



**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**O/o Deputy Director of Income Tax (Inv.), Mohali**  
**First Floor, C.R. Building, Sector 17E, Chandigarh-160017**  
**Email: [mohali.ddit.inv@incometax.gov.in](mailto:mohali.ddit.inv@incometax.gov.in)**

**F. No. DDIT/Inv./Mohali/Hiring of office/2024-25/**

**Dated: 09.08.2024**

**REQUIREMENT OF OFFICE SPACE**

The office of the Deputy Director of Income Tax(Investigation), Mohali is looking for office space on lease basis for use of its office at Mohali [around 281.54 sq. mt. of carpet area]. Interested parties [PSUs, Govt. and Non-Govt.] may submit their bids on or before 26.08.2024 till 5 PM either in person or by speed post to the office of the Deputy Director of Income Tax (Inv.), First Floor, Central Revenue Building, Sector 17-E, Chandigarh-160017.

**2) TERMS AND CONDITIONS:**

- a)** The space offered should preferably be an open hall approved for commercial/ institutional use on a single floor. In case, the space offered is on multiple floors, it should be on continuous floors with the provision for dedicated entry for movement between the floors.
- b)** If the accommodation offered is in a multi-storey building, appropriate provisions for "lift" and "back-up generator" should be available. One lift should preferably be dedicated for departmental use.
- c)** The property offered should have 24 hrs electric supply with a separate electric meter (commercial) installed exclusively for the use of the Department. The property offered should also have adequate space for installation of "UPS/outdoor split AC units, etc."
- d)** The accommodation should have provision for 24 hrs running water supply for both drinking and other utilities.
- e)** There should be adequate arrangement for public utilities like restrooms, lavatories, etc. for men and women separately.
- f)** The responsibility for payment of all kinds of taxes, such as property-tax, municipal-tax, sewerage tax, water tax, etc. in connection with the property offered should be borne by the owner/bidder and updated copies of all tax receipts should be attached with the bids.
- g)** The property offered should be well-connected by the public transport at a fair distance and should be easily accessible.

- h)** The property offered should have adequate security cover and fire safety measures installed as per the requirements of Fire & Rescue Services, Government of Punjab. Sufficient accommodation for watch and ward staff should be available.
- i)** The corridors, staircases, etc. should be sufficiently wide with a minimum width of four feet.
- j)** Possession of the accommodation should be handed over to the Department within 30 days from the award of the order and rent shall be payable from the date of possession. In case, the partition and false ceiling work is undertaken after award of the order, the possession of the accommodation should be handed over to the Department within two months of the order and the rent shall be payable from the date of possession.
- k)** The space offered should be free from liabilities and litigation with respect to its ownership, lease, rent, etc. and there should be no pending payments against the same. Also copies of approved plan of the accommodation offered should be submitted along with the bid application.
- l)** If the space offered has power back-up, electrical fixtures (lights, fans, air conditioners, etc.) installed, the bidder may quote the rates separately. However, if the rates quoted for these facilities are not found acceptable, the bidder should be prepared to remove the same at their own cost.
- m)** The rates quoted should show the Goods & Service Tax component separately. The rate should be quoted in Indian Rupees only.
- n)** Over-writing, alterations, if any in the bids should be signed by the authorized signatory. Bids in typewritten form are preferred.
- o)** No tender will be accepted by courier, fax, email or any other such means, except by hand or through speed post.
- p)** Tender not confirming to these requirements shall be summarily rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- q)** Any form of canvassing influencing the bid will attract rejection of bid submitted by the bidder.
- r)** Offers from Govt. departments/organizations shall be preferred.
- s)** Department will not pay any brokerage for the property offered.
- t)** Lease will be formalized in the proforma of Standard Lease Agreement as applicable for Central Govt. Departments. Periodical revision of rent will be considered as per clauses of Standard Lease Agreement.
- u)** The technical bids should be accompanied by the following documents: -
  - i)** Documents in support of ownership of building / Land and construction thereon.
  - ii)** Copy of PAN Number of original owner of the premises.

