

|   |  |   |
|---|--|---|
|  <p>सत्यमेव जयते</p> | <p>आयुक्त का कार्यालय<br/>केंद्रीय माल और सेवाकर भवन, राजकोट<br/>रेसकोर्स रिंग रोड, राजकोट<br/><b>OFFICE OF THE COMMISSIONER<br/>OF CENTRAL GST COMMISSIONERATE</b><br/>GST BHAVAN, RACE COURSE RING ROAD,<br/>RAJKOT.<br/>Phone – (0281) 2431890 E-mail-<br/>admin.cgstrjt@gov.in</p> |  |
|---|--|---|

## **E-TENDER FOR HIRING OF OFFICE PREMISES FOR CENTRAL GST & CENTRAL EXCISE, DIVISION-I & II, MORBI AND ITS RANGES AT MORBI:**

The Office of the Commissioner, CGST, Rajkot invites online e-tenders for hiring suitable office accommodation on rent having a **carpet area of approximately 700 to 750 Sq. Metres**, from **legal owners / power of attorney holders** of suitable buildings located in a **decent locality of Morbi City**. The premises offered for hiring must be situated in a decent, well-developed, and easily accessible locality within the municipal limits of Morbi City, preferably along the Morbi–Rajkot Highway. The detailed requirements are provided in the “Terms & Conditions” of this tender.

The rented premises shall be taken **as a single, complete unit**. Only those owners/builders who can offer the **entire carpet area of 700–750 Sq. Metres in a single, well-maintained building under a single ownership** shall apply. Separate buildings or spaces at different locations will not be considered.

The **Annexures** forming part of this e-tender document are as under:

- **Annexure–I:** Instructions to Bidders
- **Annexure–II:** Terms & Conditions
- **Annexure–III:** Technical Bid
- **Annexure–IV:** Financial/Price Bid Undertaking
- **Annexure–V:** Technical Data Sheet
- **Annexure–VI:** Tender Acceptance Letter
- **Annexure–VII:** Letter of Offer
- **Annexure–VIII:** Instructions for Online Bid Submission
- **Annexure–IX:** Standard Lease Agreement
- **Annexure–X:** Financial/Price Proforma (BoQ in Excel format – to be downloaded and after filling Cell B8 & M14, saved and uploaded on the e-portal)

### **1. Rent and General Conditions**

The amount of rent payable shall be governed by the **Government of India Rules** and shall be fixed and paid in accordance with the instructions in force from time to time. Details of space requirement, terms & conditions, and all relevant documents are provided in the Annexures to this e-tender.

### **2. Document Download**

The detailed tender notice and all documents can be downloaded from the following websites:

- Central Public Procurement Portal (CPPP): <https://eprocure.gov.in/eprocure/app>
- [www.cbic.gov.in](http://www.cbic.gov.in)
- <http://cgstahmedabadzone.gov.in>

Offers submitted **through fax, e-mail, post, courier, or any means other than online upload on the CPPP** shall not be considered.

### 3. Critical Date Sheet

| Activity                         | Date       |
|----------------------------------|------------|
| e-Publish Date                   | 07.05.2026 |
| Bid Document Download Start Date | 07.05.2026 |
| Bid Submission Start Date        | 07.05.2026 |
| Bid Submission End Date          | 29.05.2026 |
| Technical Bid Opening Date       | 01.06.2026 |

#### 3.1 Bid Submission

- Bids shall be submitted **online only** at CPPP with all requisite documents (preferably digitally signed with DSC).
- The tender shall be submitted online in **two parts**:  
 (i) Technical Bid  
 (ii) Financial/Price Bid
- Bidders must follow the “Instructions for Online Bid Submission” (Annexure–VIII).
- Bids submitted after the cut-off date/time or through any means other than CPPP will not be considered.

#### 3.2 No Modification

Tenderers who download the tender documents shall **not tamper or modify** the forms, including the BoQ.

#### 3.3 Uploading of Documents

Non-uploading of required documents on CPPP will result in **summary rejection** of the technical bid. No correspondence will be entertained. Bidders **must not mention rent or financial details in the Technical Bid**; otherwise, the bid will be rejected.

#### 4. Queries

Any doubt/query regarding this tender may be raised at: **Email:** [landbuilding.cgstrjt@gov.in](mailto:landbuilding.cgstrjt@gov.in)  
or

Contact: **Land & Building Section, Office of the Commissioner, CGST, Rajkot.**

#### 5. Corrigendum

Bidders must regularly visit the CPPP website for any corrigendum/addendum/amendment until the last date of submission.

