



**Office of the Secretary,  
Authority for Advance Rulings (Income-Tax),  
Room No. 1102, 11<sup>th</sup> Floor, Pratistha Bhavan,  
MK Gandhi Road, MUMBAI-400 020.**

Tel: 022-22039136

E-mail: aaritmumbai@gmail.com

F. No. AAR-MUM/ Tenders for Space/2016-17 Date: 24.10.2016

SUB: Hiring of space for office at Mumbai- Invitation of bids-  
Regarding.

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The office of the Secretary, Authority for Advance Rulings (IT), Mumbai require about 7500 sq.ft. of office space (carpet area) in and around Nariman Point / Church Gate and inviting bids for the purpose. For full details and downloading tender documents, visit our website [www.aar.gov.in](http://www.aar.gov.in) and [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). The tender documents are also available, free of cost, in the office of the JCIT, AAR (IT), Room No. 1103, 11<sup>th</sup> floor, Prathista Bhavan, M.K. Road, Mumbai-400 020.

The interested parties are requested to submit their bids as specified in this tender document. The last date for filing bids is 10.11.2016 (3 PM).

(B.YADAGIRI)

Joint Commissioner of Income-Tax,  
Authority for Advance Rulings (IT),  
Mumbai. Mobile: 9969298422.



PART- 1  
**INVITATION TO BID**

The Secretary, Authority for Advance Rulings (IT), Mumbai invites bids from legal owners/power of attorney holders under two-bid system for HIRING OF OFFICE SPACE, with exclusive and adequate car parking slots AT MUMBAI ON LEASE BASIS. The bid is invited from owners/power of attorney holders of properties situated in Nariman Point, close to existing Income Tax offices presently in Air India, Mittal Court and Earnest House or Churchgate close to Aayakar Bhawan.

1. The premises offered for lease shall have the following minimum amenities and features.

- i. The Building/premise offered should be a completed building and suitable for use as office;
- ii. The Building/premise offered should be located on the main roads and should be well connected with public transport;
- iii. There should be adequate natural lighting and ventilation
- iv. There should be provision of service water system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
- v. The building should have adequate fire safety measures and security measures as per legal requirement;
- vi. The building should meet all other safety norms such as resistance to earthquake, flood etc. The property should be insured against all types of damages during the entire period of contract.
- vii. The net carpet area should preferably be on a single floor excluding the ground floor and top floor. However, proposals on two or more floors may also be considered if found suitable;
- viii. It should have sufficient provision of lifts of reputed make;
- ix. The premises offered should have suitable power supply for commercial operations;
- x. There should be uninterrupted power supply for essential services and common area lighting etc.
- xi. The premise should have reserved parking space as per BMC Rules.
- xii. All Building services such as Lifts, Power Supply, Plumbing, Sewage, Telephone Connectivity shall be fully operational at the time of submission of the bid by the bidder
- xiii. All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Department.
- xiv. There should be provision of vitrified tiles/ marble flooring /Granite flooring in general

areas and wooden flooring in the cabins of senior officers.

- xv. Preference would be given for the offers emanating from Central/ State Governments and Public Sector Enterprises.

**PART -2****INSTRUCTIONS TO THE BIDDERS**

1. The invitation to bid is open to legal owners/power of attorney holders of properties situated at or close to Nariman Point, close to existing Income Tax offices at Air India, Mittal Court, and Earnest House or Churchgate close to Aayakar Bhawan. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents.
2. The successful bidder will be declared as 'the lessor' who means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc. **The Secretary, Authority for Advance Rulings, Mumbai**, or any other authority so authorised on behalf of the Government of India will be 'the lessee' for the current bidding.
3. The bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. The amendment which will be binding and will be available in the Lessee website **[www.aar.gov.in](http://www.aar.gov.in)**
5. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the lessee, at his discretion, may extend the deadline for the submission of bids.
6. The carpet area required is about 7500 sq. ft. The lessee shall also consider bids where the carpet area is within (+) or (-) 15% of the above requirement.
7. In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid, financial bid and EMD in respect of each such premise.
8. The Technical Bid by the bidder shall include the following:
  - a. Copy of the PAN card;

