



भारत सरकार  
वित्त मंत्रालय (राजस्व विभाग)  
कार्यालय उपायुक्त, सीमा शुल्क (निवारक) मण्डल नौतनवां, जिला महाराजगंज (उ० प्र०)

पत्र सं० II(3)13/नया भवन सोनौली/नौतनवां/2017/ दिनांक : 20.07.2017  
email: divntw@commissionercustomslucknow.gov.in  
Phone: 05522-234990 /234450/238241

निविदा संख्या 02/2017

सर्व साधरण को सूचित किया जाता है कि स्थल सीमा शुल्क चौकी सोनौली के लिए किराये पर कार्यालय भवन की आवश्यकता है, जिसके सम्बन्ध में निम्न मानक पूरे होते हो:-

1. भवन सोनौली गोरखपुर मुख्य मार्ग पर भारत-नेपाल सीमा से ज्यादा से ज्यादा 01 किलोमीटर की दूरी के अन्दर स्थित हो।
2. आयात व निर्यात से सम्बन्धित सामानों तथा गाड़ियों की जाँच के लिए उपयुक्त जहग हो।

उपरोक्त सन्दर्भ में अपना भवन किराये पर कार्यालय को देने के लिए सीमा शुल्क विभाग के वेब साईट (1) <http://eprocure.gov.in>, (2) [www.cbec.gov.in](http://www.cbec.gov.in), (3) [www.commissionercustomslucknow.gov.in](http://www.commissionercustomslucknow.gov.in) पर जाकर निविदा सम्बन्धित पूर्ण विवरण (Technical Bid / Financial Bid) प्राप्त कर सकते है। इच्छुक व्यक्ति <http://eprocure.gov.in> वेब साइट पर जाकर ही अपना ई-टेन्डर (e-tender) दिनांक 07.08.2017 समय 11:00 बजे तक **आनलाइन** आवेदन कर सकते हैं। ई-निविदा डालने के लिये निविदा डालने वाले व्यक्ति का डिजिटल हस्ताक्षर होना आवश्यक है। डिजिटल हस्ताक्षर के बिना ई-निविदा डालना सम्भव नहीं होगा।

भवन का चुनाव तथा उसके किराये का निर्धारण, इस सम्बन्ध में भारत सरकार द्वारा जारी दिशा निर्देशों के अनुपालन में किया जायेगा।

ह/-  
उपायुक्त  
सीमा शुल्क (निवा०) मण्डल नौतनवां

## **NOTICE INVITING TENDER FOR OFFICE SPACE**

Notice inviting e-tender in two bid system through e-procurement for hiring accommodation for the office of the Deputy Commissioner of Customs, Land Customs Station, Sonauli, District:Maharajganj from the date of awarding the contract, till required by the department.

The Deputy Commissioner of Customs, Land Customs Station, Sonauli (hereinafter referred as LCS, Sonauli) proposes and invites bids from the Government agencies, legal building owners/Land owners/power of attorney holders of suitable building/space to hire an office accommodation of at least 10,000 square feet in ready condition on rent, preferably on Sonauli-Gorakhpur main road and not more than 1 kilometer distant from the Indo-Nepal border. The office accommodation should preferably be near the existing office for security reasons, with clear ownership, on Sonauli-Gorakhpur main road with ample space to park a truck for loading /unloading as well as checking and examination of goods exported or imported to/from Nepal. It should have spacious way to bring the goods in and out at any time without any disturbance and hindrance.

<b>Sl. No.</b>	<b>Name of the posts at the office</b>	<b>Number of officers posted</b>	<b>Area / room / space required per person (in square Meter)</b>	<b>Total Area (in Square Meter)</b>	<b>Total Area (in Square Feet)</b>
<b>1</b>	Deputy Commissioner	1	18	18	193.68
<b>2</b>	Superintendent	6	14.5	87	936.12
<b>3</b>	Inspector	11	11	121	1301.96
<b>4</b>	Hawaladar	22	3.5	77	828.52
<b>5</b>	Reception Hall / Room	1	Area for office use	99	1065.24
<b>6</b>	Public Relation	1	Area for office use	22	236.72
<b>7</b>	Conference Hall / Room	1	Area for office use	22	236.72
<b>8</b>	Strong Room	1	Area for office use	22	236.72
<b>9</b>	Record Room	1	Area for office use	124.3	1337.468
<b>10</b>	Computer Room / Service Centre	1	Area for office use	77	828.52
<b>11</b>	Guest Room	1	Area for office use	66	710.16
<b>12</b>	Godown / Malkhana	1	Area for office use	49.5	532.62
<b>13</b>	Covered Shed for confiscated Vehicles	1	Area for office use	50	538
<b>14</b>	Guard Room	1	Area for office use	22	236.72
<b>15</b>	Library	1	Area for office use	11	118.36
<b>16</b>	Rest Room (Ladies)	1	Area for office use	22	236.72
<b>17</b>	Recreation	1	Area for office use	22	236.72
<b>18</b>	Canteen	1	Area for office use	22	236.72
<b>19</b>	Garage	1	Area for office use	20	215.2
<b>20</b>	<b>Total (Sl.No.1-19)</b>	<b>--</b>	<b>Area for office use</b>	<b>953.8</b>	<b>10262.888</b>

Sl. No.	Name of the posts at the office	Number of officers posted	Area / room / space required per person (in square Meter)	Total Area (in Square Meter)	Total Area (in Square Feet)
21	15% added for future expansion	--	<i>As per infrastructure manual</i>	1096.87	11802.32
22	10% Austerity cut as per	--	<i>As per infrastructure manual</i>	987.183	10622.088
<b>Total Accommodation / Space Area Required for office use</b>		--	<b><i>As per infrastructure manual</i></b>	<b>987.18</b>	<b>10622.088</b>