## 6. Opening of Bids

Technical Bids will be opened as per the schedule in the Critical Date Sheet. After evaluation and/or site verification, eligible bidders will receive system-generated confirmation via e-mail. Financial bids of technically qualified bidders will be decrypted and opened online on the scheduled date.

## 7. Verification of Original Documents

Original documents may be verified at any stage of the tender evaluation. This office reserves the right to call for any original document relating to the premises offered.

## 8. Holidays

If any scheduled date falls on a holiday/closed day, the activity will take place on the next working day at the same time.

## 9. Quoting of Rent

The bidder must quote the rent **only as “Rate per Square Metre per month (Carpet Area)”**, exclusive of GST.

The bidder shall:

- Download the BoQ
- Enable “Macro”
- Fill **Cell B8 and Cell M14 only**
- Save and upload the BoQ on the e-portal

### **Selection Criteria:**

Lowest **rent per square meter of net carpet area offered.**

If the bidder owns multiple eligible premises, separate technical and financial bids must be submitted for each.

Digitally signed by  
Pankaj Singh  
Date: 05-05-2026  
Joint Commissioner (P&V)

**Copy to:**

1. Web Master i/c of [www.cbic.gov.in](http://www.cbic.gov.in), Director General of Systems & Data Management, Customs & Central Excise, New Delhi for publication through Superintendent (Systems), CGST Rajkot.
2. The Assistant Commissioner (PCCO), CGST Ahmedabad Zone for uploading on the official website.
3. The Assistant Commissioner, Division I & II, Morbi for wide publicity.

## ANNEXURE-I

### INSTRUCTIONS TO THE BIDDERS

1. The invitation to bid is open to **legal owners / power of attorney holders** of properties located in the areas mentioned in the Tender Document. Prospective bidders shall submit their bids strictly in the proforma prescribed in the Tender Documents.
2. The successful bidder will be declared as **“the lessor”**, which term shall include the bidder as well as his/her legal heirs, successors, successors-in-office, legal representatives, etc. The **Office of the Commissioner, Central GST, Rajkot** will be **“the lessee”** for this bidding process.
3. The bidder is expected to examine all instructions, forms, terms & conditions and specifications in the bidding documents. Failure to furnish all information required, or submission of a bid not substantially responsive to all aspects of the bidding document, shall result in rejection of the bid.
4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether on its own or in response to clarification requested by a prospective bidder, modify the bidding document through a written amendment. Such amendment, which shall be binding, will be available on <https://gem.gov.in/cppp>, [www.cbic.gov.in](http://www.cbic.gov.in), and <http://cgstahmedabadzone.gov.in>.
5. In order to provide reasonable time for bidders to take the amendment(s) into account while preparing their bids, the lessee may, at its discretion, extend the deadline for submission of bids.
6. The carpet area required must be located **within the jurisdiction of Morbi City i.e.** within Municipal Limits of the City/Town. The premises offered for hiring must be situated in a decent, well-developed, and easily accessible locality within the municipal limits of Morbi City, preferably along the Morbi–Rajkot Highway.
7. The Technical Bid shall include all documents mentioned in the Terms & Conditions / Offer Document. All documents must be signed, scanned and uploaded on the e-portal.
8. The bid prepared by the bidder, and all correspondence and documents, shall be written in **English** and must be typed or written in indelible ink. All columns of the tender document must be filled in; no column should be left blank. “NIL” or “Not Applicable” should be marked wherever required.
9. The Financial Bid shall contain only the **lease rent payable by the lessee (excluding GST)**. GST, as applicable, will be borne by the lessee. All other taxes, charges and levies shall be borne by the lessor only. The Financial Bid must be submitted strictly in the prescribed format (Annexure-X – BoQ). The lease rent shall be quoted **only in Indian Rupees and only in the BoQ**.
10. The bid shall remain valid for a period of **180 days** from the date of opening of the Financial Bid. A bid valid for a shorter period may be rejected by the lessee as non-responsive.
11. In exceptional circumstances, the lessee may request the bidder’s consent for extension of bid validity. The request and response shall be in writing. The bidder may refuse the request; however, if agreed, no modification of the bid shall be permitted.