- b. Copies of all the documents mentioned in the Part-4.
  - c. EMD in the form of Demand Draft in favour of **“Joint Commissioner of Income-Tax, AAR (IT), Mumbai”** for Rs.10,00,000/- (Ten lakh rupees)
9. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language and should be typed or written in indelible ink. All the columns of the tender document must be filled in and no column should be left blank. “NIL” or “Not applicable” should be marked, where there is nothing to report.
  10. In case of co-owners/joint owners, the bid documents, viz., technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorisation to do so from the remaining owners.
  11. The financial bid should comprise of the lease rent component and should be submitted strictly as prescribed in Part-5.
  12. The lease rent should be quoted only in Indian Rupees per sq. ft. on carpet area basis. There should not be any over-writings. The lease rent should be expressed both in words and figures.
  13. Monthly rent should also be quoted on lump-sum basis for the entire area inclusive of the reserved parking spaces for the initial agreement period of 3 (three) years in the Financial Bid.
  14. The monthly rent will start as and when possession of the building is taken over by the Authority. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made unless specifically agreed in writing.
  15. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.
  16. The lessee shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates. However, the lessor is responsible for the payment of any dues, pertaining to earlier period till the date of handing over of the premise to the Authority.

17. The premises offered should have construction approval/clearances from all Central/State Government Departments as may be necessary by the local authorities and should be legally free from all encumbrances.
18. Finalization of rent would be as per Fair Rent Certificate (FRC) to be given by CPWD based on location, quality of construction and age of the building. The Competent Authority would recommend the rent on the basis of FRC and the rate quoted by the selected bidder. The final approval/sanction would be by the Competent Authority of Government of India as per rules framed in this regard.
19. The financial bid should also contain the lease rent payable by the lessee for the entire premises offered. The Service Tax as applicable will be borne by the lessee. All other taxes/charges/levies etc. shall be borne by the lessor only.
20. After opening the Technical Bids and before opening of the Financial Bids, physical inspection of the premises, covered by the tendered bids, will be carried out to verify whether the offer complies with the technical specifications or otherwise.
21. In case the technical bid is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before the financial bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.
22. The financial bids of only those offers will be opened which are shortlisted after assessing the suitability of the accommodation, terms and conditions offered, compliance to technical specifications, verification of their credentials and other liabilities. The shortlisted bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.
23. The internal wall partitions and other finishing/interior work as per the requirements of the lessee should be completed within a maximum period of 60 days from the date of award of tender.
24. All other civil work not specifically mentioned here but required to make the system complete should be completed within a maximum period of 60 days from the date of award of tender.

25. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.
26. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/documents is liable to be rejected. However, the Competent Authority may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Competent Authority may also call for any additional details/documents from the bidder, if required. The bidder, 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.
27. The cost of repair and maintenance of civil/electrical installations including Air Conditioning plant, power backup (generator sets), lifts and common areas etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the lessee. The scope of maintenance by the lessor is enclosed as per **Annexure-“D”**.
28. The security of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The cost of deployment of External Security for building will be met by the owner. The services like security and maintenance shall be of the quality acceptable to the Authority. The internal security of the building will be taken care of by the Authority. The bidder should make sure that the Lifts work smoothly during the period of contract.
29. All the maintenance related minor complaints shall be attended on priority and normally within 24 to 48 hours to the satisfaction of Authority. If the bidder fails to do so, Rs.500/-per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs.500/-per minor complaint.
30. The Authority at any time during the Lease Period/extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirement.
31. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/tender. In case of any conflict in

terms and conditions of Tender Documents, the conditions stipulated in the Tender Documents shall take precedence.

