tiffin/Dining Room for lunch | 400 | 400 | | | | | | | 400 | 400 | 400 | 400 | 400 | 400 | |
| 35 Canteen | Canteen | 100 | 100 | | | | | | | 100 | 100 | 100 | 100 | 100 | 100 | |
| 36 CPWD Maintenance Staff Room | CPWD Maintenance Staff Room | 400 | 400 | | | | | | | 400 | 400 | 400 | 400 | 400 | 400 | |
| 37 Austerity cut @20% | | | | | | | | | | 2,680 | 4,020 | 2,060 | 1,080 | 980 | 80 | |
| 38 Future expansion @10% | | | | | | | | | | 2,144 | 3,216 | 1,648 | 864 | 784 | 64 | |
| 39 | | | | | | | | | | 2,358 | 3,537 | 1,812 | 950 | 862 | 70 | |
| 40) Without austerity cut | | | | | | | | | | 14,940 | 20,340 | 12,638 | 10,013 | 9,295 | 5,803 | |
| | | | | | | | | | | 15,660 | 22,690 | 14,090 | 11,150 | 10,350 | 6,450 | |



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5702265
Dated/दिनांक : 13-12-2024

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 03-01-2025 13:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 03-01-2025 13:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 180 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Ministry Of Finance |
| Department Name/विभाग का नाम | Department Of Revenue |
| Organisation Name/संगठन का नाम | Central Board Of Excise And Customs (cbec) |
| Office Name/कार्यालय का नाम | Central Gst Varanasi |
| Item Category/मद केटेगरी | Leasing in of Commercial Properties - Office Space; Wet Lease (maintenance to be borne by lessor); 5 years- 10 years; 2; 1st floor or 2nd floor; undefined, Electricity back-up, CCTV facility, Electronic security gates, As per Annexure II and Annexur.. |
| Contract Period/अनुबंध अवधि | 8 Year(s) |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है | Yes |
| Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है | Yes |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/ | Yes |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | No |
| Type of Bid/बिड का प्रकार | Two Packet Bid |

Bid Details/बिड विवरण

| | |
|---|-----------------------------|
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है | Yes |
| Arbitration Clause | No |
| Mediation Clause | No |

EMD Detail/ईएमडी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

ePBG Detail/ईपीबीजी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

MII Compliance/एमआईआई अनुपालन

| | |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order

quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1734072203.pdf](#)

Building Plan and other documents required:[1734072188.pdf](#)

Title of premises should be clear, and it should be free from any encumbrances. Bidder should certify that all legal & technical formalities are completed for the premises.:[1734072192.pdf](#)

Additional Document required for Verification of Eligibility criteria and Experience specific to this Service:[1734072203.pdf](#)

Leasing In Of Commercial Properties - Office Space; Wet Lease (maintenance To Be Borne By Lessor); 5 Years- 10 Years; 2; 1st Floor Or 2nd Floor; Undefined, Electricity Back-up, CCTV Facility, Electronic Security Gates, As Per Annexure II And Annexur.. (1)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|--|--|
| Core | |
| Purpose for leasing building | Office Space |
| Type of Lease | Wet Lease (maintenance to be borne by lessor) |
| Age of the building (Time period since construction) | 5 years- 10 years |
| Maximum number of floors required in the building | 2 |
| Preference of floor required | 1st floor or 2nd floor |
| Facilities Required | undefined , Electricity back-up , CCTV facility , Electronic security gates , As per Annexure II and Annexure III and VIII |
| Physical Inspection (before signing the contract) | yes |
| Lift required | yes |
| Parking Space required | yes |
| Area of the Property (in Sq Mtr) | 10350 sqft |
| Addon(s)/एडऑन | |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Number of units | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|--|-----------------|--|
| 1 | Mukesh Yadav | 221002,CENTRAL GST COMMISSIONERATE, 9, MAQBOOL ALAM ROAD, VARANASI | 1 | • Number of Months : 96 |

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Signature Not Verified

Digitally Signed.
Name: KESHAV SINGH
Date: 13-Dec-2024
12:19:28