12. The bidder may modify or withdraw his/her bid after submission, provided that written notice of such modification or withdrawal is received by the lessee **prior to the deadline** for submission of bids.
13. During evaluation of bids, the lessee may, at its discretion, seek clarification from any bidder regarding the contents of the bid.
14. The results of evaluation of Technical Bids, along with the date of opening of Financial Bids, will be communicated to qualified bidders online on the CPPP. The lessee may, at its option, open the Financial Bids immediately after evaluation of the Technical Bids.
15. The Courts of India at **Rajkot** shall have **exclusive jurisdiction** over any legal proceedings arising out of or relating to this contract.
16. Any misleading or false representation in the bid documents shall lead to disqualification of the bidder at any stage.
17. The bidder must submit **Annexure-I (Instructions to Bidders)**, **Annexure-II (Terms & Conditions)**, **Annexure-VI (Tender Acceptance Letter)**, **Annexure-VII (Letter of Offer)**, duly signed on all pages, along with a **copy of affidavit** from the owner or Power of Attorney holder stating that the premises offered on rent are **free from all encumbrances**, along with the **Technical Bid (Annexure-III)**.
18. The **Financial/Price Bid Undertaking (Annexure-IV)** shall be submitted separately along with the duly filled **Financial/Price Bid Proforma (Annexure-X)**.
19. The hiring of space shall be for an initial period of **three (03) years**, and may be extended further with mutual consent of both parties.

**Read and Accepted**

**Name & Designation of Bidder / Authorized Signatory**  
*(With Stamp, if any)*

## ANNEXURE-II

### Part-A: Terms & Conditions (General)

1. These terms and conditions shall form part of the Tender to be submitted by the bidder to the Competent Authority (hereinafter referred to as the “lessee”).
2. All columns in the Tender Document shall be duly filled in and no column shall be left blank. “NIL” or “Not Applicable” shall be marked wherever required. All pages of the Tender Document shall be signed by the owner or by his/her authorized Power of Attorney holder. Any cutting or use of white ink must be duly attested by the bidder. The Competent Authority reserves the right to reject incomplete tenders or those in which any particulars are found incorrect.
3. Tender documents uploaded on the Central Procurement Portal after the due date and time shall be rejected outright. No correspondence in this regard shall be entertained.
4. No tender will be accepted through fax, e-mail, post, courier, or any means other than uploading on the GeM-CPP Portal.
5. The tender shall be acceptable only from the original owner(s) of the premises or those holding a valid Power of Attorney. The premises offered must be free from all encumbrances, claims, liabilities, disputes or litigation relating to ownership, lease/renting, mortgages or pending dues. Misrepresentation or violation of these instructions will make the bidder liable for penalty as per rules.
6. Offers received from Government Bodies, Public Sector Undertakings, State Housing Boards, etc. shall be given preference.
7. The Technical Bid must be accompanied by certified copies of:
  - approved drawings from the Municipal Corporation/Competent Authority,
  - certified copy of land deed,
  - municipal tax receipts,
  - approved building plan,
  - proof of ownership of the building.Technical Bids received without these documents are liable to be rejected without reference to the bidder. Original certificates/documents shall be produced at the time of execution of the Lease Agreement.
8. The bidder shall be required to enter into the **Standard Lease Agreement (SLA)** in the format prescribed by the Central Government.
9. The bidder shall quote the expected monthly rent for the premises in the Financial Bid. However, acceptance of rent shall be subject to issuance of a **Fair Rent Certificate** by CPWD as per the procedure laid down by the Government.
10. No security deposit or advance rent shall be paid.
11. Electricity and water charges, as per actual consumption, shall be borne by the Department.
12. The rate of rent finally approved by CPWD shall be fixed and shall not be revised for a period of **three (03) years**.