32. Participation in the tender process does not entail the bidders any commitment from the Authority. The Authority will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract. The Authority reserves the right to reject any/all offers without assigning any reasons.
33. The bids submitted shall remain valid for 180 days after opening of the financial bid. A bid valid for a shorter period may be rejected by the lessee as nonresponsive.
34. In exceptional circumstances, the lessee may require the successful bidder's consent for an extension of period of validity. The request and responses thereto shall be made in writing. The bidder may refuse the request without forfeiting the EMD. The bidder granting the request will neither be required nor permitted to modify the bid.
35. The Bids should be submitted in two parts – Technical bid and Financial bid. The Technical bid along with EMD instrument, should be placed in a separate cover super-scribed with the words "Technical bid for hiring of office space by AAR Mumbai". Similarly, Financial bid should be placed in a separate cover with the words "Financial bid for hiring of office space by AAR Mumbai". Both the covers should be properly sealed and also should contain the complete name and address of the bidder written on each cover. Both these covers should be placed in another cover which should be properly sealed and super-scribed with the words "Tender for hiring of office space by AAR Mumbai". The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
36. In case the envelopes containing the Technical bid or Financialbid or the outer envelope are not properly sealed or marked as required, the lessee will assume no responsibility for the misplacement or premature opening.
37. If for any reason, it is found that the technical bid reveals the financial bid related details in any manner whatsoever, or, the financial bid is enclosed in the envelope super-scribed "Technical bid for hiring of office space by AAR Mumbai", the bid document will be summarily rejected.
38. The bidder may modify or withdraw its bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.

39. Bids withdrawn after the opening of the technical bid will result in the forfeiture of its EMD paid by the bidder.
40. The cover containing the bid documents as mentioned above should be dropped in the sealed box kept in the office of the Secretary, Authority for Advance Rulings, Room No.1102, 11<sup>th</sup> floor, Pratistha Bhavan, M. K. Road, Mumbai 400020. The last date for receipt of the tender documents is **10-11-2016 (3.00 PM)**. Under no circumstances tender documents will be received after the abovementioned date and time. The lessee shall not be responsible for postal delays. In the event of the specified date for submission of bids being declared a holiday for the lessee, the bid will be received up to the appointed time on the next working day.
41. The tender documents will be opened on **10-11-2016** at 3.30 PM in the office of the Secretary, Authority for Advance Rulings, Room No.1102, 11<sup>th</sup> floor, Pratistha Bhavan, M. K. Road, Mumbai 400020, in the presence of such of the bidders who may choose to be present. In case the bidder is represented by any other person at the time of opening of the bid, such person should carry a proper letter of authorization from the bidder.
42. The Competent Authority on behalf of the lessee will open all the technical bids on the appointed date, time and venue.
43. During evaluation of the technical bids, the lessee may at his discretion, ask the bidder for clarification of its bid as considered necessary.
44. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders. The lessee may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
45. The Competent Authority on behalf of the lessee will open the financial bids as specified in the para 25. The qualified bidders at their discretion may choose to be present at the time of opening of the financial bids. The date and time of the opening of the financial bids shall be notified on the website [www.aar.gov.in](http://www.aar.gov.in) and also at [www. Incometaxindia.gov.in](http://www.Incometaxindia.gov.in) and the venue will be the same as in para 22 above.
46. Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the lower of the two shall be taken as the lease rent. If

the bidder does not accept the correction of the errors as aforesaid, its bid will be rejected, and its EMD will stand forfeited.

47. The lessee reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the lessee's action.
48. In case the bid document submitted have deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial bid covers separately. (Even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the technical bid cover in any manner.
49. The bidders/authorized representatives are advised to attend the **pre-bid conference** on **03-11-2016 at 3.30 PM** in the office of the Secretary, Authority for Advance Rulings, Room No.1102, 11<sup>th</sup> floor, Pratistha Bhavan, M. K. Road, Mumbai 400020, in their own interest for obtaining clarifications, if any.
50. The Courts of India at Mumbai will have exclusive jurisdiction to determine any proceeding in relation to this.
51. Making misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.
52. The bidder should submit Part-2 (Instructions to bidders), Part-3 (Terms and Conditions), offer as prescribed in Annexure A, duly signed on all pages along with the technical bid.

Read and accepted.

