

Department of Goods and Services Tax, Government of Maharashtra

Cabin No. F-13, Fifth floor, new building, GST Bhavan, Mazgaon, Mumbai-400010.Tel no.
022- 23760655

GST/PRO/MUM/AREA/RENT/BIDS/ B- /2024 DATED:

TENDER NOTICE FOR HIRING OF OFFICE PREMISES (EITHER FURNISHED OR READY TO FURNISH IN SHORTER DURATION) IN THE VICINITY OF FORT, COLABA, NARIMAN POINT, CHURCHGATE, WADALA, BANDRA, PAREL, MAZGAON IN MUMBAI.

Department of Goods and services Tax, Government of Maharashtra invites online bids for hiring of office premises (either furnished or ready to furnish) for various Government offices, total requirement being 40,000 sq.ft. (approximately). The concerned office space is required in the vicinity of Fort, Colaba, Nariman point, Churchgate, Wadala, Bandra, Parel, Mazgaon in Mumbai for an initial period of 2 (two) years which may be renewed thereafter, for subsequent periods from time to time, as required by the Department of Goods and services Tax, Government of Maharashtra. Parties having ready office premises of minimum carpet area approx. 40,000 sq. ft may bid.

The Premises should be centrally located within Fort, Colaba, Nariman point, Churchgate, Wadala, Bandra, Parel, Mazgaon in Mumbai for use as office and should preferably be ready to be occupied with cabins, partitions, cupboards, toilets, lifts etc. Sufficient parking space, water supply for drinking and external housekeeping, power connection and standby power supply and firefighting equipment should be made available according to the size of the premises / building. The office premises should be legally free from all encumbrances, well connected by public transport (both rail and road) and should have a wide approach road.

Owners/Authorized representatives/ Power of Attorney holders may contact on any working day between 10:30 to 17:00 Hrs. at the above address. Bid Documents can be downloaded from **27.09.2024** from Website given below.

<https://mahagst.gov.in>

<https://gem.gov.in>

The intending parties shall submit the proposal/bid in GEM portal only and the last date for submission of Bid form duly filled in GEM portal will be **10.10.2024** (Till 15:00 Hrs.). Department of Goods and services Tax, Government of Maharashtra reserves the right to accept/reject any offer, without assigning any reason whatsoever.

The bid shall be accepted in GEM portal only. No tender will be accepted in post, courier, Fax, Email, Tele-fax or any other such means.

The detailed tender documents are enclosed as Annexure;

1.	Terms and Conditions	Annexure "I'
2.	Proforma for Technical Bid-Part -I	Annexure "II'
3.	Proforma for Financial/Price Bid-Part -II	Annexure "III'
4.	Scope of Maintenance	Annexure "IV"
5	Space requirement	Annexure "V"

The tenders should be submitted in two parts i.e. Part-I for Technical Bid and Part- II for Financial Bid fully filled up. The Department of Goods and services Tax, Government of Maharashtra reserves the right to cancel the tender at any time without assigning any reason.

The Tenders will be short listed on the basis of their Technical and Financial Bids. In technical bid weightage will be given to parameters like location, Suitability, Convenience, age of property, commitment to furnish at shorter duration, quality of construction, adequate parking, ventilation, accessibility, toilets, water supply etc. subject to verification by this office and final approval/sanction as per the rules framed in this regard by the Government of Maharashtra.

TENDER SCHEDULE

Sr. No	Title	Description
1	Title	Tender for hiring of office premises (either furnished or ready to furnish in shorter duration) in or between Fort, Colaba, Nariman point, Churchgate, Wadala, Bandra, Parel, Mazgaon, in Mumbai.
2	Cost of tender document (Non refundable)	--
3	Earnest Money Deposit (EMD)	Not required
4	Date of sale of tender document	The tender documents form to be downloaded from website https://mahagst.gov.in , https://gem.gov.in From 27.09.2024
5	Last Date & Time of receiving /submission of tender document.	10.10.2024 up to 15.00 Hrs.
6	Date & Time of opening of Technical Bids and Financial Bids.	11.10.2024 at 16.00 hrs for technical bid opening. Financial bid will be opened on such date after completion of technical evaluation.
7	Time Limit for handing over possession of the premises.	Within one month from the date of issue of acceptance letter if already furnished as per requirements and within 2 months if furnishing is to be done as required by department.
8	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
9	Notice period for Termination of contract.	As mentioned in the terms and conditions of the contract.
10	Validity of tender	180 days from the date of opening of Technical Bid.