13. The lessee reserves the right to install additional generator sets and other electrical equipment in the premises/common areas as required from time to time. The successful bidder shall facilitate such installations **at no additional cost** to the lessee.
14. The tender is liable to be rejected if any of the terms and conditions of the Tender Document are not fulfilled.
15. If at any stage it is found that any details / documents furnished by the bidder are false, misleading or fabricated, the bid shall be liable to cancellation without any further notice.
16. The Tender Committee constituted under the Chairmanship of the Competent Authority reserves the right to reject all or any tender without assigning any reason.
17. The lessee reserves the right during the lease period / extended lease period to carry out suitable alterations such as partitions, fixtures, fittings etc. for effective utilization of the hired office space.
18. The offer shall remain valid for **six (06) months**. During the validity period, the bidder shall not withdraw or modify the area, rent or any other terms quoted in the Technical or Financial Bid. The bidder shall submit an undertaking on non-judicial stamp paper of requisite value, duly signed by the legal owner or Power of Attorney holder, stating that the bidder shall not back out or cancel the offer during the validity period.
19. The owner / Power of Attorney holder shall intimate in writing the likely date of handing over the premises. Such date shall, under no circumstances, be later than **three months** from the Tender Opening Date as per the Critical Date Sheet.
20. Adequate time shall be provided by the lessor to the lessee for carrying out necessary fixtures and fitments to make the office space operational. The duration for such work shall be mutually decided based on the existing condition of the premises and availability of furniture/fixtures. **No rent shall be paid for the period during which such initial alterations/fixtures are carried out.**

## Annexure-III

### Part-B: Technical Terms & Conditions

1. Building must be vacant, dispute-free, fully owned, insured, and compliant with all safety norms. Ownership and encumbrance-free certificates (Advocate/CA) must be submitted.
2. Standalone commercial premises for **exclusive departmental use** preferred. Layout plan mandatory. If independent plot, full plot usage included.
3. Property must have a **single owner**, located within **Morbi Municipal Limits**, in a decent and accessible locality with good road connectivity.
4. Building must be well-maintained, properly ventilated, naturally lit, and ready-to-occupy. Brokers not permitted.
5. Approaches should not be congested; wide front road preferred. Public amenities such as waiting area, public toilet, and public parking will be an advantage.
6. Owner must allow internal modifications (cabins, partitions, record rooms, fittings, toilets). All statutory approvals for additions/alterations must be obtained by owner at his cost.
7. Building should have suitable layout, high ceilings, installed AC, adequate toilets (Ladies/Gents), and lift if building has 3+ floors. Facilities for differently-abled persons required.
8. Fire safety compliance with valid certification and proper security arrangement mandatory.
9. Minimum **10 free car parking spaces** inside the same premises; covered/exclusive officer parking preferred.
10. Premises must be ready within **1 month** of acceptance with operational electricity, water, sewerage, firefighting systems. Separate electricity & water meters to be provided by owner.
11. Adequate power load, power backup facility and space for generator must be available. All building services (power, toilets, plumbing, sewerage) must be functional and walls freshly painted at handover.
12. Building should be usable **24×7** with adequate potable and utility water supply.
13. Owner shall handle all mechanical, electrical, civil maintenance including consumables. Monthly maintenance charges payable by Department. Annual painting of entire premises mandatory; otherwise cost recoverable from rent.
14. All statutory clearances for construction/modifications/leasing shall be obtained by owner at his cost. Lease agreement executed after legal verification; stamp duty/registration shared equally.
15. Carpet area will exclude walls, shafts, toilets, stairs, balconies, ducts, lift walls, lofts, parking, terrace.
16. Owner must perform necessary repairs promptly; otherwise Department may carry out repairs and recover cost. No rent payable when premises are unusable due to owner's failure.
17. Rent (per sq. metre) shall be **inclusive of all taxes**. Rent payable from possession date. CPWD RRC will determine admissible rent; payable rent = *quoted rent or RRC, whichever is lower*.
18. Department may install partitions, communication equipment, towers, generators, signage etc. without additional charges (damage repairable by lessee except normal wear & tear).

19. Owner shall not sell/mortgage/transfer the property during lease without written consent. If selling, first right of refusal to the lessee.
20. Technical evaluation includes document verification and physical inspection. Only shortlisted bidders' Financial Bids will be opened.
21. In case of natural calamity damage not caused by lessee, lessee may terminate lease or continue without rent reduction.
22. Lessee may terminate lease anytime with **3 months' notice** without compensation. On expiry, premises to be returned in similar condition, normal wear & tear excepted.
23. If owner backs out after acceptance, he must reimburse full tender-related expenditure incurred by Department.
24. Renewal and rent revision after 5 years will follow CPWD RRC norms. No rent increase in first 3 years.
25. All disputes subject to **Rajkot jurisdiction** and arbitration under Arbitration & Conciliation Act, 1996.