Name & signature with stamp (if any) of

Bidder or Authorized Signatory

**PART -3****TERMS AND CONDITIONS**

1. No alterations should be made in any of the contents in Part-2 or Part-3 of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be rejected.
2. An amount of Rs. 10,00,000 (Rupees ten lakhs) should be deposited as Earnest Money Deposit in the shape of Bank Draft in favour of “**Joint Commissioner of Income-Tax, AAR (IT), Mumbai**” and must accompany the Technical Bid in the sealed envelope without which the bid will be rejected.
3. The EMD of the successful bidder will be returned within 15 days of taking possession of the premises by the lessee pursuant to signing of the lease deed. However, the said amount will be forfeited, if the successful bidder fails within the time fixed by the lessee to sign the lease deed and/or hand over the possession of the premises to the lessee within the prescribed time.
4. For the other bidders, the EMD instrument will be returned within 15 days of completion of evaluation of financial bid. No interest will be payable on this deposit. The lessee reserves the right to require the bidders to renew the instruments of EMD for further periods as required in appropriate cases.
5. No bid will be considered unless and until all the pages / documents comprising the bid are properly signed (and stamped) by the person(s) authorized to do so. In case some of the pages of Part-2 or Part-3 are not signed due to oversight, the lessee or its representative, at its discretion may allow the bidder to sign the documents before opening of the financial bids.
6. After opening of the technical bid and before evaluation of the same, lessee or its representative, shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case the lessee or its representative finds the premises not suitable for the purpose of setting up of the office, the technical bid submitted by such owner will not be evaluated and the financial bid of the owner will not be opened. The decision of the lessee in this matter will be final.
7. In the event of bid being accepted, the rent as approved by the Competent Authority of the Government of India will be incorporated into the lease agreement. The

successful bidder should sign the lease agreement and the instructions to bidders in part-2, terms and conditions in part-3, technical specifications in Part-4 shall also form part of the lease agreement.

8. All conditions in Part-2 or Part-3 will be enforced unless the bidder/lessor obtains written order of the lessee relaxing any specific condition in any specific instance.
9. The lessee will not make any security deposit or advance of lease rentals or any brokerage or any other advance payment.
10. Lease rentals will be paid on monthly basis calculated for every completed calendar month. The lease rental for a particular month will normally be paid in the subsequent month.
11. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force.
12. The contract shall come into force from the date when the premise is handed over to the lessee and the lessee takes possession of the same after complete satisfaction.
13. The lease agreement in the first instance shall be valid for a period of three years after which it can be extended with mutual consent for further periods of 3 years at a time.
14. The lease rental shall be liable to revision during the period of lease or renewal, if any after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 8% per annum of the rent payable at the time of such revision.
15. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
16. The leased premises shall be put to use by the lessee for any official purpose as it deems fit.
17. The lessor shall be responsible for carrying out any major/minor repairs, civil including plumbing and electrical etc. In case the lessor fails to attend to such repairs the lessee will get the repairs done and the amount will be deducted from the lease rent.

18. The lessee shall be responsible for paying the charges for consumption of water and electricity etc.as per bills charged by BMC / BEST.
19. The lessor shall be responsible for payment of Maintenance charges, property tax and other municipal taxes or any other taxes, duties, levies, charges etc. as applicable in time. In case the lessor fails to pay such taxes etc., the lessee upon getting notice after due intimation to the lessor may make the payment to the authorities concerned and the amount will be recovered from the lease rent payable.
20. Notwithstanding anythingto the contrary contained in the terms and conditions or this tender document, the lessee shall enter into agreement with the lessor in respect of the premises mentioned in the bid only after getting the necessary approvals from the appropriate authorities as per the extant rules of the Government.
21. The carpet area of any floor shall be the covered floor area worked out excluding the portions as mentioned in Section –II of Part -4 (Technical Bid) and as certified by CPWD.
22. The carpet area will be determined as per the measurement to be made by the authorised personnel of the lessee in consultation with the lessor taking into consideration the exclusions mentioned in para 21.
23. The premises located preferably in Nariman Point will only be considered. In case, no bid from Nariman Point found suitable, then the suitable bids for the premises around Nariman Point / Churchgate may also be considered at the discretion of the authorities.
24. The Building shall be legally approved for commercial/office use and must meet the building norms prescribed BMC with regard to fire safety, disaster management, structural stability etc.
25. The building should have good facade with contemporaneous elevator, good flooring, elegant false ceiling etc.
26. The building should have separate electricity and water connections. Sufficient wiring and metres should be in place to take up electricity load for air conditioning of the premises.
27. The building should have easy approach from the main road and reasonably covered parking space of as per the norms for commercial buildings. In any case, the covered

parking should be as per BMC norms or space suitable to park enough cars. The location should be in an area convenient for office use and should be easily accessible.