ANNEXURE - "I"

Department Of Goods and Services Tax, Government Of Maharashtra

Cabin No. F-13, Fifth floor, new building, GST Bhavan, Mazgaon, Mumbai-400010.

Tel phone- 022-23760655

GST/PRO/MUM/AREA/RENT/BIDS/ B- /2024 DATED:

Tender/Offer Document (Terms & Conditions)

To,

All the intending Person/Parties

.....
.....

Reference No.: - **GST/PRO/MUM/AREA/RENT/BIDS/ B- /2024 DATED:**
Subject: -TENDER NOTICE FOR HIRING OF OFFICE PREMISES (EITHER FURNISHED
OR READY TO FURNISH IN SHORTER DURATION) IN THE VICINITY OF
FORT, COLABA, NARIMAN POINT, CHURCHGATE, WADALA, BANDRA,
PAREL OR MAZGAON IN MUMBAI.

=====

Dear Sir/Madam,

The Department of Goods and services Tax, Government of Maharashtra intends to hire office space having a desirable carpet area as mentioned in the advertisement in a vicinity of Fort, Colaba, Nariman point, Churchgate, Wadala, Bandra, Parel or Mazgaon in Mumbai. (excluding covered /underground parking area, if any), for offices, including other requirements as mentioned below: -

(Selection of the premises will be based on location, age of property, commitment to furnish at shorter duration, parking facility, accessibility and convenience, quality of construction, structural stability, rent rate quoted, other amenities provided, etc. subject to the verification by this office and/or final approval/sanction as per the rules framed in this regard by the Government of Maharashtra.)

1. The premises having following minimum amenities/ facilities and features will be preferred for consideration and will gain weightage:

- i. The building offered should be a completely constructed building and suitable for use as office. (New building will be preferred).
- ii. The building offered should be located on the main roads in the vicinity of Fort, Colaba, Nariman point, Churchgate, Wadala, Bandra, Parel, Mazgaon in, Mumbai and should be well connected with public transport (Rail and road).
- iii. The premises should be already furnished (plug and play) for office use with cabins, partitions, cupboards, lights, air conditioners, fans, LAN, etc. or shall be furnished and available for occupation in two months.
- iv. There should be adequate natural lighting in the campus/compound.
- v. There should be provision of drinking/potable water supply along with sufficient water for toilets, wash basins, housekeeping, other cleaning purposes etc.
- vi. There should be adequate cross-ventilation.
- vii. The building should have adequate fire safety measures and security measures as per legal requirement.
- viii. The building should be a Municipal Corporation approved building, that meets all other safety norms like earthquakes resistance, flood etc.required under the law. The property should be insured against all types of damages during the entire period of contract.
- ix. The net carpet area should preferably be in a single independent building or on different floors of same building.
- x. It should have sufficient provisions of lifts of reputed make if the premises offered are on the upper floors.
- xi. The premises should have suitable power supply for official use.
- xii. There should be uninterrupted power supply for commercial operations/common area lighting.
- xiii. There should be adequate open space for installation of generators and there should be provision for connecting them to the power supply lines.
- xiv. It would be desirable that the building/s should have prescribed parking space for each 1000 Sq.ft. of rented carpet area. Exclusive parking space for the department, minimum of 25-30 for four wheelers and 70-75 for two wheelers shall be desirable.
- xv. All building services such as Lifts, Power Supply, Plumbing, Sewerage and Telephone Connectivity shall be fully operational at the time of submission of the offer by the bidder.

- xvi. All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Department of Goods and services Tax, Government of Maharashtra.
- xvii. There should be provision of vitrified tile/marble flooring/mosaic/Granite flooring in general areas.

2. OWNERS/AUTHORISED REPRESENTATIVES/ POWER OF ATTORNEY HOLDERS' MAY CONTACT ON ANY WORKING DAY BETWEEN 10:30 TO 16:00 HRS. AT THE ABOVE ADDRESS.

Bid Documents can be downloaded from Website given below.