#### **SCOPE OF MAINTENANCE:**

1. 24×7 security, access control, and visitor regulation.
2. Periodic building upkeep, including exterior/common-area cleaning and painting.
3. Daily housekeeping of all common areas, pavements, and gardens with required consumables.
4. Maintenance and AMC of elevators, DG sets, AC units, motors, and water pumps.
5. Maintenance of water-supply system, electrical installations, and plumbing/sanitary lines.
6. Common-area lighting with consumables.
7. Provision/upkeep of building directory and common-service signage.
8. Regulation of vehicle movement.
9. Building insurance.
10. Maintenance of green areas and potted plants.

**ANNEXURE-IV****FINANCIAL / PRICE BID UNDERTAKING****Price Bid Undertaking**

(Schedule of Price Bid to be submitted in the BoQ Excel file)

**From:**

(Full name and address of the Bidder)

**To**

The Joint Commissioner (L&B),  
CGST, Rajkot.

**Subject: Price Bid Undertaking**

Sir,

I hereby submit the Price Bid for \_\_\_\_\_  
(Name & Address of the Building) as envisaged in the Bid Document.

1. I have thoroughly examined and understood all the terms and conditions of the Bid Document (all pages duly signed) and agree to abide by them.
2. I offer to rent out the accommodation for your office at the rates indicated in the Price Bid (BoQ Excel Sheet – Annexure-X), **excluding GST**.

Yours faithfully,

**Name & Signature of Bidder / Authorized Signatory**  
(With stamp, if any)

**ANNEXURE-V**  
**TECHNICAL DATA SHEET (Fillable Format)**

**Subject:** Hiring of office building for Central GST & Central Excise Division-I & II, Morbi and its Ranges at Morbi.

**A. BIDDER DETAILS**

| Sr. No. | Particulars   | Information to be Filled by Bidder   |
|---------|---|--|
| 1       | Name of Bidder  |  |
|         | PAN   |  |
|         | Whether assessed to tax (Yes/No). If yes, give details.                   |  |
| 2       | Status (Individual / Partnership / Company / Society / Other)             |  |
| 3       | Name of Owner (land + building)   |  |
|         | Owner PAN   |  |
|         | Whether assessed to tax (Yes/No). If yes, give details.                   |  |
| 4       | Status of Owner   |  |
| 5       | Bidder is (Tick): Owner / Power of Attorney Holder / Authorized Signatory | <input type="checkbox"/> Owner <input type="checkbox"/> POA Holder <input type="checkbox"/> Authorized Signatory |

**B. CONTACT DETAILS**

**6. Bidder**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone (with STD): \_\_\_\_\_
- Mobile: \_\_\_\_\_
- Fax: \_\_\_\_\_
- Email: \_\_\_\_\_

**7. Owner (if different)**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone (with STD): \_\_\_\_\_
- Mobile: \_\_\_\_\_
- Fax: \_\_\_\_\_
- Email: \_\_\_\_\_

**C. BUILDING DETAILS**

**8. Property Details**

1. Location & Address: \_\_\_\_\_
2. Total Plot Area (Sq. ft.): \_\_\_\_\_
3. Total Carpet Area of Building (floor-wise): \_\_\_\_\_
4. **Net Carpet Area Offered (Sq. ft.):** \_\_\_\_\_

5. Open Area (parking/roads/garden etc.): \_\_\_\_\_
6. Total Built-up Area (all floors, floor-wise): \_\_\_\_\_
7. Number of built-up rooms: \_\_\_\_\_
8. Covered Parking (Yes/No). If yes, area: \_\_\_\_\_
9. **Summary (Sq. ft.)**
  - o Total Covered Area: \_\_\_\_\_
  - o Total Built-up Area: \_\_\_\_\_
  - o Total Carpet Area: \_\_\_\_\_
  - o Total Net Carpet Area: \_\_\_\_\_

#### D. DOCUMENT CHECKLIST

(Tick applicable)

| Document                                     | Attached   |
|--|--|
| Ownership Proof                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Approved Building Plan                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Land Use (Office/Residential/Mixed) Approval | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Encumbrance-Free Certificate                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Proof of tax & utility payments              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Distance from Morbi Bus Depot: _____ km      |  |
| Distance from Railway Station: _____ km      |  |
| Distance from ST Bus Stop: _____ km          |  |
| Power of Attorney / Authorization Letter     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Partnership Deed / MoA/AoA / By-laws         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Any other document (specify): _____          | <input type="checkbox"/> Yes <input type="checkbox"/> No |

