



Jt. Commissioner of State Taxes and Excise
GST North Zone, Palampur
[Department of State Taxes & Excise, Himachal Pradesh]

EXPRESSION OF INTEREST (EOI) FOR HIRING OF OFFICE ACCOMODATION

Jt. Commissioner of State Taxes and Excise, GST North Zone, Palampur invites Expression of Interest (EOI) for hiring of office accommodation for the GST North Zone Palampur, having area 4,000 to 5,000 sq.ft. from legal owners/power of attorney holders in or around Palampur City. The interested bidders may collect the EOI documents & other terms and conditions applicable, from the undersigned on any working day, during office hours, upto 10/12/2024 or can download the same from the department web portal i.e. hptax.gov.in. The tender must be accompanied with an earnest money of Rs. 25,000/- (Twenty five thousand only) in the form of fixed deposit receipt (FDR) pledged in favour of Jt. Commissioner State Taxes & Excise, GST North Zone, Palampur issued by any of the scheduled bank alongwith other required documents & should be dropped in sealed envelope in the tender box in placed in the Jt. Commissioner of State Taxes and Excise, GST North Zone, Palampur.

The Jt. Commissioner of State Taxes and Excise, GST North Zone, Palampur in no case will be responsible for late delivery or loss of the offer so sent. The EOI will be opened at 3.30 PM on 11/12/2024 in the office of Jt. Commissioner of State Taxes and Excise, GST North Zone, Palampur, in the presence of the bidder of bidders who opt to be present. . In case date fixed for the opening of the EOI is declared a holiday, the EOI shall be opened on the next working day at the same time as fixed for the original date for this purpose. The Jt. Commissioner of State Taxes and Excise, GST North Zone, Palampur, reserves the right to reject any or all the offers without assigning any reason thereof.

EXPRESSION OF INTEREST FOR HIRING OF OFFICE ACCOMODATION

TERMS AND CONDITIONS

A. General Terms & Conditions

- i. The EOI will be acceptable only from original property owner/power of attorney holder of the accommodation/property. Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP will not pay any brokerage for the offered property.
- ii. The office accommodation is required for the “Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur” in and around Palampur City.
- iii. The requirement of hiring accommodation is between 4,000 to 5,000 sq.ft.
- iv. The entire offered area shall be available in a single or multiple floors and should be interconnected by an internal staircase/passage.
- v. The offered accommodation should have proper approach from National Highway / State Highway / Motorable link road.
- vi. The accommodation offered must be vacant, ready to occupy, free from all encumbrances/claims and legal disputes, etc. documentary proof of ownership of accommodation and copies of up-to date payment receipts of all taxes, dues, water & electricity charges, etc. should be submitted along with the bid.
- vii. No activity other than the activities of Department shall be carried out on the leased premises by the landlord/contractor.
- viii. If the demised premises at any time during the lease term or any extension thereof is damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God, and be not caused by the acts or neglect or fault of the office of Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur then in such case it shall be optional with the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur to determine the lease or to retain occupation of the demised premises, if the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur so desires without any diminution or rent hereby reserved.
- ix. The Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur reserves the right to ask for original of the documents submitted with the technical bid.
- x. In case of any clarification required with respect to the EOI and its Terms and conditions the prospective/interested bidders/parties may contact Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur. Only those requests for clarification shall be entertained and considered for responses which are received atleast 3 days prior to the date fixed for opening of the technical bid.

B. EMD & EOI processing fee

- i. The bid should be accompanied by demand draft of Rs. 25,000/- on account of EMD in favour of the “Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur”, payable at Palampur, valid for 45 days beyond the validity of the bid.
- ii. EMD shall be forfeited in case:-
 - a. Bidder withdraws bid during the bid validity period.

- b. Bidder fails to arrange inspection of the offered premises/accommodation as intimated by the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur.
- c. Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur comes to know that the information and documents submitted by the bidder are not true or true copy of the original documents.
- d. Bidder fails to execute lease agreement as intimated by Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur.
- e. Bidder fails to handover possession within the prescribed time.

C. Bid Validity

The bid offered shall be valid for a period of 120 days from the date of opening of tenders.