<https://mahagst.gov.in>

<https://gem.gov.in>

The last date for submitting of Bid form in GEM portal duly filled with necessary documents: 10.10.2024 (Till 15:00 Hrs.)

The interested parties should submit their proposal/bid in GEM portal. The Technical and Financial bid Proforma have been placed as Annexure-"II" and "III" respectively to this tender document.

4 FOLLOWING DOCUMENTS ARE ESSENTIAL AND MUST BE UPLOADED AS PART OF TECHNICAL BID: -

- a. Offer Letter (duly signed and stamped)
- b. This Tender / Offer document duly signed (and also stamped in case of an entity submitting the bid) on each page, as token of acceptance of Terms & Conditions mentioned there in.
- c. Technical Bid in Annexure "II"(Duly signed and stamped on each page)
- d. Other documents as detailed in the Technical Bid i.e. Annexure-"II" (duly signed and stamped on each page.)
- e. Signed and scanned copy of approved drawings from competent authority.
- f. Signed and scanned copy of an affidavit from the owner(s)/power of attorney holder that the premise offered is free from liability/litigation/pending dues/taxes and encumbrance.
- g. Signed and scanned copy of the layout plan of the premises with exact measurement of carpet area.

5 THE PROCEDURE FOR SUBMITTING BID, EVALUATION AND FURTHER TERMS AND CONDITIONS:

The bid with relevant documents should be submitted online in the GEM portal and the last date is till **10.10.2024 (Till 15.00 Hrs.)**. The technical bid would be opened on **11.10.2024** at 16.00 Hrs.

1. After opening the technical Bids, physical inspection of the premises offered by the bidders, covered by the tendered bids, will be carried out to verify whether the offer complies with the technical specifications or otherwise.
2. In case the technical bid is found acceptable, the selected party will be required to submit the Notarized / Attested 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 Bids or otherwise.
3. The rent proposed to be charged on per square feet, per month on the carpet area, which should be inclusive of all services and taxes (excluding GST) and duties to be paid to various authorities should be indicated in the financial bid only.
4. The premises offered should be in ready and good condition and the owner of the premises will have to hand over the possession of premises within one month of acceptance of the offer by this office in case of furnished building and within two months in case of furnishing to be made as per requirement of the department (area reference given in annexure V).
5. The offer should be valid for a minimum period of six months (180 days) from the due date of opening of the tender.
6. It should be noted that most competitive rates should be offered in the financial bid. However, selection will be on the basis of age of property, commitment to furnish at shorter duration, parking, accessibility, quality of construction, suitability, convenience and any other criteria the department may deem fit subject to rules framed by the Government of Maharashtra.
7. No brokerage/fee shall be paid to the authorized representatives and No Rent Deposits will be given by the Department of Goods and services Tax, Government of Maharashtra to the Owner for offering the premises.
8. Tenders received after the due date and time for whatever reason, shall not be entertained and the Department of Goods and services Tax, Government of Maharashtra shall not be responsible for any loss or delay in delivery of tender

documents.

9. The premises offered should be legally free from all encumbrances.
10. Finalization of rent would be based on the rent reasonability given by PWD/ rent negotiation and final approval/sanction by the Goods and Service Tax Department as per the rules framed in this regard by Government of Maharashtra.
11. The selected bidder would be required to sign Lease agreement with the Department of Goods and services Tax, Government of Maharashtra. The original copy of the lease document shall be retained by the department.
12. The tender is for hiring for an initial period of 02 (two) years. Within this period there will not be any revision of rent. In case if required the hiring period may be extended. The revision of rent beyond 02 years, if required, would be as per conditions mentioned in Lease agreement signed. If lease is extended beyond 02 (two) years, up to 5% or PWD rent rate whichever is less.
13. All the details and documents mentioned in the tender form must be uploaded. Any bid having incomplete details/documents are liable to be rejected. However, the Department of Goods and services Tax, Government of Maharashtra may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Department of Goods and services Tax, Government of Maharashtra 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.
14. Monthly rent should be quoted on lump-sum basis for the Carpet area for the entire agreement periods of 02 (two Years) in the Financial Bid.
15. Details of covered/built up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc. should be furnished.
16. The monthly rent will start as and when possession of the building is taken over by the Department of Goods and services Tax, Government of Maharashtra. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made.
17. All existing and future rates, taxes including property taxes, assessment charges and other outgoings of any description in respect of the said premises shall be borne by the owner/bidder.
18. The Department of Goods and services Tax, Government of Maharashtra shall pay

all charges in respect of electric power, light and water used on the said premises during the lease periods as per the prevailing rates. For electricity supply through generator set, a separate meter should be installed.