28. The space offered should be ready for occupation within 60 days from the date of communication of the acceptance of the bid by the lessee. This period can be extended at the discretion of the lessee for enabling the lessor to carry out any works etc. as required by the lessee. The office space should have all required electrical fixtures such as switches, power points, fans, lights, split air conditioners etc. and should have adequate toilet facilities, including separate toilets for ladies and gents and separate toilets for officers and staff.
29. The lessor will provide the necessary arrangements for the continuous and regular supply of water throughout day and night. The required number of water taps as desired including for drinking water will be provided by lessor, in the premises. Water consumption charges/bills of Municipality will be borne by the lessee. The lessor shall provide sanitary, urinals, toilets, hand-wash basin, towel rails etc. as per the Lessee's requirement exclusively for Lessee's use.
30. At the beginning of the lease, the lessor shall carry out the additions/alterations such as partitions, flooring, false ceilings, office fixtures and fittings including electrical, telephone, computer wirings etc. to suit the Lessee's requirements. Subsequently if the Lessee desires to carry out any such alterations at its own cost, the lessor will permit same on the existing terms & conditions and obtain any permission, if required, from local authorities.
31. Distemping of the building, polishing/oil painting of the wood and ironwork will be carried out by lessor once in three years. Whenever necessary, the lessor will carry out tenable repairs to the premises. If the lessor fails to do this, the lessee will have right to carry out the repairs and recover the cost from the lessor or from the rent payable to lessor.
32. The lessee has the right to vacate the leased premises any time before expiry of the lease period after giving three months notice.
33. The offer should remain valid for six months from opening of the financial bids. During the validity period of the offer, the bidder should not withdraw / modify the offer in terms of area and price and other terms and condition quoted in the Technical

or Financial bids. Such withdrawals/ modifications shall result in forfeiture of the EMD.

34. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly signed by the bidder. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information. However, all such sheets should be duly signed.
35. The tender will be acceptable only from original owner of the premises or person having valid power of attorney. The space offered should be free from all encumbrances/claims and disputes /any liability and litigation with respect to its ownership, lease / renting and pending payments against the offered space.
36. The particulars of amenities provided/proposed to be provided inside the property / building complex should be clearly furnished in the Technical Bid. The Technical Bid is required to be submitted along with certified copies of approved drawings from Bombay Municipal Corporation authorities or any other competent authority, certified copy of Land Deed and latest Municipal receipts. Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents / certificates shall be produced for verification, if required, at the time of execution of Lease Agreement.
37. All existing and future rates, taxes insurance fee including public liability insurance, property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by lessor.
38. All necessary permissions as required shall be obtained by the lessor. In case, the lessor decides to sell the premises, at first it will be offered to the lessee and in case the lessee is not agreeable to purchase the same, the lessor may dispose of the same subject to lessee's lease rights.
39. The lease agreement will contain an undertaking that the lessor shall not during the period of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased affecting lessee's right of occupation and any of the terms of the lease without the consent of the lessee.
40. Expenses in connection with drafting and execution of the lease agreement will be borne by lessor.

41. The lessor shall also submit information as per Proforma Annexure –B, in a separate sealed cover along with the technical bid.

Read and accepted.

Name & signature with stamp (if any) of

Bidder or Authorized Signatory

**PART- 4**

**TECHNICAL BID FOR OFFICE SPACE**

From:

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To,

The Secretary, Authority for Advance Rulings (IT),

Room No.1102, 11<sup>th</sup> floor,

Pratistha Bhavan, M. K. Road,

Mumbai-400020.

Dear Sir,

Sub: Technical Bid (Offer Part-I) : Offer for Premises for Office at Mumbai on Lease/Rental Basis.

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With reference to your advertisement for hiring of premises on lease/rent, we submit herewith our offer for the same with following technical particulars/details for your consideration.