- iii) Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
- iv) Certificate of authorized signatory from CEO, if the owner is a Company, firm, Society, etc.
- v) An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there are no pending payments against the same.
- vi) Copies of approved plan of the accommodation offered.
- vii) Attested self-certified copy of completion certificate issued by the competent authority.
- viii) Proof/certificate from the authorized architect certifying the carpet area of the space offered for hiring.
- ix) Undertaking from the owner indicating the period and time when the accommodation could be made available for occupation after signing the agreement.

### **3) PROCEDURE FOR SUBMISSION OF TENDER:**

- a) The offers are entertained in two bid system i.e. (a) the first envelope containing techno commercial information and (b) expected rent.
- b) Both the bids (technical and financial) duly signed by the owner or his authorized signatory should be sealed in two separate envelopes as described below:
  - i) Envelope 1 containing technical bid in Annexure-I duly completed in all respects along with all relevant documents.
  - ii) Envelope 2 containing the financial bid, as prescribed in the Annexure - IIA and IIB showing rates, financial terms and conditions, etc.
- c) Both the envelopes should be superscribed in bold letters with the statements,  
'TECHNICAL BID FOR RENTED/LEASED ACCOMMODATION' or  
'FINANCIAL BID FOR RENTED/ LEASED ACCOMMODATION', as the case may be.
- d) Finally, the above-mentioned two envelopes should be sealed in a single cover and addressed to office of the Deputy Director of Income tax (Inv.), Mohali, First Floor, Central Revenue Building, Sector- 17E, Pin-160017 superscribed as 'BID FOR RENTED/LEASED ACCOMMODATION' and must reach on or before the closing time and date indicated on top of this document.  
**NOTE:** Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.
- e) The Technical Bid should be accompanied by the documents as indicated in para above, without which the tender will be considered incomplete and hence, summarily rejected.

- f) The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- g) Only those technical bids which satisfy all the pre-qualification criteria mentioned in Annexure III shall be considered for Evaluation.
- h) For any pre-bid submission queries, the prospective bidders may contact the O/o Deputy Director of Income Tax (Inv.), Mohali, First Floor, Central Revenue Building, Sector- 17E, Pin-160017. Queries, if any, raised by Income Tax Department, subsequent to opening of Technical Bids should be answered by the prescribed date. In case of no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through e-mail and confirmed through a formal letter, duly signed by the authorized signatory.
- i) Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

#### **4) PROCEDURE FOR OPENING OF TENDER:**

- a) The tender will be opened publicly on **28th August 2024 at 11 AM.**
- b) While opening the tenders, the envelopes containing Technical Bids shall be opened first. The Technical bid will be evaluated by a Hiring Committee set up by the Pr. Director of Income Tax (Inv.), Ludhiana. The Hiring Committee will open Financial Bid after evaluation of the Technical Bids. Financial Bids of only the technically qualified bidders will be opened.
- c) The Hiring Committee shall visit the space offered by bidders to ascertain the suitability of the location / space and other facilities/utilities available. The assessment of the Hiring Committee would be one of the major criteria for evaluation of the technical bids.
- d) The bidders would be qualified for opening of their Financial Bids subject to evaluation of the Technical Bids submitted and satisfactory report from the Committee after visiting the premises. The date, time and place for opening of financial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or telephone or post.
- e) The bidders would be qualified for opening of their Financial Bids based on the assessment as per evaluation of the technical bids.

#### **5) BID EVALUATION:**

- a) The Financial Bids would be evaluated based on the fully furnished functional ready-to-move-in accommodation along with power back up, common area charges, furniture and fixtures, ACs, fans, etc. The taxes, if any, may be shown separately.

b) The financial bid will be scrutinized and finalized subject to ratification by the Central Public Works Department. The rent demanded by the landlord or fair rent as suggested by the CPWD, whichever is lower, will be considered for finalization.

**6) PAYMENTS:**

- a) Payments shall be made by DDO, O/o PDIT(Inv.), Ludhiana against pre-receipted bills in the O/o Deputy Director of Income Tax (Inv.), Mohali as per the lease deed/Rent deed to be executed between Income Tax Department and the owner or his/her legal representative.
- b) No security deposit or any other advance payment, except the monthly rent, shall be payable by Income Tax Department.

**7) ARBITRATION:**

The rights of all disputes in connection with the execution of contract shall lie with the department.

**8) PENALTY CLAUSE:**

Failure on the part of the owner will attract penalty on the rates as decided by the department.