19. All the lights, fans, air conditioners etc. shall be already installed. The cost of repair and maintenance of civil/electric installation 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 Department of Goods and services Tax, Government of Maharashtra. The scope of maintenance is enclosed as per "Annexure-IV".
20. The security of the building and running of lifts with requisite man power for operation shall be the responsibility of the owner/bidder. The cost of deployment of external security for the building will be met by the owner. The services like security and maintenance shall be of the quality acceptable to the Department of Goods and services Tax, Government of Maharashtra. The internal security of the building will be taken care of by the Department of Goods and services Tax, Government of Maharashtra. The bidder should make sure that the Lifts work smoothly during the period of contract.
21. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of Department of Goods and services Tax, Government of Maharashtra. 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 1000/- per minor complaint.
22. The Department of Goods and services Tax, Government of Maharashtra at any time during the Lease Period/extended Lease Period may make temporary alternations like partitions, office fixtures and fittings to suit the requirements.
23. 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.
24. The Department of Goods and services Tax, Government of Maharashtra reserves the right to amend any/all terms and conditions, as it deems necessary.

25. Tender Bids will be evaluated along with the offers received from government/ Semi Government organizations/ State or Centre PSU. In technical bid priority will be given to government/ PSU buildings. Also preference will be given for new furnished plug and play buildings.
26. The assessment of reasonable rent and furnishing will be done by the Superintending Engineer/Executive Engineer, PWD department.
27. Participation in the tender process does not entail the bidders any commitment from the Department of Goods and services Tax, Government of Maharashtra. The Department of Goods and services Tax, Government of Maharashtra will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract.
28. The Department of Goods and services Tax, Government of Maharashtra reserves the right to reject/accept any or all the Tenders in full or part without assigning any reasons and the decision of the Department of Goods and services Tax, Government of Maharashtra shall be final and is binding on all concerned. Department of Goods and services Tax, Government of Maharashtra reserves the right to negotiate the rates even after the tendering process. No appeal against the decision of the Department of Goods and services Tax, Government of Maharashtra shall be entertained.

Sd/-

Shri. M.R.BAGADE
Deputy Commissioner
Public relation office
Department of Goods and Service Tax

OFFER LETTER

Reference No.: - **GST/PRO/MUM/AREA/RENT/BIDS/ B- /2024 DATED:**

Published in newspapers/web sites.

Subject: -TENDER NOTICE FOR HIRING OF OFFICE PREMISES (EITHER FURNISHED OR READY TO FURNISH IN SHORTER DURATION) IN THE VICINITY OF FORT, COLABA, NARIMAN POINT, CHURCHGATE, WADALA, BANDRA, PAREL OR MAZGAON IN MUMBAI.

With reference to your Tender Notice calling for offers for hiring of office Premises for **Department of Goods and services Tax, Government of Maharashtra** at Mazgaon, Mumbai.

I/We hereby upload my/our offer as follows: -

- a) Technical Bid: As Annexure-"II" & other documents
- b) Financial Bid: As Annexure-"III"

I hereby undertake to abide by various terms and conditions contained in your letter **Department of Goods and services Tax, Government of Maharashtra** letter No. **GST/PRO/MUM/AREA/RENT/BIDS/ B- /2024 DATED:** calling for offers. (Copy, duly signed, enclosed)

I also certify that the details furnished in the bid/bids, various enclosures and other documents are true and correct to my/our knowledge.

Date

Signature and stamp of the
Owner /bidder/authorized Signatory with
complete Name, Address, and Contact no,
Including Mobile No(s) (also indicate the
category in which signing, whether on his
own behalf of as power of Attorney/
Authorized signatory of the owner)

Annexure – ‘II’

Reference No.: - **GST/PRO/MUM/AREA/RENT/BIDS/ B-** /2024 **DATED:**

Published in newspapers/web sites.

