

भारत सरकार /GOVERNMENT OF INDIA
वित्त मंत्रालय,राजस्व विभाग / MINISTRY OF FINANCE, DEPTT. OF REVENUE
भारत सरकार/*GOVERNMENT OF INDIA*
आयुक्त (लेखा परीक्षा) का कार्यालय,*OFFICE OF THE COMMISSIONER (AUDIT),*
केंद्रीय जीएसटी और केंद्रीय उत्पाद शुल्क: भुवनेश्वर/*CENTRAL GST & CENTRAL EXCISE: BHUBANESWAR*
GST BHAVAN, CENTRAL REVENUE BUILDING, RAJASWA VIHAR,BHUBANESWAR.
Ph No.0674-2589631, E-mail: commradt-cexbbsr@gov.in

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

NOTICE INVITING QUOTATIONS
FOR HIRING OFFICE PREMISES FOR LONG TERM LEASE.

The Commissioner of GST & Central Excise, (AUDIT),Commissionerate, Bhubaneswar invites Sealed-Tenders from the interested parties for providing readily built office premises at the following locations in Kataka, having wide entrance, with adequate parking and toilet facilities located on wide road for accommodation from 1st January, 2027 for a period of Five (05) years for accommodating Kataka Audit Circle functioning under GST & Central Excise, Audit Commissionerate,Bhubaneswar.

Sl.No.	Preferable location	Carpet area required(sq. feet)
1	Kataka Municipal Corporation Area preferably Kataka Development Authority (CDA)	2745 Sq.ft

1. Interested parties should send their proposal in a sealed cover addressed to the Commissioner, GST & Central Excise,(AUDIT), GST BHAVAN, CENTRAL REVENUE BUILDING, RAJASWA VIHAR,BHUBANESWAR -753014

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) Formats of Technical Bid: Annexure-III (with Undertaking)
iv) Format for Financial Bid: Annexure-IV
v) Declaration: Annexure-V
vi) Tender acceptance letter: Annexure-VI

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 these bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top **"Financial bid/ Technical bid"** as the case be. Both these envelopes should be kept in another sealed cover mentioning clearly "Tender for Office Accommodation for "***KATAKA AUDIT CIRCLE OFFICE***".

3 The Critical Dates for the Tender Submission and processing are as under -

Publishing Date	16.11.2026
Bid Submission End Date	30.11.2026
Technical Bid Opening Date	07.12.2026
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	17.12.2026

4. In the event of any of the above-mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

Digitally signed by Prakash Chandra Nayak
Date: 16-11-2026 16:06:45

प्रकाश चंद्र नायक / Prakash Chandra Nayak
आयुक्त / Commissioner(AUDIT)
वस्तु एवं सेवा कर एवं केंद्रीय उत्पाद शुल्क / GST & Central Excise
लेखापरीक्षा आयुक्तालय,भुवनेश्वर / AUDIT COMMISSIONERATE,BHUBANESWAR

Copy to: -

1.The Chief Commissioner, GST & CX, Bhubaneswar Commssionerate, Bhubaneswar for kind information.

2. The Superintendent (Systems) with soft copy via mail for uploading on CBIC portal.

3. Notice Board.

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.

2. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within 15 days after acceptance of their offer. The offer should be valid for a minimum period of 36 months from due date of opening the tender. It may be noted that no negotiations will be carried out except with the lowest tender and therefore most competitive rates should be offered.

3. Offers received from public sector units/Government bodies would be given preference.

4. Tenders received after the due date and time for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of tender documents.

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 can in law let the premises to the Department are only invited to participate in the tender. Tender 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 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 GST in that complex.

11. The legal owner of the building should provide adequate parking for Govt./Visitors vehicle.

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 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 Commissioner (AUDIT), GST & Central Excise, Audit Commissionerate, Bhubaneswar 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 tenderer, before submitting the tender should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details / documents would render the tender invalid.

19. The owner should make available the building for inspection by the officers of the GST & Central Excise, Audit Commissionerate, Bhubaneswar after the opening of the technical bids, if required.

20. The period of lease should be minimum for duration of FIVE (05) years.

21. The Commissioner, GST & Central Excise,(AUDIT), reserves the right to amend these terms and conditions as it deems necessary.

22. Participation in the tender does not entail any commitment from The Commissioner, GST & Central Excise,(AUDIT). He/she reserves the right to reject any / all offers, including that of the lowest tenderer without assigning any reason.

23. This Department reserves the right to terminate the contract at any point during the contract period with two months' 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 five (05) 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, Electric and Water supply.
2	The area proposed should preferably be on the floors which are continuous to each other.
3	There should be proper approach road and entrance to the proposed building.
4	The building should be in a ready-to-use condition with electricity, water, lifts, sewerage, fire fighting equipment and adequate toilet facilities.
5	The electric power available should be indicated.
6	Whether there are suitably built cabins ready to use or the bidder is willing to make cabins as per requirement.
7	Facility for installing generators.

ANNEXURE-III (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 Fire Safety Mechanism, if any
23	Specify the lease period [minimum 05 (Five) years and provision for extension]
24	If there are readily built cabins suitable to use or to make cabins as per requirement of office.
25	The charges for maintenance of air-conditioning equipment, if centralised and lifts as the case may be
26	Charges for parking space.
27	Charges for security.

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-IV (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 Holder.		
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 location**	**Rate Rs./Sq. ft. of carpet area**	**Total Rs.**
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 three 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 should be inclusive of all taxes applicable.	
7	Any other conditions having financial implications relevant to the offer of the building. To give details if 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-V

DECLARATION

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. 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-VI

TENDER ACCEPTANCE LETTER

Date:

To,

The . Commissioner,(AUDIT)
GST & Central Excise,Audit Commissionerate,Bhubaneswar
Bhubaneswar-751007.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: - _____

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).

2. We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. 1 to 11 (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 have also been taken into consideration, while submitting this acceptance letter.

4. We hereby unconditionally accept the tender conditions of above-mentioned tender 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/organisation 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 Faithfully,
Signature of the Bidder, with Official Seal)