D. Lease Agreement

- i. Selected bidder shall be required to sign a lease agreement containing detail terms and conditions with the office, in accordance with the provisions of the law applicable within the time period as fixed by the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP.
- ii. The agreement shall be signed for a period of five years which may be extended for a further period on mutually agreed terms and conditions.
- iii. The registration charges and stamp duty payable for registration of lease deed shall be borne by property owner.
- iv. The lease can be cancelled by the Jt. Commissioner of State Taxes and Excise, GST Zone Palampur by giving a notice of not less than 3 months.
- v. No enhancements of rate during the period of lease period (contract) will be entertained.
- vi. The lease agreement for hiring of buildings/accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon

E. Fire Safety

Arrangement of sufficient numbers of fire extinguishers, buckets with sand etc. shall be installed on each floor of the offered accommodation. However, the running expenses of re-filling etc. shall be paid by the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, during the currency of the lease period.

F. Possession

- i. The successful bidder shall provide the accommodation/premises in ready to occupy condition as per requirement of Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur within 30 days from the award of Expression of Interest (EOI).
- ii. Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur can grant extension beyond 30 days if satisfied with rounds stated in the request of the owner/landlord

- iii. The possession of the premises will be given by the property owner/landlord to the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP or his authorized officer in-Charge after completion of entire work as per the requirement and signing of the lease agreement.

G. Structural Alterations/Additions

- i. The Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur may, at any time during the currency of the lease period make such structural alterations to the existing building such as partitions, office fixtures and fittings as may be easily removable and mutually agreed upon.
- ii. Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur shall have the right to install communication equipment telephone, Broad Band, erect partitions in the offered space for office use as deemed necessary by the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur for facilitating electronic communication as well as placing of sign board, ACs, Generators etc. for its working activities and the property owner/landlords will have no objection of any kind whatsoever and shall not claim any compensation or any additional rent.

H. Repairs & Maintenance

- i. In case of non-attendance of any complaint of maintaining of electrical & sanitary fitting, water, electrical etc. the problem shall be rectified by Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur and the expenditure thus incurred shall be recovered from the payable monthly rent.
- ii. Repair work, if any pointed out by the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur shall be carried out by the owner immediately base on nature of the repair, and in no case later than 15 days from the date of intimation by Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur failing which the same shall be done by the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur and cost of it, (upto ceiling of one month's rent) shall be recovered out of the rent payable in the immediate next month.

I. Parking(office vehicles)

The offered accommodation should preferably have parking space/facility for at least 3 office vehicles.

J. Electricity & Water Supply

- i. All electricity and water supply lines/connection shall be provided by the owner at his cost and expenses.
- ii. The offered accommodation should have independent electricity supply with exclusive meters and proper earthing.
- iii. The offered accommodation should have independent and round the clock water supply with exclusive meters and sufficient storage capacity for both drinking and utility facilities.

- iv. Stand-by arrangements would be preferred for water & electricity.
- v. The Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur shall pay all running charges with respect to electric power, light and water charges of the premises during the lease period on the basis of actual consumption base on meter readings

K. Insurance

At all times during the currency of the lease period, it shall be responsibility of the successful bidder to obtain insurance coverage in line with standard industry practice, including cover for fire, theft and natural calamities. Such insurance will have to be obtained by the landlord/owner before entering into contract.

L. Indemnification

The successful bidder shall keep the Directorate of Health Safety and Regulation, Govt. of Himachal Pradesh and Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, Himachal Pradesh indemnified against all claims/litigation in respect of the buildings/accommodation so hired by the office.

M. Bid Submission

i. Technical Bid

- a. The bidders should furnish complete details in the technical bid form attached with this document as “Annexure-A”.
- b. Technical Bid should be accompanied by the documents as per Annexure A without which the EOI will be considered incomplete and hence, summarily rejected.
- c. No rate/rent charge shall be mentioned in Technical Bid.
- d. The bid should be accompanied by demand draft of Rs. 25,000/- on account of EMD in favour of the “Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur”, payable at Palampur, valid for 45 days beyond the validity of the bid.
- f. All documents must be signed by the property owner/holder of power of attorney himself or his/her authorized signatory.
- g. All the documents should be filled-in as clearly legible and without any cutting/overwriting and without application of correction fluid.
- h. Technical bid should be submitted in a separate sealed envelope superscribed as 'Technical Bid for hiring of office Accommodation'.

ii. Financial Bid

- a. The Financial Bid should contain details, as per proforma at Annexure-B.
- b. The bidder should quote monthly rent on lump sum basis for the entire area (inclusive of all taxes and levies).
- c. The rent quoted should be in conformity with prevailing market rate and shall be negotiable.