Subject: - TENDER NOTICE FOR HIRING OF OFFICE PREMISES (EITHER FURNISHED OR READY TO FURNISH IN SHORTER DURATION) IN THE VICINITY OF FORT IN COLABA, NARIMAN POINT, CHURCHGATE, WADALA, BANDRA, PAREL OR MAZGAON IN MUMBAI.

TECHNICAL BID

Attach extra sheets, if required, which should also be signed.

SR. No.	Particulars	Details (Please tick /Fill up with relevant answer)
1	Name of the persons/party submitting the Bid (hereinafter referred to as the bidder); Permanent Account No. (PAN); Whether assessed to tax? And if so, particulars thereof.	
2	Status of the bidder (individual/Partnership Firm/Company/Society/Any other specify).	
3	Name of the person/party holding Title to the property (hereinafter referred to as the owner) Permanent Account No (PAN) whether assessed to tax? and if so, particulars thereof.	
4	Status of the owner (individual/Partnership Firm/Company/Society/Any other(specify)	
5	Whether he/she is himself/herself the owner of property offered on rent or holds a Power of Attorney or a duly Authorized Person? Attached copies to Title document.	
5.1	Details regarding experience of bidder/owner in construction of building (if the bidder/owner are separate persons such details to be given in respect of both).	
6	Contact details of bidder: -	
6.1	Name	
6.2	Complete Postal Address	
6.3	Contact Tel no./Mob	
6.4	Email Id	

7	Contact details of owner (if different from bidder): -	
7.1	Name	
7.2	Complete Postal Address	
7.3	Contact Tel no./Mob.	
7.4	Email.Id.	
8	Details of property offered: -	
8.1	Location and Address of the Property	
8.2	Whether property is having "Office Use" as permissible use by competent authority?	
8.3	Whether it is an independent building for exclusive use by the Department of Goods and services Tax, Government of Maharashtra without sharing with any other user? If no, give details of tenants/proposed tenants or occupants. (The bidder may be required to furnish copy of lease agreement with other tenants, if called for)	
8.4	Whether the space offered for hire is situated in more than one floor of a property? if yes, specify floors.	
8.5	Total plot area of the property where Office is offered (Complete land area including open spaces, constructed are within the boundary of property offered on rent) (in Sq.ft.).	
8.6	Total carpet area on each floor offered for rent (in Sq.ft.).	
8.7	Total carpet area (total of all floors) offered (excluding underground/covered parking areas) (in Sq.ft.).	
8.8	Open area (open parking space, inner roads, garden etc.)	
8.9	Covered Parking areas; garages, underground parking etc. (if any)	
8.10	Approximate distance of the property from nearest local railway station	
8.11	Width of road on which the property is located.	
8.12	Whether proper access from road is available/ Also specifies clearly whether the premises are easily accessible for heavy vehicles? (Inform if any restrictions have been imposed by govt. or other authorities if any.)	
8.13	Details regarding natural light and Proper Ventilation	

8.14	Whether the proposed property/building is free from all Encumbrances, claims, litigations etc.? (If yes, attach copies of relevant certificates. If not, give details of the nature and status of the Encumbrances, claims, litigations etc.)	
8.15	Whether all Govt. dues including Property tax, electricity, telephone, water bills etc. have been duly paid up to date? (enclose documentary proof for the same)	
8.16	Whether the proposed building/property is physically vacant and available- "Ready to occupy?"	
8.17	Parking space for car/vehicle available. Public parking spaces on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space. (if any and open parking space may be indicated separately)	
8.18	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, mention separately for men and women if any).	
8.19	Details of lift capacity and number.	
8.20	Details of available fire safety and security measures.	
8.21	Whether suitable power supply for Commercial operation is available?	
8.22	Whether adequate open space for installation of generator is available?	
8.23	Details of the power backup, whether available or not.	
8.24	Any other facility which the owner/bidder may provide to the Department of Goods and services Tax, Government of Maharashtra in proposed property such as conference room, business entry, Food Court, Gymnasium and other recreational Facilities etc.	
9	Maximum time required for Completing the internal wall partition and other finishing works as per user requirements.	
10	Further general details relating to the Building/Location.	
10.1	Year of construction. Specify whether the said building was given on lease /hire or occupied earlier? If yes furnish details along with last Rent charged and date of vacation by the earlier lessee.	
10.2	Please specify the details of public transport facilities available to and from the premises. (BEST)Mention specifically any hazards	