**Eligibility Criteria** :-- The person should be registered with the CGST Department, if applicable.

1. The tender enquiry documents will be available on official websites: --
  - (1) <http://eprocure.gov.in>;
  - (2) [www.cbec.gov.in](http://www.cbec.gov.in) and
  - (3) [www.commissionercustomslucknow.gov.in](http://www.commissionercustomslucknow.gov.in) from 23.07.2017.
2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/owners are advised to follow the instructions "Instructions to Bidders for online Bid submission" provided in the Annexure-I for online submission of bids.
3. Tenderers/owners will have to follow the "terms and conditions" provided in Annexure-II, "Requirements of Bidder for Online Bid Submission" i.e. Technical/Financial Bids" provided in the Annexure-III & .xls file for online submission of bids and submit an undertaking as prescribed under Annexure-IV and tender acceptance letter as prescribed under Annexure-V. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. The tender shall be submitted online in two parts viz. technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.
5. Tenderers / owners who have downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and tenderer is liable to be banned.
6. The Critical Dates for the Tender Submission and processing are as under:

Published Date	24.07.2017
Bid Document Download Start Date	24.07.2017
Bid Submission Start Date	24.07.2017
Bid Submission End Date	07.08. 2017 (11.00 AM)
Technical & Financial Bid Opening Date	08.08. 2017 (11.00 AM)

7. Interested Tenderers / owners are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
8. Not more than one tender shall be submitted by one Bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another [i.e. when one or more partner(s) / director(s) are common] be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parities liable to rejection.
9. 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.

**(Rajendra Kumar)**  
**Deputy Commissioner**  
**Land Customs Station, Sonauli**  
**District: Maharajganj**

**INSTRUCTIONS TO THE TENDERERS**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- a. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- d. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- f. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the

bidders, opening of bids etc. The bidders should follow this time during bid submission.

(5)

- g. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the ‘Tender Inviting Authority’ for a tender or the relevant contact person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**(Rajendra Kumar)**  
**Deputy Commissioner**  
**Land Customs Station, Sonauli**  
**District: Maharajganj**

**Terms & Conditions :--**

The owner is required to produce all relevant documents as required by the CPWD. The Rent shall be based on the Rent Reasonability Certificate (RRC) issued by the CPWD.

The department reserves the right to accept value on of RRC issued by the CPWD as recommend by the hiring committee. **Lease Agreement will be signed after getting the Rent Reasonability Certificate from CPWD.**

The department shall not pay Municipal Taxes for the hired building.

The premises shall deemed to include the fixtures and fittings existing thereon. The department shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.

The fire fighting system should be installed by the owner in the premises.

The Department shall be entitled to terminate the lease at any time giving to the leaser one month previous notice in writing of its intention to do so.

Any litigation will be settled in the jurisdiction of Lucknow.

The hiring committee reserves the right to accept or reject any or all the bids.



(7)

Annexure-III

**TECHNICAL BID**

Name Address & Telephone No. of the Tenderers / owners	
Name and Address of the Service Provider / Partner / Director	
PAN Card No. (attach copy)	
CGST Registration (attach copy, if applicable)	

**Evaluation Criteria**

1.	Status of applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)	
2.	(a) Complete Address and location of the building:  (b) Details of the Accomodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified Sketch Plan also)	
3.	Map of space offered duly approved by the competent Authority. Offered area should be marked with red pen.	
4.	Approved copy of present circle rate.	
5.	Total carpet area offered for rent/lease in Sq.ft.	
6.	Provision of proper arrangement of Fire Safety : (i) Are the Safety measures taken: Yes/No (ii) If yes give details fof arrangement:	
7.	Number of Toilets-floor wise with details	
8.	(a) Whether running water, drinking and otherwise, available round the clock. (b) Whether sanitary and water supply installations have been provided for?	
9.	Whether separate electricity and having sufficient installed electricity load and water connection available.	
10.	Sanctioned electricity load	
11.	Present paid Electricity, House Tax and water tax bill.	
12.	Details of Fire Safety Mechanism, if any	
13.	Whether the premises is ready for occupation	
14.	The period and time when the said accommodation could be made available for occupation (after the approval);	
15.	Specify the lease period (minimum three years) and provision for extension	

(Signature of Authorized Signatory with date & stamp)  
(8)

Annexure-IV

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I / 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. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department / Public sector undertaking.

6. I / 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 or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

(9)

**Annexure-V**

**Online Bid Submission Details**

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below :-

COVER-1 (Following documents to be provided as PDF file)			
Sl. No.	Documents	Content	File Type
1	Technical Bid	Signed & scanned copy of Technical Compliance Sheet with Technical supporting documents as per specification mentioned in Annexure-I & II	.pdf
2		Signed & scanned copy of Sales Tax / VAT / Service Tax Registration (now GST/CGST), Income Tax PAN, any other registration, if applicable.	.pdf
3		Self-declaration in letter head that the bidder is the Original.	.pdf
4		Signed & scanned copy of Tender acceptance letter & Letter of authorization to submit bid.	.pdf
5		An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State / UT Government institution and there has been no litigation with any government department on account of IT services	.pdf
6		No near relative certificate	.pdf
7		Vendor Bank Account details including Account No., IFSC code etc	.pdf
COVER-2 (Following documents to be provided as EXCEL file)			
S. No.	Type	Content	
1	Financial Bid	Price bid (BOQ) to be filled in Excel format as per instruction given in price bid	.Excel

***Note- All the documents and BOQ have to be digitally signed by the bidder.***