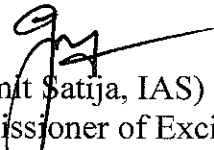


**TENDER FOR LEASE/HIRING OF OFFICE PREMISES FOR EXCISE
STATION AT MAPUSA, BARDEZ, GOA**

Sealed tenders are invited by the Excise Department in two separate sealed envelopes containing techno-commercial bid and financial bid from reputed and bonafide persons/land owners who are competent to enter into contract for giving the premises on lease/hire as office premises for Excise Station at Mapusa Bardez, Goa, for a period of one year which can be renewed, if required by the Department. The approximate total requirement of office space is of carpet area approximately between 200 to 300 sq. mts. The location of premises offered should be within a radius of 02 km. from the locality of State Bank of India, Treasury Bank, Mapusa.

The premises offered for lease / rent should be complete and suitable for use as office premises by Excise Department and it should be ready for occupation. Intending tenderers shall obtain the tender documents along with draft lease agreement from the Office of the Commissioner of Excise, Panaji, Goa (Phone – 2425593) on payment of non-refundable tender fee of Rs.1000/- in the form of Demand Draft in favour of (Commissioner of Excise) on any working day, payable at State Bank of India, Treasury Branch, Panaji and should be submitted on or before the last date of submission of tender. Tenders from intermediaries or brokers will not be entertained.


The Excise Department reserves the right to reject any / all offers without assigning any reason.


(Amit Satija, IAS)
Commissioner of Excise
Panaji – Goa

**TERMS AND CONDITION OF TENDER FOR HIRING OF OFFICE PREMISES
AT BARDEZ TALUKA
BY THE EXCISE DEPARTMENT**

1. Techno-commercial bid and financial bid must be submitted in two separate sealed envelopes. If these bids are submitted in one envelope, then the offer will be summarily rejected. The technical bid only will be opened on the due date and the offers which prima-facie comply to the technical specifications will be short-listed. Physical inspection of the short-listed offers will be carried out to verify whether these offers comply with the technical specifications or not. The financial bid of only those offers will be opened which is in the opinion of the Excise Department, Panaji, comply to the technical specifications.
2. The Techno-commercial bid should be accompanied by the following document:
 - i) Location map
 - ii) Copy of title documents of acquisition of property
 - iii) Approvals from all the competent Authorities.
3. Premises situated within 02 km vicinity from the State Bank of India Treasury Branch Mapusa will be considered. Location of the premises within the town area would be preferable.
4. Requirement : Carpet area of maximum 200 to 300 sq. mts. The space will be occupied for a minimum contract period of 01 year initially, to be renewed further as per the requirement.
5. The premises should not be mortgaged or leased and should be free from any encumbrances / lien of any type. Bonafide owners of premises who possess free hold title on the said premises and who can in law let the premises to the intermediaries or brokers will not be entertained.
6. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of the premises within one month after acceptance of their offer by the Department.
7. The offer should be valid for a minimum period of 6 months from due date of opening the tender.
8. It may be noted that no negotiations will be carried out, therefore most competitive rates should be offered.
9. Offers received from Public sector units / Government bodies would be given preference.
10. No Earnest Money Deposit will be given by the Department to the owner offering the premises.
11. Tenders received after the due date and time, for whatever reason, shall not be entertained and the Excise Department shall not be responsible for any loss or delay in delivery of tender documents.
12. The envelopes should be superscribed as "Techno-commercial bid" or "financial bid" as the case may be.
13. The bidding by sealed tender is to be done only in the tender form which can be obtained from the Office of the Commissioner of Excise, Panaji, Goa, after paying non-refundable tender document fee of Rs.1000/- payable by Demand Draft drawn in favour of Commissioner of Excise. The last date of obtaining tender forms from the office of the Commissioner of Excise, Panaji **within the 10 days from the date of advertisement during office hours (Monday to Friday only)** and the last date of submission of tender form in the office is **23.11.2018** upto 4:00 p.m.
14. The technical bids shall be opened in the office of the commissioner of Excise Panaji, Goa in the presence of the tenderers, on **30.11.2018** at 3.00 p.m.

15. Opening of the financial bids shall be done at a later date, which will be notified separately to the bidders. Opening of financial bids shall be subject to short listing of the bidders after verification of their credentials and inspection of premises offered by them, through a Technical Committee of experts formed by the commissioner of Excise.
16. The premises owners will have to furnish structural soundness and construction fitness certificate from a registered Civil Engineer approved by the Government.
17. The premises offered shall consists of the following minimum amenities/ facilities:
 - (viii) Uninterrupted power supply for essential services and common area lighting.
 - (ix) Adequate lighting compulsory in the campus/compound.
 - (x) Facility of Car parking space in the premises
 - (xi) Presentable entrance, foyers, lobbies.
 - (xii) All internal and external walls should be painted in good quality paint.
 - (xiii) Provision of adequate water supply and electricity.
 - (xiv) Adequate open space surrounding of the building.
18. The premises offered should have construction approvals / clearances from all Central / State Government Departments as may be necessary by the local authorities.
19. 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.
20. All the common amenities available in complex shall be made available to residents of Excise Department in that complex.
21. Parties fulfilling the above criteria shall apply in writing for issue of tender documents.
22. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents is 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 form invalid.
23. The Excise Department reserves the right to amend these terms and conditions as it deems necessary.
24. Participation in the tender does not entail any commitment from the Excise Department and the Excise Department reserves the right to reject any / all offers, including that of the lowest tenderer without assigning any reason.


(Amit Satija, IAS)
Commissioner of Excise
Panaji - Goa