	associated with building or surroundings which are harmful for human occupation.	
10.3	Whether the premise has extra storage facility? (If yes, give details. If not, specify whether such facilities are available in the vicinity.)	
11	Building Management-please provide full details of the building management company including its ownership structure and whether the management service is in house or outsourced.	
12	Electricity -1.5 KVA/100Sq.ft would be the minimum electrical load for internal office consumption, which would be procured by the Owner/bidder.	
13	Whether electricity installation and fitting, Power plugs switches etc. provided or not? Whether buildings have been provided with fans in all rooms or not? (If yes, give the nos. of fans per floor wise)	
14	Signage- Department of Goods and services Tax, Government of Maharashtra requires the right to use its logos and graphics at the entrance to its premises and within the premises. The Department of Goods and services Tax, Government of Maharashtra shall also be provided signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building façade.	

Enclose documents wherever required.

I/we have gone through the various terms and condition mentioned in the tender documents and I agree to abide by them. I/we (in full and Block Letter) son/daughter of..... (in full and Block Letter) solemnly declare to the best of my knowledge and belief, the information given above and, in the enclosures, accompanying it is correct, complete and truly stated.

Place:

Yours faithfully,

Date:
Signature.....
Name
Designation.....

Annexure – III

Reference No.: - **GST/PRO/MUM/AREA/RENT/BIDS/ B- /2024** **DATED:**

Published in newspapers/web sites.

Subject: - TENDER NOTICE FOR HIRING OF OFFICE PREMISES (EITHER FURNISHED OR READY TO FURNISH IN SHORTER DURATION) IN THE VICINITY OF FORT, COLABA, NARIMAN POINT, CHURCHGATE, WADALA, BANDRA, PAREL OR MAZGAON IN MUMBAI.

FINANCIAL BID

1. Name of the party :

2. Address (with Tel.No. & Fax No.:

3. PAN No. :

4. Name & Address of the proprietor,
Partners/ Directors (with Mobile
Number) :

Name & address of the premises	Net Carpet Area offered (in Sq. ft.)	Monthly rent in Rs. per Sq. ft	Total Monthly rent quoted for the Net carpet area with furnishing in Rs.

: IMPORTANT NOTE:

1. No separate rent would be paid for (a) underground / covered parking areas (b) open parking space, inner roads, garden, etc. The rate quoted shall be inclusive of usage by tenants of all these areas. The owner has to provide cabins, sitting partitions, cup boards, storage, furniture, etc. as required for the office by the Department.
2. If it is independent building in a plot, then the rent quoted shall give right for the tenant for usage of the total plot area of the property i.e. complete land area including open spaces and constructed area that are with the boundary of property being offered on rent. Bids should be inclusive of Terms laid down in "Annexure- IV" in tender documents.
3. Net carpet area means area of premises less toilets, passage, walls/columns, staircases, veranda, lobby, balcony etc.
4. The rent quoted shall include the property tax, Municipal taxes or any other taxes paid at the current tariff as on the date of quoting.
5. The rate quoted shall be exclusive of GST.
6. The Municipal water charges and the electricity charges would be borne by the Department of Goods and services Tax, Government of Maharashtra on actual basis from the date of occupation to the date of vacation.
7. The tender is for hiring for an initial period of 02 (Two) years. Within this period there will not be any revision of rent. In case if required the hiring period may be extended. The revision of rent beyond 02 years, if required, would be as per conditions mentioned in Lease Agreement signed. If lease is extended beyond 02 (Two) years, up to 5% or rate approved by PWD whichever is less.
8. No advance would be given by the Department of Goods and services Tax, Government of Maharashtra as deposit for rent.
9. Finalization of rent would be at the discretion of the Department of Goods and services Tax, Government of Maharashtra after considering the required reports along with rent reasonability certificate given by PWD department and calculation certified

by PWD department on the cost of furnishing. The Department of Goods and services Tax, Government of Maharashtra reserves the right to negotiate the rent rate even after the tender process.