**9) MISCELLANEOUS:**

Income Tax Department shall be under no obligation to accept the lowest quotation. Non-fulfillment of any of the above terms shall result in rejection of Bid.

**10) LIST OF ENCLOSURES:**

Bidder should number the pages submitted in form of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid.

Sd/-

Agam Singh Bedi, I.R.S.  
अगम सिंह बेदी भा.रा.से.  
Dy. Director of Income Tax (Inv.)  
उप आयकर निदेशक (अन्वे.)  
Mohali (Camp at Chandigarh)  
मोहली (कैम्प एट चंडीगढ़)

**ANNEXURE-I****TENDER DOCUMENT - TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION TO  
INCOME TAX DEPARTMENT, DEPUTY DIRECTOR OF INCOME TAX (INV.), MOHALI**

<b>S.No.</b>	<b>Particulars</b>	<b>Documents to be submitted</b>
1	Full particulars of the legal owner of the premises: a) Name: b) Address (Office & Residence): c) Telephone & Mobile No.: d) Telefax: e) E-mail ID: f) PAN No. & TAN No.	Copies of PAN Card & TAN Card
2	Full particulars (with complete contact details e.g., postal address, phone number, mobile number and e-mail ID of person(s) offering the premises on rent/lease and submitting the tender	Please provide details
3	Status of the applicant with regard to the accommodation offered for hiring	
4	a) Complete address with brief description and location of the accommodation offered. b) Whether commercial or dual use (residential-cum-commercial)	
5	Total area offered for rent (floor wise) in so ft. a) Carpet area b) Covered area c) Super Built-up area d) Dimensions of staircase & corridors	
6	Particulars of completion certificate.	Attested/self-certified copy of completion certificate issued by the competent authority.
7	Facilities for vehicle parking	Please provide details of capacity of vehicle parking space in terms of number of cars and two wheelers, separately.
8	Type of accommodation: - a) whether single floor or multi-storey b) with provision of rooms on each floor or hall type c) whether there are any conditions for carrying out partitioning as per requirement of the Department d) whether rooms are constructed e) whether modification in internal plan permitted in case of constructed rooms f) details of space available for installation of Gensets/UPS, etc.	Please provide answer to each of the sub points
9	Number of lifts and their carrying capacity	Provide details of make, year of installation & status of working
10	Availability of facilities/utilities	Number of Toilets (floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Commodes and Wash basin (separately of men and women)

11	a) whether running water, both drinking and other utility available round the clock. b) whether sanitary and water supply installations have been provided	Please provide point wise reply
12	a) whether electrical installations and fittings, power plugs, switches etc., are provided or not. b) whether building has been provided with fans or not (if yes, the number of fans - floor wise)	Please provide point wise reply
13	a) sanctioned electricity load b) whether willing to get the electricity load increased in case Department needs	
14	a) Details of power backup facilities b) Arrangements for regular repairs and maintenance of such 'Power Back Up' facility	Please provide point wise reply
15	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate	(Copy of certificate to be enclosed)
16	The period and time when the said accommodation could be made available for occupation after the approval by Department	Undertaking from the owner
17	a) Specify the period for which the property is being offered for rent with provision of extension. b) For what duration after handing over the possession to Department, the rates quoted should remain unchanged and rate of increment thereafter (within the period for which property is being rented)	A self-attested undertaking from the owner of the property indicating the number of years for which property is being offered for rent to the Department An undertaking from the owner of the property indicating number of years for which the rent shall remain constant and rate of increase thereafter.
18	Distance from the nearest: Bus Stand	Please provide point wise details
19	Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority like	
20	Various Tax receipts (property, corporation / municipality tax etc.)	
21	The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.	A self-attested undertaking indicating the same along with certificate in this regard by the competent authority.
22	Any other salient aspect of the building, which the party may like to mention	

Declaration:

i) I/We have 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.

ii) 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 false, I/We shall be liable to such consequences /lawful action as the Department may wish to take.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_



**FINANCIAL BID**  
**HIRING OF ACCOMMODATION FOR OFFICE**

Full particulars of the legal owner of the premises:

- a) Name
- b) Address (Office & Residence)
- c) Telephone & Mobile No.
- d) Telefax
- e) E-mail ID
- f) Address of Property offered