#### E. GENERAL DETAILS

1. Free from encumbrances?
  - Yes  No
  - If No, provide details: \_\_\_\_\_
2. "Ready to Occupy"?
  - Yes  No
3. Independent building for exclusive departmental use?
  - Yes  No
  - If No, details of other tenants: \_\_\_\_\_
4. Year of Construction: \_\_\_\_\_
  - Earlier leased?  Yes  No
  - If yes, last rent & vacation date: \_\_\_\_\_
5. Public transport availability: \_\_\_\_\_
6. Road access & heavy vehicle suitability: \_\_\_\_\_
7. Any hazards: \_\_\_\_\_
8. Whether all Govt. dues paid? (Attach proof)
  - Yes  No

## F. TECHNICAL DETAILS

1. Existing rooms/partitions details (attach sheet if required):  
\_\_\_\_\_

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2. Temporary structures inside premises: \_\_\_\_\_
3. **Parking**
  - *Free parking for minimum 10 cars mandatory*
  - Covered Parking (Sq. ft.): \_\_\_\_\_
  - Open Parking (Sq. ft.): \_\_\_\_\_
4. Toilets/Washrooms (Gents/Ladies): \_\_\_\_\_
5. Fire safety systems provided (attach certificates): \_\_\_\_\_
6. Air-conditioning (Central/Split/Window)  
Type: \_\_\_\_\_ Capacity: \_\_\_\_\_ Year: \_\_\_\_\_
7. Energy efficiency details (if any): \_\_\_\_\_
8. Slab Height (floor-to-floor): \_\_\_\_\_ ft
9. Column-to-column distance: \_\_\_\_\_ ft
10. Electrical tapping on each floor:  
 Yes  No
11. Separate ducts for communication cables:  
 Yes  No
12. AHUs on each floor:  
 Yes  No  
Details: \_\_\_\_\_
13. Electrical rooms on each floor:  
 Yes  No  
If No, willingness to construct:  Yes  No
14. Shape of floor plate (Rectangular / Square / Other): \_\_\_\_\_  
Floor plan attached:  Yes  No

## G. OTHER CONDITIONS

12. Willingness to undertake painting/repair before occupation:  
 Yes  No
13. **Reinstatement:** Not required by Department at end of lease. (*Confirmed?*)  
 Yes
14. Building management details (in-house / outsourced):
15. Electrical Load 10 KVA per 100 sq. ft. – Provided?  
 Yes  No
16. Signage permission (entrance, lobby, façade):  
 Yes  No
17. Notarized affidavit regarding approvals/licenses:  
 Yes  No
18. Required layout plan attached:  
 Yes  No
19. Any other information: \_\_\_\_\_

**DECLARATION**

I/We have read and agree to all terms & conditions of the Tender Document.

I/We declare that the information furnished above is true and correct to the best of my/our knowledge.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature & Stamp:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Capacity:** Owner / POA / Authorized Signatory

**Address & Mobile No.:** \_\_\_\_\_

**ANNEXURE-VI****TENDER ACCEPTANCE LETTER**

To  
**The Joint Commissioner (L&B)**  
 Central GST, Rajkot

**Subject:** Acceptance of Terms & Conditions – *Hiring of Office Accommodation for Central GST & C.Ex. Division I & II – Morbi and its Ranges at Morbi*  
**Tender Reference No.:** \_\_\_\_\_

Sir/Madam,

1. I/We have downloaded/obtained the tender documents for the above tender from the \_\_\_\_\_ website(s): \_\_\_\_\_.
2. I/We certify that I/We have read and understood all terms and conditions of the tender documents from Page No. \_\_\_ to \_\_\_, including all annexures/schedules, and agree to abide by them.
3. I/We have taken into account all corrigendum(s) issued by the department while submitting this Acceptance Letter.
4. I/We hereby unconditionally accept all terms and conditions of the tender document(s)/corrigendum(s) in full.
5. I/We declare that our firm has **not** been blacklisted/debarred by any Government Department or Public Sector Undertaking.
6. I/We certify that all information furnished by me/us is true and correct. In case any information is found false or misleading, the department may reject the bid and forfeit the EMD without notice.