Yours faithfully,

Date:

Name & signature with stamp (if any) of

Bidder or Authorized Signatory

## TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

### PART – 4:: SECTION - I

1	<p>Full particulars of the legal owner of the premises:</p> <p>(i) Name</p> <p>(ii) PAN</p> <p>(iii) Office Address &amp; Telephone No.</p> <p>(iv) Residence address &amp; Telephone No.</p> <p>(v) Mobile No.</p> <p>(vi) Tele Fax</p>	
2	<p>(In case the bid is not submitted by the legal owner)</p> <p>(i) Full particulars of person(s) offering the premises on rent / lease</p> <p>(ii) Relationship with the legal owner (enclose power of attorney also if the applicant is other than owner)</p>	
3	<p>(a) Complete Address and location of the building/ premises:</p>	
4	<p>Details of premises:</p> <p>(a) Number of floors in the building</p> <p>(b) In case the premises offered is in a multi-storied building having other occupants, specify the floor(s) in which</p>	

	<p>the premises offered for hire is situated.</p> <p>(c)Total area in each floor including common area(floor -wise to be furnished)</p> <p>(d)Carpet area in each floor</p> <p>(enclose certified sketch plan also)</p> <p>(e) availability of lift/s with capacity</p>	
5	<p>Particulars of completion certificate. Enclose attested / self – certified copy of completion certificate issued by Competent Authority in case of building whose construction is completed. In case of buildings under construction, the same should be submitted within 30 days of communication of acceptance of bid.</p>	
6	<p>Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)</p>	
7	<p>Numbers of Spaces for parking available exclusively for the lessee</p>	
8	<p>Whether premises located in Commercial/Market or residential area?</p>	
09	<p>Whether Municipal certificates to occupy the premises is obtained ? (Yes/No) (enclose certified copy of</p>	

	occupancy certificate )	
10	Whether willing to carry out additions/ alterations/repairss per specifications/ plan given by the Lessee (Yes/No)	
11	List of enclosures (attached)	

Note: Use extra sheets if necessary.

Name & signature with stamp (if any) of

Bidder or Authorized Signatory

## PART – 4 :: SECTION – II

## DETAILS OF THE PROPOSED BUILDING OFFERED ON HIRE

1	<p>Total Carpet Area offered for rent in Sq.ft</p> <p>NOTE : Definition of Carpet area: Carpet area is the area of the premises which is covered but excluding the following portions</p> <p>(i) Walls and columns</p> <p>(ii) Portico / canopy</p> <p>(iii) sanitary shafts</p> <p>(iv) stair case</p> <p>(v) Bon Louvers</p> <p>(vi)lift wells</p> <p>(vii) Air conditioning duct</p> <p>(viii) Balcony</p> <p>(ix) portion below windows sill</p> <p>(x) loft</p> <p>(xi) Parking space whether covered or not</p> <p>(xii)Open Terrace</p> <p>(please mention super built-up/built-up area along with carpet area with number of floors)</p>	
2	Covered Parking area in Sq.ft. for exclusive use of lessee	
3	Type of flooring :	

	(a) For carpet area  (b) For common area	
4	Availability of water supply :  (a) Municipal Tap : (Yes / No)  (b) Borewell : (Yes / No)	
5	Electricity connection :  (a)sanction load :  (b)availability of separate metre : (Yes / No)	
6	Mention whether additional load/ 3 phase electric connection, if required by the lessee will be provided at your cost? (Yes / No )	
7	Whether any power backup is available? Specify the capacity (load).	
8	Condition Of the Building:  (a)If old building (mention year of construction)  (b)New building (mention year of construction)  (c)Under construction (mention likely date of completion)	
09	Details of Fire Safety Mechanism, if any :	
10	Whether electrical installation and fitting, power plugs, switches etc. provided ( Yes / No )	

11	Whether the building is centrally air-conditioned  ( Yes / No)	
12	Whether the premises is ready for occupation : (Yes/ No)  If not, the date by which the premises would be ready for occupation (after necessary approvals)	
13	Any other information. (Give brief details)	

Name & signature with stamp (if any) of

Bidder or Authorized Signatory

**PART -4:: SECTION – III**

(Documents to be enclosed)

Attested photocopies / certified true copies of the following documents are to be annexed with the Technical Bid. Originals of the following shall be produced for verification at the time of execution of Lease Agreement.