- 10.** The Department of Goods and services Tax, Government of Maharashtra reserves the right to reject/accept any or all the Tenders in full or part without assigning any reasons and the decision of the Department of Goods and services Tax, Government of Maharashtra shall be final and is binding on all concerned. No appeal against the decision of Department of Goods and services Tax, Government of Maharashtra shall be entertained.
- 11.** The rent payment terms will be as per the agreement made with successful bidder on raising valid invoice by the bidder.

Date

Signature and stamp of the owner /bidder/ authorized
Signatory with complete Name, Address, Contact no, including
Mobile No(s)(also indicate the category in which signing,
whether on his own behalf of as power of Attorney/ Authorized
signatory of the owner)

"ANNEXURE-IV"

SCOPE OF MAINTENANCE

The Landlord would bear the cost of maintenance of the following

1. Periodical civil, electrical, firefighting maintenance and preventive maintenance drill for firefighting equipment would be responsibility of bidder.
2. Periodical maintenance of the building, which includes painting of walls, doors, windows, all the exteriors, and all the common areas of the building.
3. Maintenance of all elevators including payments of AMC.
4. Maintenance of lighting posts etc. of common area.
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.
10. Round the clock general security to the premises, access control and regulating visitors' movement. Regulating vehicle movement within the premises.
11. Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garage area.

ANNEXURE-V

1. SPACE REQUIREMENT				
SR.NO.	CABIN/SITTING AREA SIZE	NUMBERS	TOTAL AREA	FURNITURE REQUIREMENT
1	200 Sq.ft. + 150 Sq.ft meeting room (Full cabin)	1	350 Sq.ft.	Table, Chairs, Storage and curtains.
2	120 Sq.ft.(Full cabin)	6	720 Sq.ft.	Table, Chairs, Storage and curtains.
3	100 Sq.ft.(Full cabin)	67	6700 Sq.ft.	Table, Chairs, Storage and curtains.
4	80 Sq.ft.(half cabins)	95	7600 Sq.ft.	Table, Chairs, Storage and curtains.
5	40 Sq.ft. (work station)	237	9480 Sq.ft.	Work station, Chairs and Storage.
6	30 Sq.ft. (work station)	162	4860 Sq.ft.	Work station, Chairs and Storage.
	TOTAL		29710 Sq.ft (Rounded of to 29500 Sq.ft).	

2. ADDITIONAL AMENITIES REQUIRED		
SR.NO.	SECTION	AREA REQUIRED (SQ.FT.)
1	Record room	2000
2	Canteen	500
3	Visitor room	1000
4	Hirakani kaksha	100
5	Library	1000
6	Conference hall	1200
7	LAN Room/ Internet Room	300
8	Stationary room	500
9	Help desk	200
10	Toilets, Internal Passage/ Corridor etc	3700
	TOTAL	10500
GRAND TOTAL	1+2	40000

- The area mentioned above is approximate based on the requirements and department reserves the right to change the area as per necessity.

Department of Goods and Services Tax, Government of Maharashtra

Cabin No. F-13, Fifth floor, new building, GST Bhavan, Mazgaon, Mumbai-400010.Tel no.

022- 23760655

GST/PRO/MUM/AREA/RENT/BIDS/ B- /2024 DATED:

TENDER NOTICE

TENDER NOTICE FOR HIRING OF OFFICE PREMISES (EITHER FURNISHED OR READY TO FURNISH IN SHORTER DURATION) IN THE VICINITY OF FORT, COLABA, NARIMAN POINT, CHURCHGATE, WADALA, BANDRA, PAREL OR MAZGAON IN MUMBAI.

Department of goods and services tax, government of Maharashtra, GST Bhavan, Mazgaon, Mumbai 400010 invites online bids for hiring of office premises for various Government offices, total requirement being 40000 sq ft. (approximately). The concerned office space is required in the vicinity of Fort, Colaba, Nariman point, Churchgate, Wadala, Bandra, Parel or Mazgaon in Mumbai for an initial period of 2 (two) years which may be renewed thereafter, for subsequent periods from time to time, as required by the Department of Goods and services Tax, Government of Maharashtra. Parties having office premises of carpet area ranging approx. 40,000 sq.ft may bid. Owners/Authorized representatives/ Power of Attorney holders may contact on any working day between 10:30 to 17:00 Hrs. at the above address. Detailed tender notice and Bid document can be downloaded from **27.09.2024** from Website given below.

<https://mahagst.gov.in>

<https://gem.gov.in>