<b>Sr. No.</b>	<b>Brief Description</b>	<b>Area in sq. mt.</b>	<b>Rate Quoted per sq.mt. of Area</b>	<b>Amount per month (Rs.)</b>
1.	a) Property for office space	Carpet Area	Rs.	
			Additional rate for provision of minimum partitions, false ceiling etc., as per requirement, to be charged on carpet area of the building  Rs.	
	b) Common area like space for lift, staircase etc.			
Total				
2.	Taxes, if any			
3.	Total Amount Per Month (in figures)			
4.	Total Amount Per Month (in words)			

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Date\_\_\_\_\_

**ANNEXURE-IIB**

**OTHER CHARGES**  
**HIRING OF ACCOMMODATION FOR OFFICE**

<b>S.No.</b>	<b>Brief Description</b>	<b>No. of units being made available</b>	<b>Per unit cost quoted (in Rs.)</b>	<b>Total amount (in Rs.)</b>	<b>Remarks, if any</b>
1.	Power back up, if any				
2.	Charges for fan & light fixtures, if provided				
3.	Charges for AC, if installed				
4.	Any other charges for any extra feature, etc. (please specify)				
5.	Maintenance charges (please specify)				
<b>Total Amount (in Rs.)</b>					

Note:

- a) Above mentioned charges shall be over and above the Total Amount quoted in Annexure-II A as monthly rent.
- b) The Other charges mentioned in this Annexure shall not be considered while deciding the lowest bidder.
- c) If the charges quoted are unacceptable to the Department, the bidder shall be ready to remove the assets from the property being rented.
- d) The Department shall have no obligation to accept these charges. The charges may be negotiated with the selected bidder.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

**Pre-Qualification Criteria**

1	281.54 sq mt. of Carpet Area (+) / (-) 10% in one block
2	24 hr availability of Electricity and Water Supply
3	Dedicated Parking of cars and two wheelers
4	Availability of approved plan/drawing
5	Affidavit from the Original owners or authorized agents clearly stating that space offered for rent is free from any litigation /disputes with regard to ownership, pending taxes/electricity bills, dues etc.
6	A self-attested undertaking from the owner of the property indicating the number of months for which the property is being offered for rent
7	Copies of all clearances / No objection certificates from all relevant Central / State Government and Municipal Authorities
8	Documents in support of ownership of Building / Land and construction

**Note: Only those bids which satisfy all the 08 qualification criteria mentioned above shall be considered for Evaluation**

**EVALUATION CRITERIA**

	<b>Technical Evaluation Criteria</b>	<b>Max Marks</b>	<b>Terms of Evaluation Independent Building</b>	<b>Marks obtained</b>
1	Availability of entire space in one independent building or same floor in a building	15	Independent building/floor with minimum carpet area of 281.54 sq. mts.	15
			Continuous floors in a building with dedicated entry	10
			Continuous floors in a building without dedicated entry	5
2	Availability of minimum partitions as above or willingness of the owner to make ready the partitions within two months	20	Building having partitions close to the minimum partitions specified above	20
			Building not having the partitions but the party is willing to provide the partitions and the rates are accordingly quoted	20
			Only "warm shell" is provided	5
3	Availability of dedicated lift for use by the Department	8	Dedicated lift available from main entrance	8
			Dedicated lift available from side entrance	6
			Common lift available	4
4	Availability of dedicated parking space (four-wheeler / two-wheeler)	8	Dedicated car parking for minimum four motor cars	8
			Dedicated car parking for minimum two motor cars	5
5	Proximity to any other public transport	6	<200 m	6
			> 200 m and 500 m	4
			> 500 m and 1000 m	2
6	Suitability of accommodation for Income tax as per Assessment of the Evaluation Committee after physical verification of the property. The assessment will broadly be based on parameters such as connectivity from the Income Tax Office, Sector 17, Chandigarh, ambience, age of the building, hygiene, electricity,	35		To be decided by the Evaluation Committee

availability of water – both drinking and non-drinking, public utilities, conditions of furnishings and fixtures, provision for security, watch and ward, power back-up			
<b>TOTAL MARKS</b>	<b>100</b>		

**NOTE: Financial bid of only those bidders shall be considered who secure at least 65 marks out of total 100 for the technical evaluation score.**