1. 'Title Deed' showing the ownership of the premises/ land.
2. Certified copies of approved drawings from Mumbai Municipal Corporation authorities or any other competent authority.
3. Property Tax receipts.
4. Affidavit from owners/ power of Attorney Holder, that accommodation offered for hiring being free from any litigation / liability / pending dues and taxes.
5. Copy of power of attorney (in case of owner not submitting the bid)

**DECLARATION**

I s/o hereby offer the premises stated in the technical bid for rent to the Income Tax Lessee, Mumbai. Whatever is stated in the bid document is true to the best of my knowledge and ability. I have not changed the contents of the bid document and have duly verified and signed the same. Copy of the standard lease deed, duly signed on each page in token of concurrence with the lease condition is enclosed. We have not made any alteration in any of the bid documents/ its enclosures.

Yours faithfully,

Name & signature with stamp (if any) of

Bidder or Authorized Signatory

**PART - 5**

**FINANCIAL BID**

From:

Name and postal address of the bidder

To:

The Secretary, Authority for Advance Rulings (IT),

Room No.1102, 11<sup>th</sup> floor,

Pratistha Bhavan, M. K. Road,

Mumbai-400020.

Dear Sir,

Price Bid: Offer for Premises for Your Office on Lease/Rental Basis

\*\*\*\*\*

I/We quote the under mentioned rate for the lease of the premises as mentioned in the Technical Bid for your proposed Office.

Rent/Lease Charges:

A) The rent of the premises will be Rs. \_\_\_\_\_ /- (in words -

\_\_\_\_\_ ) per sq.ft of carpet area per month. Carpet area is computed after considering the exclusions mentioned in Section-II of Part-4 i.e Technical Bid.

Total Carpet area (in Sft) as worked out in Technical Bid: \_\_\_\_\_

Rate per Sft. : \_\_\_\_\_

Total rent per month(excluding Service Tax): \_\_\_\_\_

B) No separate rent is payable for the covered or open parking space.

C) The Maintenance charges, Property Tax and all other Municipal/Government taxes etc. will be paid by us i.e lessor.

D)The Service Tax as applicable shall be borne by the lessee.

Validity: This offer is open to you for acceptance till 6 months from the date of opening of the Financial Bid.

Yours faithfully,

Name & signature with stamp (if any) of  
Bidder or Authorized Signatory

ANNEXURE - A

From:

To  
The Secretary, Authority for Advance Rulings (IT),  
Room No.1102, 11<sup>th</sup> floor,  
Pratistha Bhavan, M. K. Road,  
Mumbai-400020.

Sir,

Sub: Offer for Premises for Office at Mumbai on Lease rental basis –  
submission of bids – reg.

\*\*\*\*\*

With reference to your advertisement for hiring of premises on lease/rent, I/We submit herewith our offer for the same as under, as mentioned in the tender documents.

1. Technical Bid ( Part-4) along with signed copies of Instruction to Bidders (Part-2) and Terms and Conditions (Part-3), EMD, Copies of documents mentioned in Part-4, Proforma as per Annexure-B( in a separate sealed cover) and Check List as per Annexure-C, (in a separate sealed cover)

2. Financial Bid (Part-5) in a separate sealed cover.

Yours faithfully,

Date:

Name & signature with stamp (if any) of  
Bidder or Authorized Signatory

ANNEXURE – B  
DATA REQUIRED IN CONNECTION WITH  
ISSUE OF RENT REASONABILITY CERTIFICATE

1	LAND :	
1.1	Area of land in Sq.Yard / Sq.mts : with documentary evidence)	
1.2	Present land value from the revenue authorities : (certificate to be enclosed)	
1.3	If the land is on lease, lease money payable to the Govt. :	
2	BUILDING :	
2.1	Built up area in Sq.Ft/Sq.mts :	
2.2	Year of construction :	
2.3	Is the house fitted with electrical accessories including fans, water supply and sanitary installations	
2.4	General specification of the building ( attach separate sheet if required) :	
2.5	No. of stories :	
2.6	Municipal Assessment for the year (copies to be enclosed) :	
2.7	Property tax paid to the Municipal Corporation for the last year (copies to be enclosed)	
2.8	If the building was on rent earlier, the rent charged with documentary proof :	
2.9	Whether any rent certificate was issued previously, if so please give No. and date :	
2.10	If the portion of building is already occupied by another Department, please give details :	
2.11	Rent desired :	
2.12	Remarks, if any :	
3	Enclose copy of the sanction plan showing	
3.1	Dimensions of the rooms, garages :	
3.2	Portion proposed to be let out	
4	Name and address of the Owner of the building and Telephone no.	
5	Full address of the premises to be let out :	

6	Details of parking space for cars, two wheelers etc :	
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Certified that the above information furnished by me is correct to the best of my knowledge and belief.