**Yours faithfully,**

**Name of Bidder/Authorized Signatory:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Firm/Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact No.:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Stamp (if any):** \_\_\_\_\_

**ANNEXURE-VII  
LETTER OF OFFER**

**From:**  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**To**  
**The Joint Commissioner (L&B)**  
Central GST, Rajkot

Sir/Madam,

**Subject:** Offer for premises for the office of Central GST & Central Excise Division I & II – Morbi and its Ranges at Morbi on lease/rental basis – submission of bid – reg.

With reference to your advertisement for hiring office premises on lease/rent, I/We hereby submit my/our offer as per the tender requirements. The details of documents uploaded are as under:

1. **Technical Bid (Annexure-III)**, duly signed, along with:
  - **Tender Acceptance Letter (Annexure-VI)**
  - **Instructions to Bidders (Annexure-VIII)**
  - **Terms & Conditions (Annexure-II)**
  - **Letter of Offer (Annexure-VII)**
  - **Affidavit/POA/Certificate** from Owner/Advocate/CA declaring that the premises offered on rent is free from all encumbrances.
2. **Financial Bid Undertaking (Annexure-IV)** and **Financial Bid Proforma (Annexure-V)**, duly filled and submitted.

**Yours sincerely,**

**Date:** \_\_\_\_\_

**Name of Bidder/Authorized Signatory:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Firm/Company Name:** \_\_\_\_\_

**Stamp (if any):** \_\_\_\_\_

## ANNEXURE–VIII

### INSTRUCTIONS FOR ONLINE BID SUBMISSION

Bidders must submit their bids electronically on the CPP Portal using valid Digital Signature Certificates (DSC). These instructions assist in registration, preparation, and online submission of bids. More details are available at the CPPP website: <http://eprocure.gov.in/eprocure/app>

#### A. REGISTRATION

1. Enroll on the e-Procurement module of CPPP (<https://eprocure.gov.in/eprocure/app>) → **“Online Bidder Enrollment”** (free of cost).
2. Create a unique **User ID** and **Password**.
3. Register valid **email ID** and **mobile number** for communication.
4. Register a valid **DSC (Class II / III, signing key)** issued by a recognized Certifying Authority (Sify/nCode/eMudhra etc.).
5. Only **one DSC** should be registered; bidders must ensure its secure use.
6. Login using **User ID + Password** and **DSC/e-Token PIN**.

#### B. SEARCHING FOR TENDERS

1. The CPP Portal provides multiple search filters such as Tender ID, Organisation Name, Location, Date, Value, etc. Advanced search is also available.
2. After selecting a tender, download the tender documents and move them to **“My Tenders”** for auto-alerts on corrigenda via SMS/email.
3. Note the **Tender ID** for any clarifications or Helpdesk queries.

#### C. PREPARATION OF BIDS

1. Consider all **corrigenda** issued to the tender before bid submission.
2. Carefully read the tender document to understand:
  - Number of covers
  - List of documents to be submitted
  - Formats and content requirements
3. Keep ready the documents in required formats (PDF/XLS/RAR/DWF/JPG).
  - Recommended: **Scan at 100 dpi, black & white** to reduce size.
4. Upload standard documents (PAN, Annual Reports, Certificates, etc.) in **“My Space / Other Important Documents”** for reuse without re-uploading.

#### D. SUBMISSION OF BIDS

1. Log in **well before the deadline** and upload all bid documents on time.
2. Digitally sign and upload each required document as per tender instructions.
3. Financial Bid:

- Must be submitted **only** in the **BoQ Excel format provided**.
  - Fill only the **yellow/unprotected cells**.
  - Do **not modify filename** or protected cells.
  - Modified BoQ files will result in **rejection** of the bid.
4. The **Server Time** (shown on dashboard) is the official reference for all deadlines.
  5. Uploaded documents are encrypted using PKI, SSL 128-bit encryption, and can be opened only by authorized bid openers at tender opening.
  6. After clicking “**Freeze Bid Submission**”, a **successful submission message** and **Bid Summary** will appear.
  7. Print and retain the **Bid Summary** as submission acknowledgment.
  8. The acknowledgment may be required for attending bid opening meetings.

#### **E. ASSISTANCE TO BIDDERS**

1. For tender-specific queries: Contact the **Tender Inviting Authority** as mentioned in the tender.
2. For online submission issues or general CPPP issues: Contact the **24×7 CPP Portal Helpdesk**.