- d. In case of cutting/ overwriting /application of white fluid or Pencil used in price bid, the application will be considered as rejected. The Bidder should quote rates in Financial Bid, including of all taxes, levies and charges, as applicable from time to time.
 - e. Financial bid should be submitted in another separate sealed envelope superscribed as 'Financial Bid for hiring of office Accommodation'.
- iii. These two sealed envelope (Technical bid and Financial bid) must be kept in a separate envelope in a single cover addressed to the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur superscribed as “EOI FOR HIRING OF ACCOMMODATION FOR OFFICE USE TO BE OPENED ON 11.12.2024 at 3.30 PM”
 - iv. The bid must reach on or before the closing time and date of submission of bid i.e. 1.00 PM on 11.12.2024 in the office of Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur.
 - v. Bids received after the closing time and date fixed for submission of bids, for any reasons whatsoever, including postal delay shall be termed as “Late” and shall not be entertained and considered.

N. Bid Opening

- i. The technical bids will be opened on 11.12.2024 at 3.30 PM., in the office of Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP, in the presence of bidders who opt to be present.
- ii. In case date fixed for the opening of the bid is declared a holiday, the bid shall be opened on the next working day at the same time as fixed for the original date for this purpose.

O. Selection of Successful bidder:

- i. The short listed bidders based on the preliminary scrutiny of technical bid will be informed in writing by the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP for arranging site inspection of the offered premises/accommodation.
- ii. After the site visit, the offers will be evaluated on various parameters / particulars furnished, documents submitted with the technical bid and observations of the site inspection team.
- iii. The financial bids will be opened only of the bidders who are found suitable after evaluation as at (ii) above.
- iv. Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP shall be under no obligation to accept the lowest quotation i.e. in case the lowest quotation is found unreasonable then monthly rent as determined and fixed by the Competent Authority i.e. Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP or his nominee will be final who may take opinion of bodies like CPWD/HP PWD etc. to make such decision.
- v. The Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur reserves the right to reject all or any EOI without assigning any reason thereof.

P. Penalties

Failure on the part of the owner to execute terms and conditions during the period of contract will attract penalty on the rates and extent as decided by the "Commissioner/ Additional Chief Secretary/Principal Secretary/Secretary (ST&E)" Himachal Pradesh, Department of State Taxes and Excise, HP.

Q. Payments

- i. Payments of rent shall be made on monthly basis, after end of the month, in favour of property owner, after deduction of the tax at source(TDS) as applicable from time to time and penalties if any, by the Office of the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP against bills as per the lease agreement.
- ii. No advance payment on account of rent will be made.

R. Arbitration

In case of any dispute, the same will be referred to an Arbitrator to be appointed by the Additional Chief Secretary/Principal Secretary (ST&E)/Secretary (ST&E) Himachal Pradesh, whose decision shall be final and binding on both the parties. Subject as aforesaid, the provision of the Arbitration & Conciliation Act, 1996 shall apply to all proceedings of this Act.

S. Area Of Jurisdiction

All disputes concerning this tender shall be subject to the Civil jurisdiction of Municipal Limits of Palampur Town, Palampur (H.P.) where the office of the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur is located.


(Rakesh Kumar Bharitya)

Joint Commissioner, ST& E, GST North Zone, Palampur.

Mail: nezjcste@gmail.com

TECHNICAL BID FORM

A. Particulars/Specifications of the offered accommodation:

(To be filled-in as clearly legible and without any cutting/overwriting and without application of correction fluid)