Signature of the land lord Signature and designation of the  
Officer renting the building

Note:

1. If the full building has been taken on rent for the first time, two copies of sanctioned plan and proforma should be submitted to the Superintending Engineer, C.P.W.D, 15th Floor, old CGO Building, 101, Maharshi Karve Road, MUMBAI – 400020
2. For renewal, only one copy of this form with one copy of plan should be submitted. A certificate should also be given that there is no change in accommodation since the issue of last certificate.
3. All columns of this proforma be filled in correctly, failing which there may be delay in issue of rent certificate.

ANNEXURE –C  
CHECK LIST

S.No.	Documents/Details Enclosed /Signed	(Yes/No)
1	Bidder has enclosed Annexure -A duly signed, dated and stamped	
2	Bidder has enclosed Part-2 signed on every page	
3	Bidder has enclosed Part-3 signed on every page	
4	Bidder has enclosed Part -4 duly signed, dated and stamped	
5	Bidder has enclosed Part –4 Section -I signed on every page.	
6	Bidder has enclosed Part –4 Section -II signed on every page	
7	Bidder has enclosed Part –4 Section -III duly signed	
8	Bidder has enclosed Annexure –B duly filled(enclosed in a separate sealed cover)	
9	Bidder has enclosed EMD (mention here Instrument Number, Date and Amount)	
10	Bidder has enclosed copy of PAN	
11	Bidder has enclosed copy of title deeds	
12	Bidder has enclosed copy of approved plan	
13	Bidder has enclosed copies of municipal tax receipts	
14	Bidder has enclosed Power of attorney (refer Sl.No. 2 of Part - 4 – Section –I)	
15	Bidder has enclosed floor-wise sketch of carpet area (refer Sl.No 4 of Part-4 -Section-I)	
16	Bidder has enclosed completion certificate (refer Sl.No.5 of Part-4 Section-I)	
17	17 Bidder has enclosed affidavit (refer Sl.No. 6 of Part - 4 – Section –I)	
18	18 Confirm the documents mentioned at Sl.No. 1 to 17 above are kept in a separate sealed cover super-scribed “Technical Bid for hiring of office space”	
19	19 Bidder has enclosed Part -5 (financial bid) duly signed, stamped and dated.	
20	20 Confirm the Part -5 is kept in separate sealed cover super-scribed “ financial bid for hiring of office space”	
21	21 Confirm that the covers containing Annexure-B, technical bid and financial bid are kept in another sealed cover super-scribed “Tender for hiring office space”. This check list should be placed in the same cover.	

**ANNEXURE-D**  
**SCOPE OF MAINTENANCE**

**The land lord would bear the cost of maintenance of the following**

1. Periodical Civil, Electrical, fire fighting maintenance. Preventive maintenance drill for fire fighting equipment would be responsibility of bidder.
2. Periodical maintenance of the building, which includes painting of walls doors & windows and all the exteriors and all the common areas of the building.
3. Maintenance of all Elevators including payment of AMC.
4. Maintenance of lighting posts etc of common area and Maintenance of Water supply system.
5. Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines
6. Provision of signage pertaining to common services
7. Insurance of building
8. Maintenance and running of motors and water pumps installed at the premises
9. Maintenance and running of common power backup generator/DG sets, payment of their insurance and AMC

**The tenant would bear the cost of**

10. Provision of consumables for Electrical set us such as Bulbs etc.
11. Round the clock general security to the premises, access control and regulating visitor movement. Regulating vehicle movement within the premises.
12. Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisional of consumables for the same
13. Fuel for the generator set would be borne by the tenant

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