**ANNEXURE – IX****Sample subject to suitable modifications as per terms & conditions of the Tender Document.****LEASE AGREEMENT/SLA FORMAT**

AN AGREEMENT MADE..... DAY.....OF, **TWO THOUSAND TWENTY FOUR** between. herein after called 'The Lessee' (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 acting through the Deputy Commissioner (L&B), CGST, Rajkot (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 covenants 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 ..... **two thousand twenty four** and shall, subject to the terms hereof, continue for a term of ..... year(s) with an 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 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 terms hereby created or any renewal thereof and subject to clause II 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 terms 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 29 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 Govt. of India and such recovery shall be proportionate to the amount of taxes payable during the pendency of the lease. In case the said premises is portion of a building subject to payment of tax as one entity, the liability of the Govt. of India in respect of payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same rate as at the time of original letting. In case of some additional construction having been made by the Lessors, additional tax payable by the Govt. of India shall be as determined by the Central Public Works Department of the Govt. 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 electricity 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. r.
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 later 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 Govt. 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 Govt. of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present for renewal.

"Provided that in the event of expiry of the terms 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 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 Page | 34 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 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 Arbitrator. 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 communications 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 there under 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 purposes of this clause, the officer mentioned in clause 16 shall be authorized 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  
 .....which building bear Municipal No  
 .....and is situated on  
 plot/land bearing Survey Nos.....and is bounded  
 on or towards East by.....  
 on or towards West by ..... on or towards North  
 by.....or on towards South by

**THE SCHEDULE 'B' REFERRED TO ABOVE**

Details of fixtures and fittings

IN WITNESS WHERE OF 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 President of India on the day and year first above  
written by....., .....

(Signature)  
Deputy Commissioner(L&B),  
Rajkot.

In the presence of

Witness 1.....

2.....

and by the Lessor in presence of

Signature)

Name and address of the Lessor

Witness 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 of at the time of filling up of the stammered lease  
Agreement (SLA) format.

**ANNEXURE-X  
ITEM RATE BOQ**

**Tender Inviting Authority:**

Office of the Commissioner, CGST, Rajkot  
GST Bhavan, "Central GST Bhavan",  
Race Course Ring Road, Rajkot – 360001

**Name of Work:**

Hiring of Office Space of approx. 700-750 Sq. Mtrs (carpet area) in Morbi.

**Name of the Bidder / Bidding Firm / Company:**

| <b>PRICE SCHEDULE</b>  |   |   |            |  |   |  |                                    |
|--|---|---|------------|--|---|--|------------------------------------|
| <b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b> |   |   |            |  |   |  |                                    |
| NUMBER #   | TEXT #  | NUMB<br>ER #  | TEX<br>T # | NUMB<br>ER   | NUMB<br>ER #  | NUMB<br>ER #   | TEXT #                             |
| Sl.<br>No.   | Item<br>Descripti<br>on   | AREA<br>IN<br>SQUA<br>RE<br>METER<br>as per<br>Tender<br>Notice | Unit<br>s  | Limit/<br>Cap of<br>per<br>square<br>meter<br><b>Rs.<br/>P</b> | BASIC<br>RATE<br>per<br>suare<br>meter<br>In<br><b>Figure<br/>s To be<br/>entere<br/>d by<br/>the<br/>Bidder<br/>in<br/>Rs.<br/>P</b> | TOTAL<br>AMOU<br>NT<br>Withou<br>t Taxes<br>in<br><b>P</b><br><b>Rs.</b> | TOTAL<br>AMOU<br>NT<br>In<br>Words |
| 1  | 2   | 4   | 5          | 6  | 13  | 53   | 55                                 |
| 1  | <b>HIRING<br/>OFFICE<br/>SPACE<br/>ON<br/>LONG<br/>TERM<br/>LEASE</b> |   |            |  |   |  |                                    |
| 1.01   | HIRING<br>OFFICE<br>SPACE<br>ON<br>LONG<br>TERM<br>LEASE              | 1.000   | Nos        | 0.00   |   | <b>0.00</b>  | INR<br>Zero<br>Only                |

|                             |                      |             |                     |
|-----------------------------|----------------------|-------------|---------------------|
| <b>Total in Figures</b>     |                      | <b>0.00</b> | INR<br>Zero<br>Only |
| <b>Quoted Rate in Words</b> | <b>INR Zero Only</b> |             |                     |