Table-1

1	Name of the person / party holding title to the offered property:	
2	Nationality of owner:	
3	Full postal address of the offered property:	
4	E_mail ID:	
5	Mobile No.:	
6	Landline No.:	
7	Description of built-up Area in Sqft.	
8	Number of Rooms/Halls with attached toilets with size (Length and Breadth) of each room and attached toilet:	
9	Number of Rooms and Halls with common toilets with size (Length and Breadth) of each room and common toilet:	
10	Water Storage Capacity in Ltrs.:	
11	Carpet Area of the Floor/Building:	
12	No. of Toilets Floor-wise in case Multi-floor Accommodation (Separately/Common for Men and Women):	
13	Facility of Kitchen/Pantry, if any:	
14	Details of Solar Energy Panels/Heaters installed (if any):	
15	Details of Generators/Inverters, if any.	
16	Details of Refrigerators, Water Purifies, Furniture, Fitting & Fixtures, Curtains, Flower Pots, Lights, Fans, Kitchen items & Toilet Accessories, etc. (if any):	
17	Availability of Parking Space in Sq.ft. within the compound:	
18	Availability of Room/Shelter for Chowkidar with size (if any):	
19	Indicate whether offered accommodation is an independent building for exclusive use of the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP or otherwise (clear details be stated):	
20	Indicate whether the offered accommodation is ready to occupy ? :	
21	Indicate whether the owner/power of attorney holder of the building is agreeable to monthly rent as determined and fixed by CPWD/HP PWD, if the offered rent found to be at higher side that that of the rent assessed by the	

	CPWD/HP PWD ? :	
22	Detail of EMD i.e. Rs. 25,000/-	DD No.: Date: Payable at:

B. Essential Documents to be submitted with the Technical Bid Form (Annexure-A) (Clearly legible original/attested/self certified copies to be enclosed with the technicalbid form)

Table-2

1	Demand Drafts of EMD (Rs. 25,000/-)
2	Copy of the title deed of the offered property/building
3	Copy of the proof of ownership of the offered property
4	Copy of power of attorney of the offered property, if applicable
5	Copy of the building plan duly approved by the competent authority
6	Attested/Self Certified copy of building completion certificate issued by competent authority with respect to the offered accommodation,
7	Whether the HP SEB has certified for safety standard of electric wiring, (copy of Certificate to be enclosed)
8	Copies of up-to date payment receipts of all taxes, dues, water & electricity charges, etc.
9	Provision of regular repairs and maintenance and special repairs, if any, with respect of the offered accommodation (in writing details to be enclosed)
10	Details of Fire Safety mechanism alongwith particulars of /fire Department Certificate (Copy of Certificate to be enclosed)
11	Undertaking as per Annexure –C of the EOI document.
12	Any other relevant information / documents the bidder wish to furnish w.r.t. the offered accommodation.

Confirmed that all the particulars as per **Table-1**, and all the required documents as per **Table-2** have been furnished/enclosed.

Signature:- _____

Name:- _____

Address:- _____

Tel./Mob. No. :- _____

Annexure -“B”

(To be filled by blue/black pen as clearly legible and without any cutting/overwriting and without application of correction fluid & submitted in separate sealed envelope)

FINANCIAL BID

I _____ S/o or D/o or W/o _____

Resident of _____,
hereby offer my Property situated at _____.

Brief Description of Property	Total Carpet Area (Sq. Feet)	Rate per (Sq. Ft.)	Total Monthly Amount
Total Amount Per month (In figures)			
Total amount per month (In words)			

Note:

- i. The rent quoted should be in conformity with prevailing market rate and shall be negotiable.
- ii. Lowest bidder shall be decided based on the total amount filled in above. No other charges shall be considered in deciding lowest bidder.
- iii. Quoted amount should be covering all taxes as applicable from time to time. This shall be the amount payable by the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP, on monthly basis as rent.

Signature:- _____

Name:- _____

Address:- _____

Tel./Mob. No. :- _____

UNDERTAKING

1. I/We do hereby solemnly declare and undertake that:
2. All terms and conditions of the EOI are acceptable to me/us. If any information furnished by me/us is found incorrect/false, the lease agreement is liable to be cancelled without prejudice to any other legal action deemed fit by the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP.
3. It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my 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 Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP may wish to take.
4. I/We also declare that there is not any Government/Municipal restriction barring the letting of the proposed/offered premises on rent and I/We am/are that legal owner of the proposed building.
5. I/We also declare that the offered accommodation is free from all encumbrances, claims and litigation including disputes regarding ownership.
6. I/We also declare that there is no dispute regarding parking space/facility of the offered accommodation.
7. I/We also declare that no dues, taxes or levies of any kind are due or pending for payment.
8. I/We have not been black listed in any Govt. organization/institution.
9. I/We also confirm that I/We understand that the Jt. Commissioner of State Taxes and Excise, GST Zone, Palampur, HP, reserves absolute rights to reject any bid or all bids without assigning any reason.

Signature:- _____

Name:- _____

Date :- _____

Address:- _____

Place :- _____

Tel./Mob No. _____